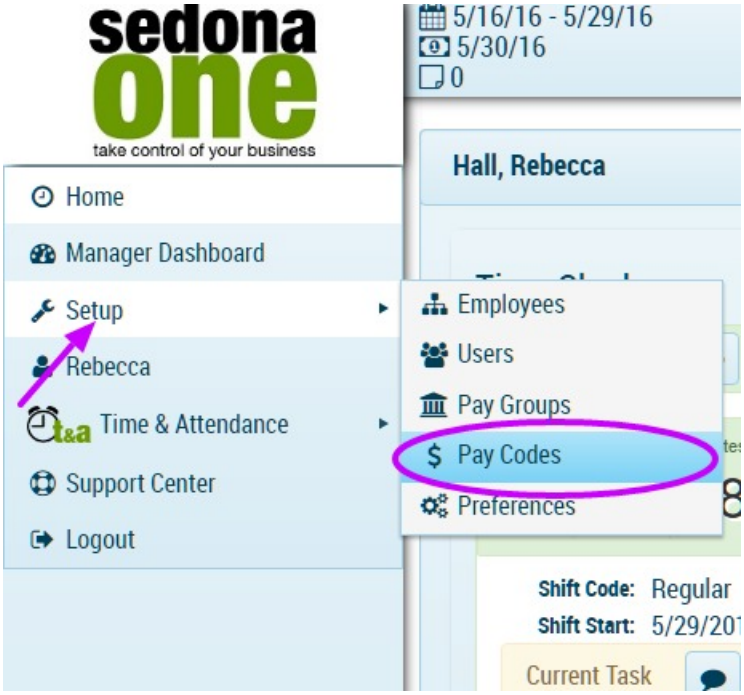
Pay Code Basics

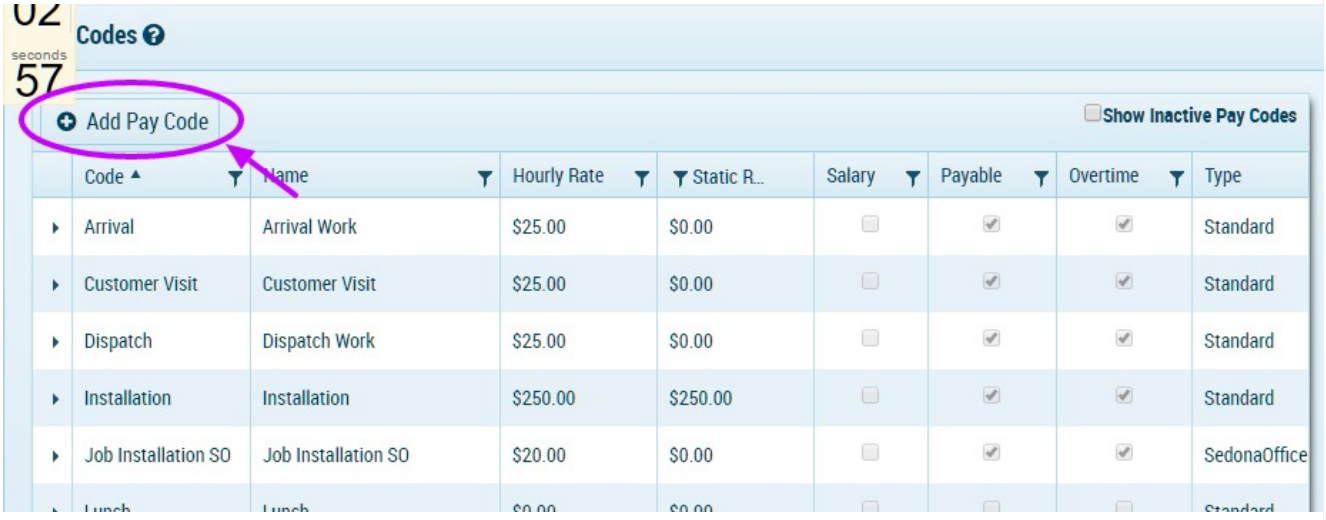
Last Modified on 11/07/2016 1:12 pm EST

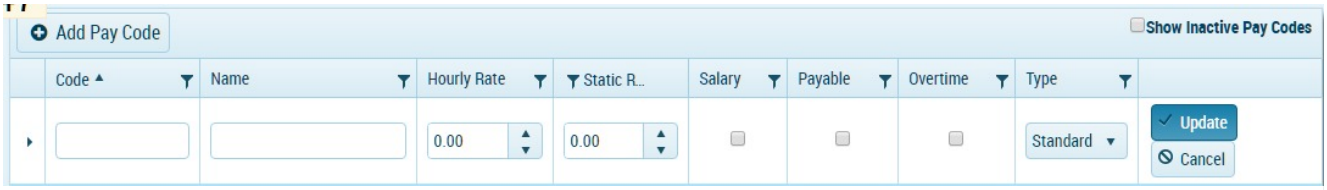
Adding a New Pay Code

Navigate to Setup - Pay Codes



The following screen will appear. Select Add Pay Code to create a new Pay Code.





Pay Code Fields

Code

The unique identifier for the Pay Code.

Name

Short description of the Pay Code.

Hourly Rate

The Hourly Rate for the Pay Code. The Hourly Rate may be changed at the Employee level.

Static Rate

The Static Rate for the Pay Code.

Salary

Select this box if the Pay Code is for Salaried employees

Payable

Select if the Pay Code is Payable to an employee,

Overtime

Select if the Pay Code is

Type

Standard

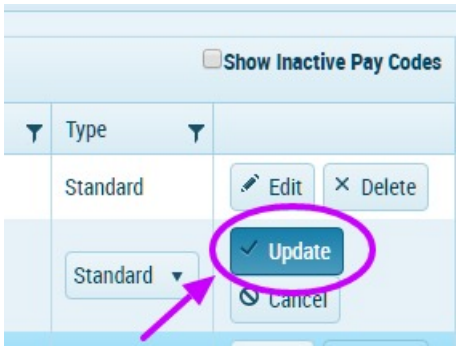
Select if

SedonaOffice

Select if

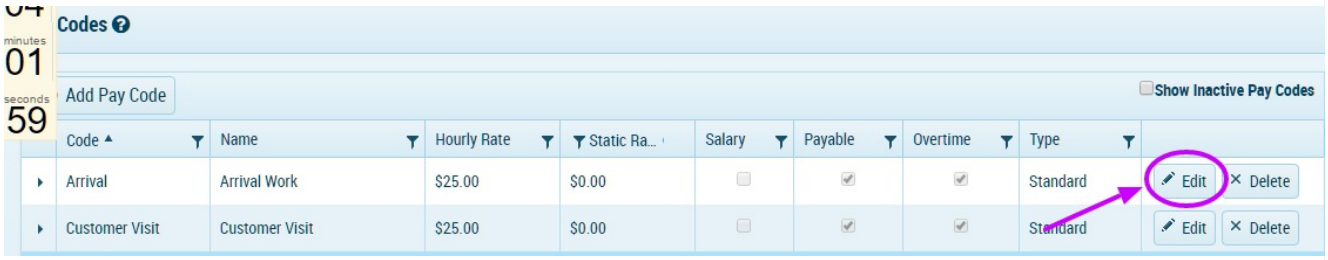
Save Pay Code

When complete select Update.

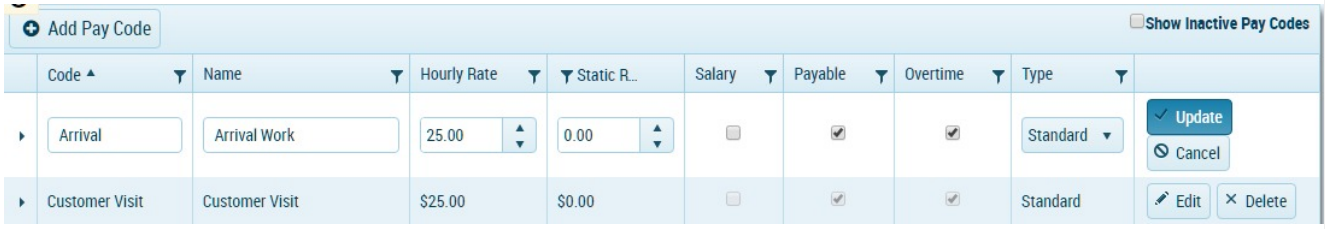


Edit Pay Code

To make changes to a Pay Code select Edit for the Pay Code you want to change.



Make the changes and then select Update. If you decide to not make changes select Cancel.



Delete Pay Code