Managing Employees in a Pay Code

Managing Employees in a Pay Code

Pay Codes may be drilled into to manage employees in a specific Pay Code. Select the arrow to the left of the Pay Code. Paygroup Managers only have the ability to see the employees that they are responsible for managing.

Add an Employee to a Pay Code

Select Add to add an Employee to a Pay Code

A new entry is created. When you select Employee, the drop down list is pre-populated with your company's employee.

Select the Employee and complete the remaining columns: Hourly Rate, Static Rate, Default, Payable and Allow Overtime. When complete select the Checkmark. If you do not wish to add the Employee click the button with an X.

Edit Pay Code Information for an Employee

To Edit an Employee's information in a Pay Code select the Edit button.

Delete Employee from a Pay Code

To Delete an Employee from a Pay Code select the Delete button.

Add Pay Code									Show Inactive Pay Codes
Code ▲ ▼	Name ▼	Hourly Rate ▼	▼ Static R...	Salary ▼	Payable ▼	Overtime ▼	Type ▼		
Arrival	Arrival Work	$25.00	$0.00	☐	☑	☑	Standard	✏ Edit	✕ Delete

⊕ Add							
Employee ▼	Hourly Rate ▼	▼ Static Rate ❓	Default ▼	Payable ▼	Allow Overt... ▼		
Papay, Travis	$25.00	$0.00	☐	☑	☑	✎	🗑
Robinson, Mellissa	$25.00	$25.00	☐	☑	☑	✎	🗑

|◀ ◀ ① ▶ ▶| 1 - 2 of 2 items   ↻