

Notes and Pay Codes

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

Notes and Pay Codes are not unlocked until you Save the information for a new employee. To setup the Pay Codes for an employee select the edit bottom on the far right of the employee record.

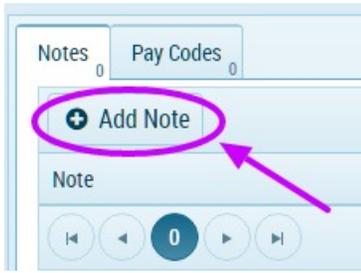


The Notes and Pay Codes tab will be close at the bottom of the page.

A screenshot of the 'Edit Employee - Service, Sally' form. The form is divided into two main columns. The left column contains fields for personal information: First Name (Sally), Last Name (Service), Middle Initial, Address (8810 Strawberry Lane), Willoughby, Ohio, 44106, Phone, Cell, Text Notifications, and Email (rebecca.ann59@gmail.com). The right column contains fields for employment details: Linked User, Employee Number (11021), Employee Since (3/1/2015), Job Title (Service Technician), Description, Technician, Salesperson, Inactive, Inactive Date, Picture (with a 'Delete Picture' button), Upload, SedonaOffice Tech, Pay Group (Biweekly), Salary?, Salary Code, and Yearly Salary (\$0.00). At the bottom of the form, there are two tabs: 'Notes' and 'Pay Codes', both with a '0' next to them. The 'Notes' tab is highlighted with a purple box. Below the tabs is an 'Add Note' button and a table with columns for Note, Modified, Modified By, Type, and Expiration. The table is currently empty, and the status at the bottom right says 'No items to display'.

Notes

To add a new note select the Notes tab and Add Notes.



Enter the following information:

Note

Text describing the reason for the note.

Type

Standard

Critical

Expiration

Date and time that the note expires.

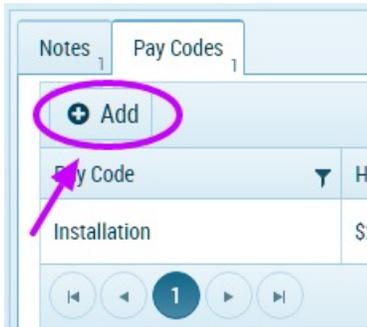
A screenshot of a software interface showing a 'Notes' tab with a count of 2. Below the tab is a button labeled '+ Add Note'. Below the button is a table with columns: Note, Modified, Modified By, Type, and Expiration. The table has two rows. The first row is partially filled with a date and time, a dropdown menu, and a date picker. The second row is filled with the text 'Referred by Angela O'Brien', a date and time, a name, and the type 'Standard'.

Note	Modified	Modified By	Type	Expiration
	5/29/2016 11:41 PM		Sta... ▼	
Referred by Angela O'Brien	5/29/2016 11:39 PM	Hall, Rebecca	Standard	

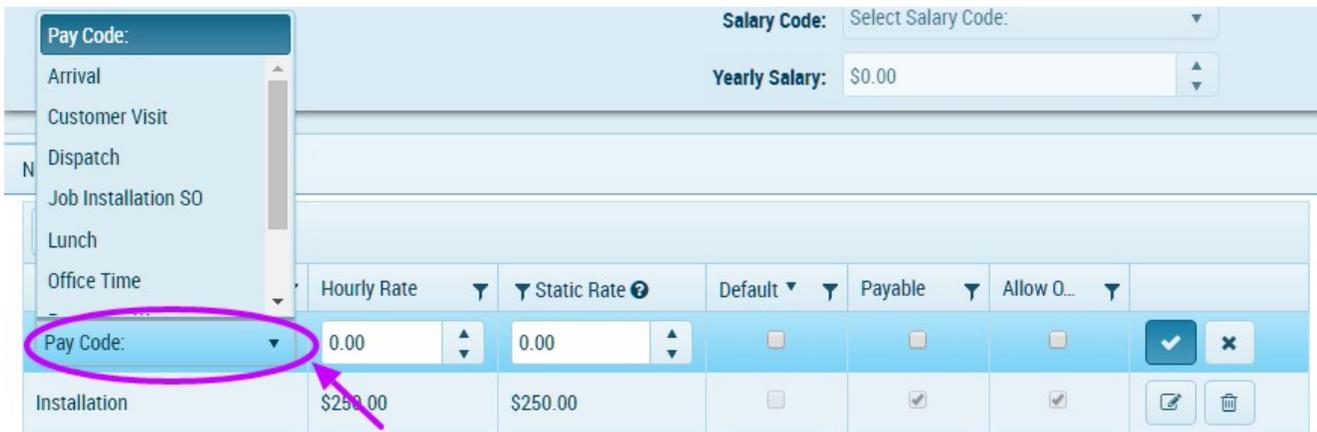
Pay Codes

Add Pay Code to Employee

To add a new pay code select the Pay Code tab and Add Pay Codes.



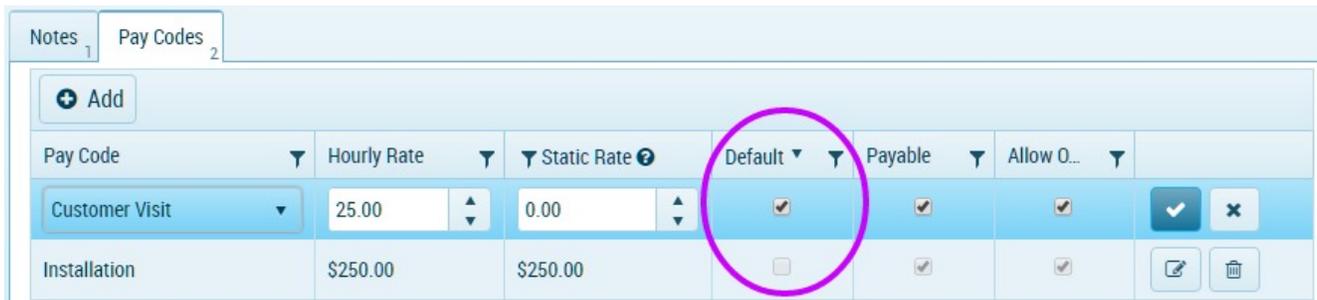
.Select the the Pay Code by selecting the drop down next to Pay Code.



The default values for Hourly Rate, Static rate, Payable and Allow Overtime will all populate. If you want to change these values you may do so.

Default Pay Code

The select the default Pay Code for an employee please check the default box when editing the Pay Code. There can only be one Default Pay Code per Employee.



When complete select the Checkmark to save.

Notes ₁		Pay Codes ₂					
+ Add							
Pay Code	Hourly Rate	Static Rate	Default	Payable	Allow 0...		
Customer Visit	25.00	0.00	<input checked="" type="checkbox"/>				
Installation	\$250.00	\$250.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pay Codes may also be edited and deleted for each Employee.