



Pay Rate Change

Go to the Employee Card
Click Edit for a present pay rate change
OR click Edit Future Pay for a future pay rate change

Employee List > Allen, Austin (22)

← Return Utility Print Reports Prev Next

Profile Tax Setup Direct Deposit Time Off Scheduled Pay Deductions Dependents/Beneficiary Events Attachments Checks YTD

W2/1099/ACA Custom Fields Notes Internal Setup Allocations Multiple Pay Rates

⚠ Employee has 1 pending future change(s).



| GENERAL | | EMPLOYMENT | | PAY | |
|-------------|----------------|---------------------|-------------------------------------|-----------------------|------------------------|
| Emp# | 22 | Active Status | Active | Termination Date | 08/05/2024 |
| SSN | xxx-xx-4445 | Contractor | <input type="checkbox"/> | Default Work Location | Richfield, OH (OH) |
| Last Name | Allen | Employment Status | Regular Full Time | Suta State | OH |
| First Name | Austin | Employment Chg Date | 08/09/2024 | Work Comp State | OH |
| Middle Name | | Job Title | IT | Work Comp Code | 2883-FURNITURE MFG-W |
| Suffix | | Hire Date | 05/06/2024 | Divisions | DIVISION 1 - DIVISION1 |
| Nickname | | Rehire Date | 08/09/2024 | Department | |
| Address 1 | 1907 Byrd Ave | PEO Hire Date | 05/06/2024 | Projects | BOWLING GREEN - BOWL |
| Address 2 | | Clock# | | reporting | |
| City | Cuyahoga Falls | Shift | | Clock PIN Code | |
| State | Ohio | Union Member | <input checked="" type="checkbox"/> | | |
| Zip | 44223-1706 | Certification | 1-Laborer | | |
| Location | 39-153-1048646 | | | | |

| | |
|---------------------|--------------------------|
| Pay Schedule | Weekly |
| Pay Type | Hourly |
| Default Hours | 40.0000 |
| Hourly Rate | 16.0000 |
| Pay Per Period | 640.00 |
| Annual Pay | 33280.00 |
| Benefits Annual Pay | 0 |
| Auto Pay | <input type="checkbox"/> |
| Wage Hour Exempt | <input type="checkbox"/> |
| Salary Grade | |
| Highly Compensated | <input type="checkbox"/> |
| Last Paid | 07/05/2024 |

Edit Future Pay Edit

Enter the new rate
Save

PAY

| | |
|--|--------------------------------------|
| Pay Schedule | <input type="text" value="Weekly"/> |
| Pay Type | <input type="text" value="Hourly"/> |
| Default Hours | <input type="text" value="40.0000"/> |
| Hourly Rate  | <input type="text" value="20"/> |
| Pay Per Period  | 800.00 |
| Annual Pay | 41600.00 |
| Benefits Annual Pay | <input type="text" value="0"/> |
| Auto Pay | <input type="checkbox"/> |
| Wage Hour Exempt | <input type="checkbox"/> |
| Salary Grade | <input type="text"/> |
| Highly Compensated | <input type="checkbox"/> |
| Last Paid | 07/05/2024 |
| <input type="button" value="Cancel"/> <input type="button" value="Save"/> | |

If entering a future pay rate, enter the future date.
Click Submit

Save Future Changes

What date would you like the changes to take effect?