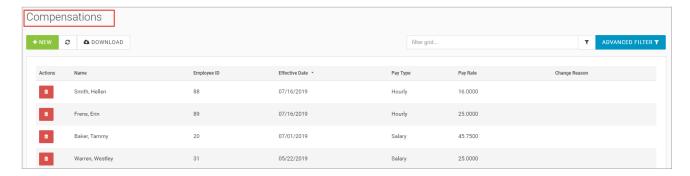
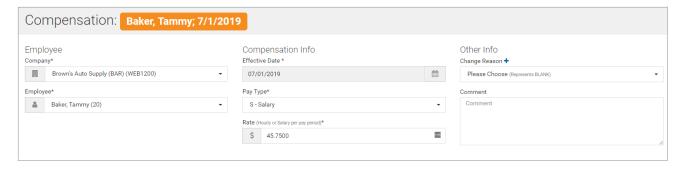


## Compensation Screen in Advanced HR 2.0

The **Compensation** screen displays the employee's primary rate or salary amount. You can view all of the employee's current and historical compensation (pay rate) changes. New pay rates will have an effective date associated with them in order to maintain the employee's compensation history.



Click on an employee to see the Compensation details screen.



## **Entering a New Pay Rate**

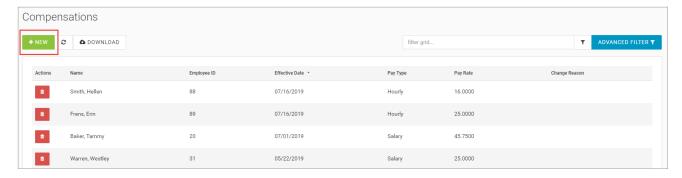
In Advanced HR, you don't change a pay rate, you **add a new primary pay rate**. New Pay Rates will have new effective dates assigned to them. This enables pay rate history to be maintained.

1

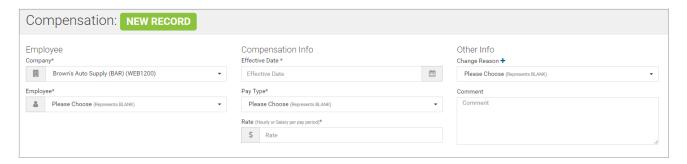
To enter a new pay rate for an employee (an increase or a decrease):

- 1. Go to HR Admin Employee Maintenance Compensation.
- 2. The system displays the **Compensation** screen.
- 3. On the **Compensation** screen, click the **+ New** button.

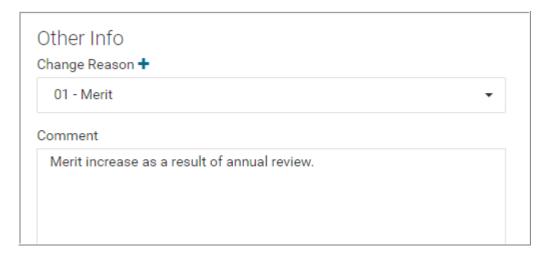
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4. The system displays the **Compensation** New Record screen.



- 5. In the **Employee** section of the screen, select the **Company** if you are not already locked into one.
- 6. Select the employee from the **Employee** dropdown.
- 7. In the **Compensation Info** section, enter the **Effective Date** of when the new compensation rate for the employee will begin.
- 8. Enter the appropriate **Pay Type** (Hourly, Salary, etc.).
- 9. Enter the new pay **Rate** (Hourly or Salary per pay period).
- 10. In the **Other Info** section, the **Change Reason** and **Comment** fields are both optional, however note that these fields can be useful for maintaining rate history for the employee.



11. Click the Save Changes button.

Here is an example after adding a new pay rate; the Compensation screen now shows two pay rates – each with an effective date.

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## Notes:

A compensation in Advanced HR 2.0 corresponds with the **Employee - EE Entry - Pay** section in Evolution. It is comprised of both a salary amount, and a primary hourly rate. Salary amount is optional, but hourly can be 0.00 (still mandatory).

By default, for an employee that doesn't have an hourly rate, the API submits an rate number (defaults to 1 on the screen, but can be changed) and an hourly rate of 0.00.

DBDT's, WC, Jobs etc., can all be associated to a pay rate. For example, an employee can be both a waiter and a bartender and have different rates at each.

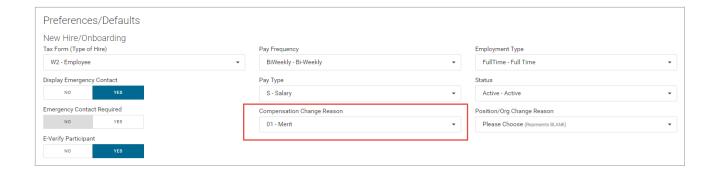
Compensation Change Reason codes (for the **Change Reason** field mentioned above) are set up by administrators on the **HR Admin - Company Setup - Compensation Change Reason** screen. The Compensation Change Reason code, once created, allows you to enter default reasons why an employee's compensation amount may have changed.



Although the **Compensation Change Reason** is not a required field when you are updating an employee's compensation, the more information you can enter, the more informed all parties will be about why compensation changes were made.

Note also that a Compensation Change Reason Code can be set by default for all new hires of a company. This is done on the **HR Admin – Company – Company List** screen, in the **Preferences and Defaults** section, by selecting one of the existing values in the **Compensation Change Reason** dropdown.

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