

Earnie - Altering Pay Rates

To alter pay rates click on Company/Alter Company Details/Pay Rates and enter the new rate in the 'Amount' column.

Company Details						
Company		Tax	Bank Details	Pay Rates	Overtime	Contact Details
No	Narrative	Amount	Fixed	Manual		
1	Grade 1	5.9000	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Grade 2	6.2500	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3	Grade 3	6.8600	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

If the 'Fixed' box is ticked the newly entered rate will **only** be applied to those employees assigned that rate. It will not be possible to amend this rate in the employees card or in the payroll processing screen.

If the 'Manual' box is ticked it will be possible to amend the rate in the payroll processing screen.

If neither the 'Fixed' nor 'Manual' boxes are ticked then the rate must be entered into each employees card.