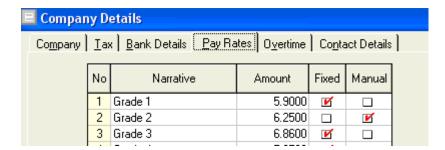


Earnie - Altering Pay Rates

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



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.