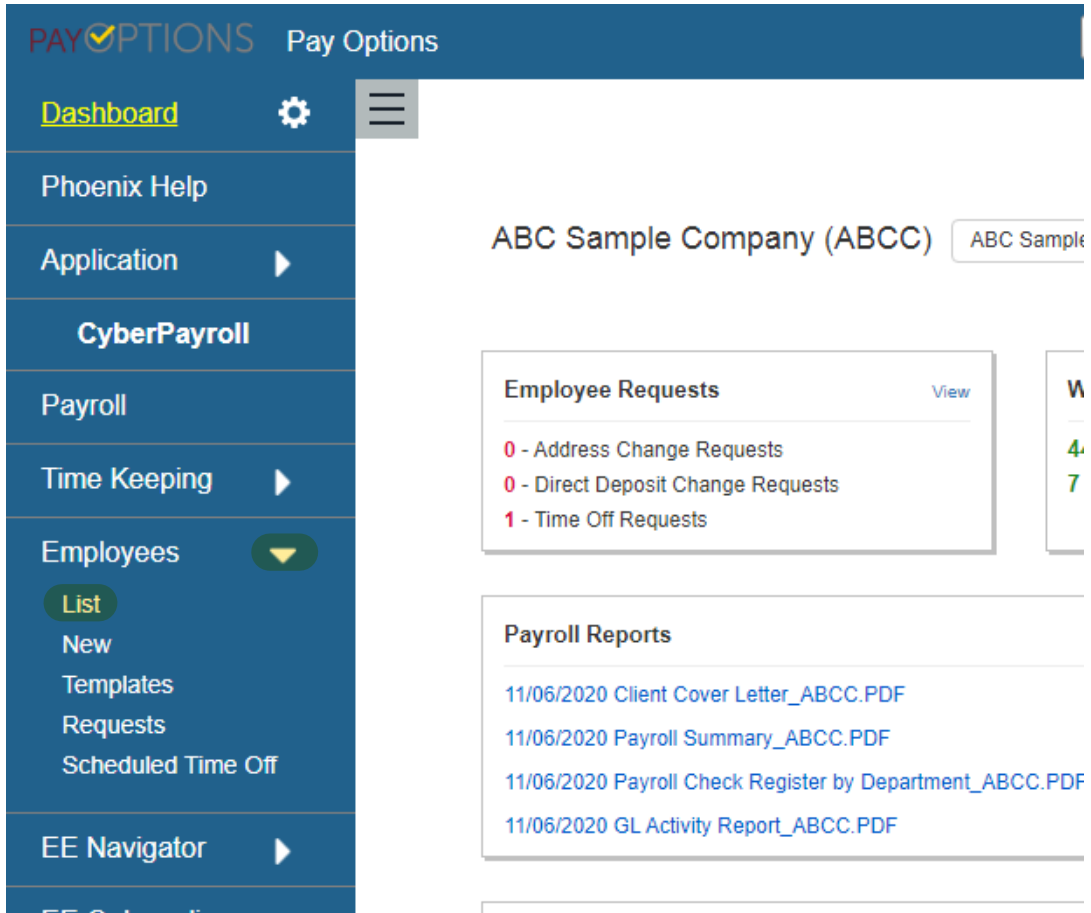


CPO Phoenix – Adding a Pay Type

As Payroll Administrator, you have access to make changes to employee profiles through CyberPay Online Phoenix. In order to add a new pay type, click on **Employee List** on the navigation menu:



This will take you to a list of active employees. Find the employee you want to make the change to and click on their name in blue:

Actions	Employee	Employee ID	SS
ABCC - ABC Sample Company			
Inline Edit Edit Details Delete	Aguilera, Jessica	1015	00
Inline Edit Edit Details Delete	Benner, Mark	1030	00
Inline Edit Edit Details Delete	Bontrager, Julie	1023	00
Inline Edit Edit Details Delete	Bryant, Zachary	1002	20
Inline Edit Edit Details Delete	Engleson, Sarah	1009	90

This will take you to the employee profile and an extended menu will show on the left. From here, click **Pay Types** option:

- Employees ▾
- List
- New
- Templates
- Requests
- Scheduled Time Off
- Information**
- Accruals
- Allocations
- Benefits
- Custom Data
- Deductions
- Direct Deposit
- EE Taxes
- ER Taxes
- ESS
- Forms
- HR Data
- Integrations
- Pay History
- Pay Types**

First Name

Middle Name

Last Name

Prefix / Suffix

Street Address 1

Street Address 2

City

State/Province

ZIP/Postal Code

County

Country

Email Address

You will see a list of pay types already tied to the employee profile. To add a new one, click on **New Employee Pay**:

[Save](#)

Pays **New Employee Pay** Pays - Current Year ▾

[Export to CSV](#)

Actions	Employee Pay	Wage	Year To Date Pay
Inline Edit Edit Details Delete	Hourly	15.7800	\$536.52
Inline Edit Edit Details Delete	Hly OT 1.5	23.6700	\$0.00
Inline Edit Edit Details Delete	Hly OT 2.0	31.5600	\$0.00
Inline Edit Edit Details Delete	Vac Pay Hly	15.7800	\$0.00
Inline Edit Edit Details Delete	SickPay Hly	15.7800	\$0.00
Inline Edit Edit Details Delete	Bonus Pay	0.0000	\$0.00

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Select the pay type you want to add, click the **Enabled** box, enter the wage amount, and hit **Save**:

Pay Information

<p>Company: ABCC - ABCC - ABC Sample Company</p> <p>Employee: Aguilera, Jessica</p> <p>Pay Type: Expense Reimbursemnt</p> <p>Taxes Withheld: <ul style="list-style-type: none"> Federal Income Tax FICA Medicare FICA Social Security Illinois State Income Tax </p> <p>Add to Pay Grid <input checked="" type="checkbox"/></p> <p>Add to Saved Defaults <input checked="" type="checkbox"/></p> <p>Default Pay Groups: <ul style="list-style-type: none"> CyberPay Online Automatic Group </p>	<p>Enabled <input checked="" type="checkbox"/></p> <p>Show On Check Stub <input checked="" type="checkbox"/></p> <p>Wage: 0.0000</p> <p>Start Date: 01/01/1900</p> <p>End Date: 01/01/2099</p> <p>Reoccurs: Every Run</p> <p>Specific Weeks: 0</p> <p>One Time Automatic Wage Increase: <input type="checkbox"/></p> <p>New Wage: 0.0000</p> <p>New Wage Date: 01/01/1990</p>
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Review changes in the employee profile. The new pay type will starting showing up on the pay grid:

Actions	Employee Pay	Wage	Effective
<input type="button" value="Inline Edit"/> <input type="button" value="Edit Details"/> <input type="button" value="Delete"/>	Hourly	16.5000	04/23/20
<input type="button" value="Inline Edit"/> <input type="button" value="Edit Details"/> <input type="button" value="Delete"/>	Hly OT 1.5	24.7500	04/23/20
<input type="button" value="Inline Edit"/> <input type="button" value="Edit Details"/> <input type="button" value="Delete"/>	Hly OT 2.0	33.0000	04/23/20
<input type="button" value="Inline Edit"/> <input type="button" value="Edit Details"/> <input type="button" value="Delete"/>	Vac Pay Hly	16.5000	04/23/20
<input type="button" value="Inline Edit"/> <input type="button" value="Edit Details"/> <input type="button" value="Delete"/>	SickPay Hly	16.5000	04/23/20
<input type="button" value="Inline Edit"/> <input type="button" value="Edit Details"/> <input type="button" value="Delete"/>	Bonus Pay	0.0000	
<input type="button" value="Inline Edit"/> <input type="button" value="Edit Details"/> <input type="button" value="Delete"/>	Expense Reimbursemnt	1.0000	04/23/20