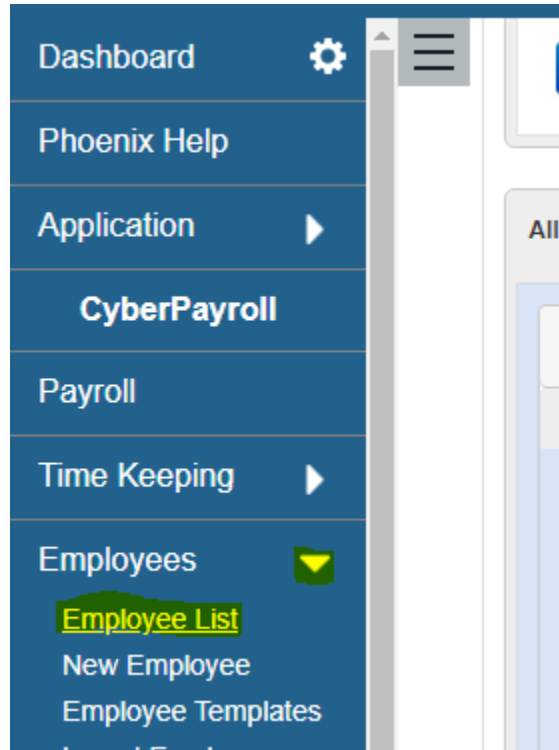


CPO Phoenix – Changing a Rate of Pay

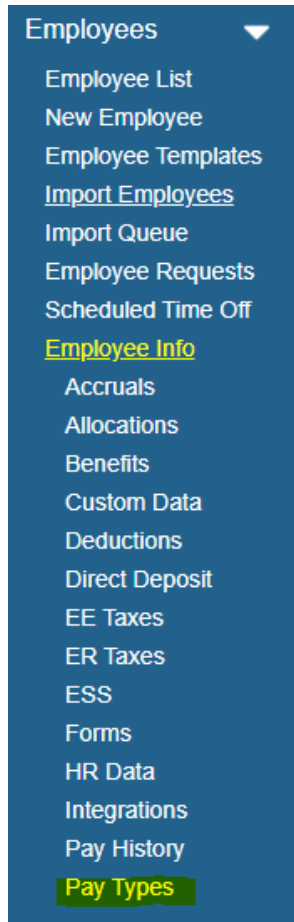
As Payroll Administrator, you have access to make changes to employee profiles through CyberPay Online Phoenix. In order to change a rate of pay, click on Employee List:



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 ↑
ABCC - ABC Sample Company				
Inline Edit	Edit Details	Copy	Delete	Smith, Marc
Inline Edit	Edit Details	Copy	Delete	Aguilera, Jessica
Inline Edit	Edit Details	Copy	Delete	August, Saturday
Inline Edit	Edit Details	Copy	Delete	Benner, Mark
Inline Edit	Edit Details	Copy	Delete	Bontrager, Julie

This will prompt an extended Employee menu to appear. Click on Pay Types:



You will see the pay types tied to this employee listed out. Overtime, vacation, and holiday pay are often tied to the hourly rate and will automatically update when the hourly wage is adjusted. Click on the name of the pay type that you want to change:

New Employee Pay		Pays - Current Year
Export to CSV		
Actions	Employee Pay	Wage
 	Hourly	12.5000
 	Hly OT 1.5	18.7500
 	Hly OT 2.0	25.0000
 	Vac Pay Hly	12.5000
 	SickPay Hly	12.5000

Make adjustments on the right-hand side of the screen. Set the effective date to the first date of the current pay period and click Save:

Save Cancel

Wage ⓘ 16.5000

Start Date ⓘ 01/01/1990

End Date ⓘ 01/01/2099

Reoccurs ⓘ Every Run ▼

Set New Wage ⓘ

New Wage 0.0000

New Wage Date 01/01/1990

Review changes in the employee profile. If there are other pay types linked to the type that was adjusted, those rates will also update automatically:

Actions	Employee Pay	Wage
	Hourly	16.5000
	Hly OT 1.5	24.7500
	Hly OT 2.0	33.0000
	Vac Pay Hly	16.5000
	SickPay Hly	16.5000