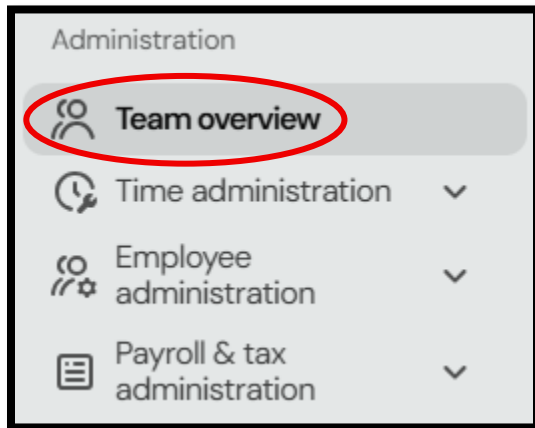



# HOW TO CHANGE PAY RATE


Managers can make changes to pay rates at any time. This **must** be accurate for payroll purposes.

Administration > Team Overview



- Click on the **Employee's Name** and click on the  in the top left corner
- Then select the **Jobs** drop-down and select **Compensation**



- Select the pencil icon in the top right corner  to **Edit** and change the **Effective date**, add the **Reason**, and the **Percent Change** or **New Rate** of pay.

A screenshot of a 'Change Salary' form. The form has a white background with a black border. At the top is the title 'Change Salary'. Below it are two rows of input fields. The first row has 'Effective' (circled in red) and a date field containing '11/14/2025'. The second row has 'Reason' (circled in red) and an empty text field. Below these are two rows of text: 'Job' and 'Description'. To the right of 'Job' is 'FDNA - NIGHT AUDITOR'. To the right of 'Description' is 'NIGHT AUDITOR'.







It is crucial that the Effective Date is documented correctly for payroll purposes

**Salary**







☐ Percent change  %

☐ New rate  USD per

- In the top right corner click the arrow for **Next**

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Click **Save**

  |   |    
back next **save** cancel print help