

HOW TO CHANGE PAY RATE

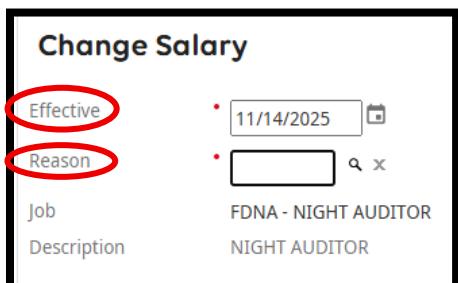
Managers can make changes to pay rates at any time. **This must be accurate for payroll purposes.**

My Team > Team Overview

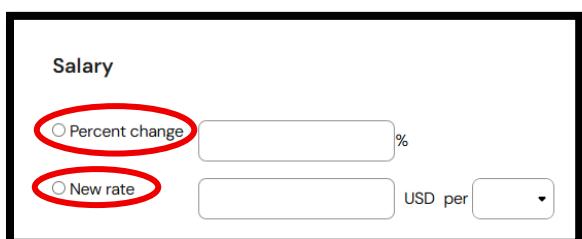
- Click on the **Employee's Name** and click on the  in the top left corner
- Then select the **Jobs** drop-down and select **Compensation**



- 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.



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



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



- Click **Save**

