

Adding an Override Department to an Additional Rate of Pay

To add an additional rate of pay to an employee you must start out under **Employee-Pay rate info**.

1. **** Please be aware that any department assigned to a specific rate on this screen, can not be overridden in payroll check lines. ****
2. While on the **Browse** tab, select the employee.

The screenshot shows the software interface for adding an override department. At the top, there is a navigation bar with various icons and a date dropdown set to 1/9/2013. Below this, the employee information for Jane Doe is displayed: EE CODE 80, COMPANY 0002, CLIENT 0002, and status 'Only For Testing Test Company #2'. A search bar contains 'Doe Jane L' and buttons for 'Prior', 'Next', and 'Update Rates or Salaries'. The main area is titled 'Browse' and contains two panes: 'Company' and 'Employee'. The 'Company' pane shows a list with '0002 Only For Testing' selected. The 'Employee' pane shows a grid of employee records with the following data:

EE Code	Last Name	First Name	MI	SSN	Status
34	Last	First	M	013-49-6736	Active
80	Doe	Jane	L	452-25-6666	Active
92	Testing	Testing 2	A	002-84-8076	Active
99	Test	Test		000-00-0999	Active
E1	Tips	E1		000-00-4321	Active
EC	Tips	EC		000-00-3211	Active
EK	Tips	EK		000-00-5555	Active
EL	Tips	EL		000-00-1234	Active
107	Lacavelier	Vinnie		000-01-0107	Active
110	Lacavelier	Vincent		000-00-0110	Active
293	Dear	Jon		234-56-7890	Active
296	Builder	Bob		000-00-0296	Active
300	Shmoe	Joe		888-96-2315	Active
555	Exemptee	Test		555-44-3333	Active
578	VT	Healthcare		112-99-9999	Active

3. Either double click on the employee's name or go to the **Details** tab at the top.
4. You will see a grid in the middle of your screen. Highlight the rate to which you want to add an override department.

Salary Information

Salary Amount: 0.00 Standard Hours: 0.00 Wage Limit:

Annualized Salary: Pay Frequency*: Bi-Weekly Wage Limit Frequency: Annual

Average Hours: 0.00 Calc Annual Salary: 0.00

Future Updates

Raise Date: Raise Rate:

Raise Amount: Pay Frequency: Weekly

Raise %: Auto update rates: Yes No

Override Information

Rate Number	Rate Amount
1	18.00
2	15.00

Primary Rate*: Yes No Rate Number*: 2 Rate Amount*: 15.00

Workers Comp

Code:

Description: State:

Assign D/B/D/T

Division:

Branch:




Department:

Team:

Jobs Number:

Position for Pay Grade:

Pay Grade:

- Underneath the grid, next to the field Team, you will see the DBDT Picker.  Assign D/B/D/T Click on this button or hit the F4 key and it will bring up your Department Listing. Highlight the one you want and click Select to pull this onto the rate.
- Once you have entered all the necessary data, click the Green Check mark  to save and the Green Stack of coins to commit.  These are located in the top right hand corner of your screen.