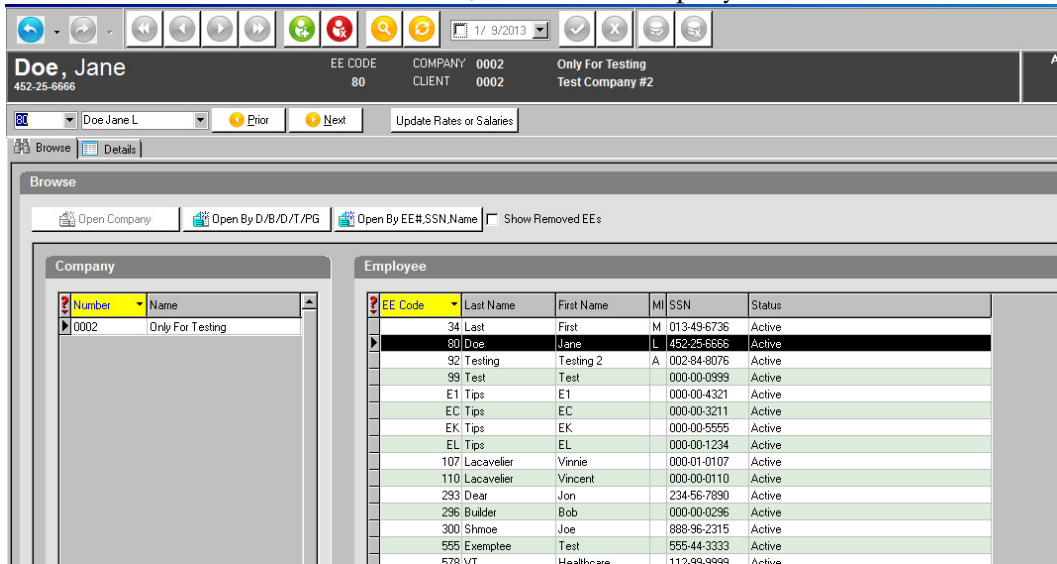



Adding an Additional Rate of Pay to an Employee



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

1. While on the **Browse** tab, select the employee.



2. Either double click on their name or go to the **Details** tab at the top.
3. Once you are on the **Details** tab click on the green plus key  to add another rate.

Primary Rate *	Rate Number *	Rate Amount *
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="2"/>	<input type="text" value="0.00"/>

4. The system will default the Primary Rate to NO and the Rate Number to the next available number for this employee.
5. Enter the rate for this employee in the Rate Amount field.
6. 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.