

Pay Rates Setup – Quick Guide

Overview – Pay Rates

Group Pay Rates – Pay Rate Tables

Pay Rates can be set for groups of Employees via the Trade, Customer, Job, and Union Pay Rates tables, and exceptions to these groups can be set at lower levels, and by using the **Preferred Pay Rate**, **Preferred Charge Out Rate**, and **Preferred Bill Rate** fields of Employee Profile records.

Individual Pay Rates – Employee Profile & Employee Pay Rate Table

For each Employee, there are 3 Pay Rate Types: **Pay Rate**, **Charge Rate**, and **Bill Rate**. The Pay Rates for each of these types can be set for individual Employees via Employee Profiles and the Employee Pay Rates table (Pay Rates with respect to dates),

Pay Rate Preferences

Pay Rate Preferences, on the **Rates/Salary** tab of Employee Profiles, are used to set where Pay Rates are to come from, which would be from the Employee Profile or from Pay Rate Tables (Alternative Pay Rates).

If Pay Rates are set for groups of Employees, such as Employees of a particular trade, and if some Employees in the group are exceptions, Pay Rate Preferences are used to specify where their Pay Rates are to come from.

Example: If a **Charge Out Rate** is set up for a particular trade (ex. Carpenter Apprentice), in the Trade Pay Rates table, and you want the **Charge Out Rate** for an Employee of that trade to come from that table, set the **Preferred Charge Out Rate** field to **Trade**. If you want the rate to come from the Employee Profile's **Charge Out Rate** field, set the **Preferred Charge Out Rate** field to **Employee**.

Pay Rate Multipliers

Pay Rate Multipliers can be set for each Pay Rate Type and overtime and double overtime Hour Type combinations.

Non Factor Pay Rate Multipliers

Exceptions to Pay Rate Multipliers for overtime and double overtime Hour Types can be set via the Non Factor functionality.

Pay Rates – Employee Profile

For every Employee, Pay Rates can be set for each of the following 3 Pay Rate Types, on the **Rates/Salary** tab of Employee Profiles.

Pay Rate

Amount per hour that is charged for the Employee's time.

Charge Rate

Amount per hour that is charged for the Employee's time against a Job.

Bill Rate

Amount per hour that is charged to a client for the Employee's time.

For salaried Employees, their time can also be charged against Jobs, and their Charge Rates and Bill Rates can be different than their salaries.

PY Control – Pay Rate for Charging Job Timesheets

The screenshot shows the PY CONTROL software interface. At the top, there is a header bar with 'PY CONTROL' on the left and 'Table Mode', 'Save', 'Exit', and other icons on the right. Below the header, there is a 'SELECTION CRITERIA' section with a dropdown menu for 'Company' set to 'CCC' and a text field for 'CMIC Test Construction Company'. A 'Copy Control File' button is also present. The main area is divided into several tabs: 'General', 'Rate Codes', 'Accounts', 'Direct Deposit', 'Rules', 'E-Timesheet', and 'Reports'. The 'Rules' tab is active, showing a list of checkboxes for various settings. The checkbox 'Use Pay Rate for Charging Job Timesheets' is highlighted with a red box. Other checkboxes include 'Document Code Required', 'Allow Timesheet Entry for Inactive Employees', 'Allow Calculate Salary Charge Rate', 'Allow Cost and Bill Adjustment In Open Period', 'Over Time Rules: Work Week includes Sat, Sun and Holidays', 'Use Pay Rate When Charging GL for Overhead Timesheets', 'Reason Code Is Mandatory On Employee History', 'New Employees Public Liability from Job', 'Calculate Salary Leave Accrual Like Hourly Employees', 'Include Emp with no Timesheets In Processing', 'Validate Unposted Timesheet In Processing', 'Allow Posting To Future GL Period', 'Validate Payroll Processed Before Printing Checks', 'Primary Exemption(s) Amount Is Mandatory', 'Primary Exemption(s) Is Mandatory', 'Include New Employees in Generate TS Utility', and 'New Employees Workers Comp from Job'. Below the checkboxes, there are several dropdown menus for 'SSN unique by', 'Allow Negative Expense Claims', 'Salaried Pay Rate', 'More Than Eligible Hours', '* Overtime Rule Method', and '* Salary Charge Rate Calc Method'.

If the **Use Pay Rate for Charging Job Timesheets** checkbox is checked for a Company, the Employee's Pay Rate is used when posting Job Timesheets, otherwise, the Employee's Charge Rate is used.

Alternative Pay Rates – Pay Rate Tables

On the **Rates/Salary** tab of an Employee Profile, the rates for each of the 3 Pay Rate Types can be set to come from a Pay Rate Table instead of using the rates specified by the **Hourly Rate**, **Charge Out Rate**, **Filling Rate** fields on this tab. Alternative Pay Rates are set using the **Preferred Pay Rate**, **Preferred Charge Out Rate**, and **Preferred Bill Rate** fields. The following provides details about the options available by these fields:

Trade

Trade indicates that the employee's trade code is used to determine the rates. If this option is selected you must define the rates by trade.

Customer

Customer indicates that the customer code is used to determine the default rate based on the job code entered on the timesheet. This option uses the customer field on the Job Maintenance screen (within the Job Cost application) to determine the customer assigned to the job specified on the timesheet. If this option is selected you must define the rates by customer within the Customer Pay Rates form.

Employee

Employee indicates that rates are to come from the Employee Pay Rates table, or the Employee Profile. The Employee Pay Rates table is used to enter date sensitive rates. The system will first look to the Employee Pay Rates table to determine if an Employee's Pay Rate is defined for the period specified by the timesheet. If it is not found in the table, the system will use the rate set on the **Rates/Salary** tab of the Employee Profile (**Hourly Rate**, **Charge Out Rate**, **Billing Rate** fields).

Job

Job indicates that the job code is used to determine the rates based on the job code entered on the timesheet. If this option is selected you must define the rates by job.

Union

Union indicates that the employee's union code is used to determine the rates. If this option is selected you must define the rates by union within the Union Pay Rates form.

Job/Trade

Job/Trade indicates that rates should come directly from the Job Rates if setup, and then Trade Rates if no Job Rate exists. This is a hierarchical search starting with Job, then Trade, and if both are missing the standard search of Employee Rates, then Employee Profile rate.

Job/Union

Job/Union indicates that rates should come directly from the Job Rates if they exist, but if they don't exist then Union Rates will be used. This is a hierarchical search for rate selection starting with Job, then Union. If both are missing the standard search of Employee Rate Table, then Employee Profile rate applies.

Pay Rate Hierarchy

If for some reason a rate from the pay rate table specified by the **Preferred Pay Rate**, **Preferred Charge Out Rate** or **Preferred Bill Rate** field on the **Rates/Salary** tab of an Employee Profile cannot be found for an Employee, the system will look for the rate in the Employee Pay Rate table. If an appropriate rate cannot be found within the Employee Pay Rate table, the system will use the appropriate rate from the **Hourly Rate**, **Charge Out Rate** or **Billing Rate** field of the Employee Profile.

When you set a Pay Rate preference for an Employee to "**Trade**", "**Customer**", "**Job**", "**Union**", or "**Employee**", the system will look to the appropriate Pay Rate table for the rate. If a rate cannot be found for the Employee within that table, the system will look to the Employee Pay Rate table for the rate. If no rate is found there, the system will then look to the Employee Profile for the rate. If no rate is found in the Employee Profile, then the Timesheet Entry program will return an error stating that no rate could be found.

The exception to this rule is when an Employee is working on a prevailing wage job that has the **Rate by Job** checkbox checked on the Job Work Locations screen (program: PYJOBLOC; standard path: *Payroll > Setup > Jobs > Job Work Locations*). In this case, the system will automatically take the Job Pay Rate regardless of the preference Pay Rate setting within the Employee Profile.

NOTE: During the calculation of a charge-out or billing rate for a standard overtime or double overtime hour, the system takes the overtime or double overtime hours and multiplies it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the charge-out or billing rate. In this way, the charge out rate and the billing rate become factors of the standard rate.

The trade pay rate and the job pay rate tables allow for the assigning of actual overtime and double overtime charge-out and billing rates.

Trade Pay Rates – Table

The screenshot shows the 'TRADE PAY RATES MAINTENANCE' interface. At the top, there are navigation icons for Save, Exit, Help, and Refresh. Below that is a 'SELECTION CRITERIA' section with a dropdown for Company set to 'CIC' and a text field for 'CMIC Test Construction Co'. The main area is divided into 'Pay Rate Details' and 'Non-Factor OT Rates'. A toolbar contains various actions like View, Freeze, Detach, Search, Insert Record, etc. The table below has the following data:

| * Trade | * Effective Date | Pay Rate | Non Factor | Charge Out Rate | Non Factor | Billing Rate | Non Factor |
|---------|------------------|----------|------------|-----------------|------------|--------------|------------|
| 1610 | 01-01-2012 | 40,000 | | 40,000 | | 40,000 | |

Below the table, the 'Description' field is set to 'Architect'.

Pgm: PYTRDRAT – Trade Pay Rates

The Trade Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company based on their trade. Pay rates are given effective dates so that you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the trade option within the Employee Profile – pay rate, charge out and billing rate fields, the system will default the rates indicated by the appropriate trade. If the system does not find a rate set up at this level it will look to the Employee Pay Rates and then to the Employee Profile for the appropriate rate.

Company / Trade

Enter or select the company and trade for which to define pay rates.

Effective Date

Enter the Effective Date for the pay rate you are assigning to the company specified in the first section. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for employees whose pay rates are set up to default from the trade you are defining on this line.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the trade you are defining on this line.

Non Factor box

Check the Non Factor box if you want the overtime and double time charge out rate to be an actual charge out rate rather than a factor of the normal hours rate. With this box checked you will be required to select the [Non-Factor OT Rates] button and enter the actual overtime and double overtime rates.

Leave this box blank if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is blank, the system will take the overtime or double overtime hours and multiply it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard charge-out rate to get the overtime charge-out rate.

Billing Rate

Enter the default billing rate for employees whose billing rates are set up to default from the trade you are defining on this line.

Non Factor box

Check the Non Factor box if you want the overtime and double time billing rate to be an actual charge out rate rather than a factor of the normal hours rate. With this box checked you will be required to select the **[Non-Factor OT Rates]** button and enter the actual overtime and double overtime rates.

Leave this box blank if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is blank, the system will take the overtime or double overtime hours and multiply it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard billing rate to get the overtime billing rate.

[Non – Factor OT Rates] – Button

TRADE PAY RATES MAINTENANCE

SELECTION CRITERIA

* Company RV123456 R.V.Head Quarters Company, LLC

Pay Rate Details Non-Factor OT Rates

Overtime Pay Rate

Double Overtime Pay Rate

Overtime Charge Rate

Double Overtime Charge Rate

Overtime Bill Rate

Double Overtime Bill Rate

Pgm: PYTRDRAT – Non-Factor OT Rates

If you have checked the Non Factor box beside the charge out rate or the billing rate fields, you are required to enter the actual charge-out and/or billing rates that apply to overtime or double overtime hours.

Customer Pay Rates – Table

CUSTOMER PAY RATES

SELECTION CRITERIA

Company CCC CMIC Test Construction Co

Customer ACCESSEN Access Engineering

RATE DETAILS

| * Trade | * Effective Date | Pay Rate | Charge Out Rate | Billing Rate |
|---------|------------------|----------|-----------------|--------------|
| 1628 | 01-01-2013 | \$7,000 | \$7,000 | \$7,000 |

Description Civil Engineer

Pgm: PYCUSRAT – Customer Pay Rates

The Customer Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company based on the Customer for whom they are working. Pay rates are given effective dates so that you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the customer option within the Employee Profile – pay rate, charge out and billing rate field, the system will default the rates indicated by the appropriate customer / trade combination. If the system does not find a rate set up at this level it will look to the Employee Pay Rates and then to the Employee Profile for the appropriate rate.

Customer

Enter / Select the Customer whose pay rates will be defined.

Trade Code

Enter / Select the trade code to set rates for this customer related to a specific trade.

If you wish to define the pay rates for all trades working on this customer's job, enter the code 'ALL' within this field.

Effective Date

Enter the Effective Date for the pay rate. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for employees whose pay rates are set up to default from the Customer and Trade you are defining on this line.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the Customer and Trade you are defining on this line.

Billing Rate

Enter the default billing rate for employees whose billing rates are set up to default from the Customer and Trade you are defining on this line.

Job Pay Rates – Table

| Employee | Trade | Shift | Effective Date | Pay Rate | Non-Factor | Charge Out Rate | Non-Factor | Billing Rate | Non-Factor |
|-----------|-------|------------|----------------|----------|------------|-----------------|------------|--------------|------------|
| CCC-WK#R1 | 142 | All Shifts | 10-12-2014 | 78 | | 78.000 | | 78.000 | |

Pgm: PYJOBRA – Job Pay Rates Maintenance

The Job Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company based on the Jobs on which they are working. Pay rates are given effective dates so that you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the job option within the Employee Profile - pay rate, charge out and billing rate fields, the system will default the rates indicated by the appropriate job / trade combination. If the system does not find a rate set up at this level it will look to the Employee Pay Rates and then to the Employee Profile for the appropriate rate.

Job Code

Enter / Select the Job for which to define the pay rates.

Cost Code

Enter / Select the specific Cost Code on this job. To define the pay rates for all Cost Codes on this job, enter the code 'ALL' within this field.

Category Code

Enter / Select the Category Code for the specific Cost Code on this job. To define the pay rates for all categories on this job, enter the code 'ALL' within this field.

[Copy Rates to other Job] – Button

Press the [Copy Rates to other Job] button to copy the rates defined by this job to another job. When this button is pressed, a pop-up will appear asking to specify the 'Target Job'. Enter the job that will have the rates copied 'to'. This button will appear after filling the parameters in this section.

Employee Code

Enter / Select the employee code for the employee whose pay rate will be defined on the job specified within the first section.

To define the pay rates for all employees working on this job, enter the code 'ALL' within this field.

Trade Code

Enter / Select the trade code to specify a pay rate applicable to that trade on the job specified within the first section.

To define the pay rates for all trades working on this job, enter the code 'ALL' within this field.

Shift

Select the shift type to specify a pay rate applicable to that shift on the job specified in the first section. Shifts that are checked on the E-Timesheet tab of the Company Control will be allowed in this screen. Timesheets from Crew or Mechanic Time that are posted against the specified shift type for the job will use the rates defined here.

Effective Date

Enter the Effective Date for the pay rate being assigned. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for employees whose pay rates are set up to default from the Job and Trade defined on this line.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the Job and Trade you are defining on this line.

Non Factor box

Check the Non Factor box if you want the overtime and double time charge out rate to be an actual charge out rate rather than a factor of the normal hours rate. With this box checked you will be required to select the [Non-Factor OT Rates] button and enter the actual overtime and double overtime rates.

Leave this box blank if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is blank, the system will take the overtime or double overtime hours and multiply it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard charge-out rate to get the overtime charge-out rate.

Billing Rate

Enter the default billing rate for employees whose billing rates are set up to default from the Job and Trade you are defining on this line.

Non Factor box

Check the Non Factor box to have the overtime and double-time billing rates be an actual charge-out rate rather than a factor of the normal hour's rate. With this box checked you will be required to select the **[Non-Factor OT Rates]** button and enter the actual overtime and double overtime rates.

Leave this box blank if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is blank, the system will take the overtime or double-overtime hours and multiply it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard billing rate to get the overtime billing rate.

[Non – Factor OT Rates] – Button

If using the Non Factor box beside the charge out rate or the billing rate fields, entry of the actual charge-out and/or billing rates that apply to overtime or double-overtime hours must be defined here.

The screenshot shows the 'JOB PAY RATES MAINTENANCE' interface. At the top, there's a header 'JOB PAY RATES MAINTENANCE' and a sub-header 'Overtime Non Factor Pay Rate'. Below this is a 'SELECTION CRITERIA' section with several dropdown menus: Company (HC), Hikuu Construction Ltd, Job (13-1000), Peller Campus Parking Lot, Cost Code (ALL), All Categories, Cat (ALL), and ALL CATEGORIES. A 'Copy Rates to other job' button is present. Below the selection criteria, there are two tabs: 'Pay Rate Details' and 'Non-Factor OT Rates'. The 'Non-Factor OT Rates' tab is active, showing input fields for Overtime Pay Rate (29,5000), Double Overtime Pay Rate, Overtime Charge Rate, Double Overtime Charge Rate, Overtime Bill Rate, and Double Overtime Bill Rate.

Pgm: PYTRDRAT – Non-Factor OT Rates

Union Pay Rates – Table

The screenshot shows the 'UNION PAY RATES' interface. At the top, there's a header 'UNION PAY RATES' and a sub-header 'Enter Work Location Code Or Enter *** For All Work Locations'. Below this is a 'SELECTION CRITERIA' section with several dropdown menus: Company (CCC), CMIC Test Construction Co, Union (1000), Int Brotherhood of Elec Wrkrs, Job (*), All Jobs, Sector (*), All Sectors, Schedule (*), All Schedules, and Work Location (All work Locations). A 'Copy' button is present. Below the selection criteria, there are two tabs: 'Pay Rate Details' and 'Non Factor OT Rates'. The 'Non Factor OT Rates' tab is active, showing a table of pay rates. The table has columns: * Trade, * Shift, * Effective Date, Pay Rate, Non Factor, Charge Out Rate, Non Factor, Billing Rate, Non Factor, and Prevailing Wage Rate. The table contains two rows of data: one for trade 6432 (Day Shift, 01-01-2012) with pay rate 25,000 and prevailing wage rate 27,000; and one for trade 6433 (Day Shift, 01-01-2012) with pay rate 28,000 and prevailing wage rate 30,000. Below the table, there's a 'Trade Description' field with the value 'Electrician'.

| * Trade | * Shift | * Effective Date | Pay Rate | Non Factor | Charge Out Rate | Non Factor | Billing Rate | Non Factor | Prevailing Wage Rate |
|---------|-----------|------------------|----------|------------|-----------------|------------|--------------|------------|----------------------|
| 6432 | Day Shift | 01-01-2012 | 25,000 | | 25,000 | | 25,000 | | 27,000 |
| 6433 | Day Shift | 01-01-2012 | 28,000 | | 28,000 | | 28,000 | | 30,000 |

Pgm: PYUNIRAT – Union Pay Rates Maintenance

The Union Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company based on the unions on which they are working. Pay rates are given effective dates so that

you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the union option within the Employee Profile pay rate field, the system will default the rates indicated by the appropriate union/trade combination. If the system does not find a rate set up at this level it will look to the Employee Pay Rates and then to the Employee Profile for the appropriate rate.

Union

Enter/Select the Union for which the pay rates will be defined.

Job

Job for which rates are being specified.

Sector

Job Sector for which rates are being specified.

Schedule

Job Rate Schedule for which rates are being specified.

Work Location

Work Location for which rates are being specified.

Pay Rate Details – Tab

Trade

Enter/Select the trade code to set rates by Trade.

To define the pay rates for all trades working on this union, enter the code '**ALL**' within this field.

Shift

Shift for which rates are being set.

Effective Date

Enter the Effective Date for the pay rates being defined. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for employees whose pay rates are set up to default from the Union and Trade being defined.

Non Factor – Checkboxes

Check a rate's corresponding **Non Factor** checkbox to have the overtime and double-time rates be an actual charge-out rate rather than a factor of the normal hour's rate. With this box checked you will be required to use the **Non-Factor OT Rates** tab to enter the actual overtime and double overtime rates.

Leave this box unchecked if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is unchecked, the system will take the overtime or double-overtime hours and multiply it by the multiplier value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard billing rate to get the overtime billing rate.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the Union and Trade being defined.

Billing Rate

Enter the default billing rate for employees whose billing rates are set up to default from the Union and Trade being defined.

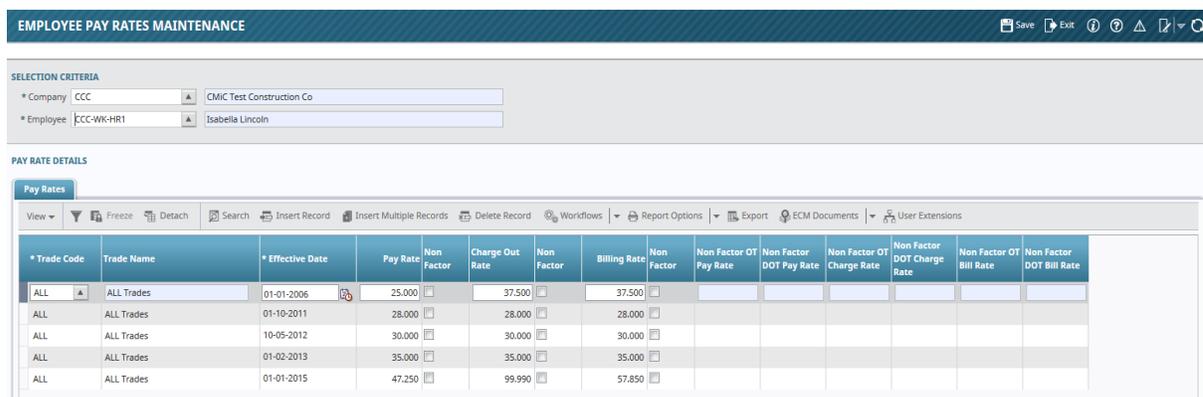
Prevailing Wage Rate

The Prevailing Wage Pay Rate allows for the entry of Prevailing Wage rates by trade within a union. If the Prevailing Wage flag and the Davis Beacon flag are both checked on the timesheet job, the higher rate between the Prevailing Wage Pay Rate and the standard Union Rate if the employee's Pay Rate is Union will be used. If the Davis Beacon flag is unchecked then the system will pick up the pay rate as per the setting of the employees Preferred Pay Rate.

Non – Factor OT Rates – Tab

If using the Non Factor box beside the **Charge Out Rate** or the **Billing Rate** fields, entry of the actual charge-out and/or billing rates that apply to overtime or double-overtime hours must be defined here.

Employee Pay Rates – Table



The screenshot shows the 'EMPLOYEE PAY RATES MAINTENANCE' screen. It includes a 'SELECTION CRITERIA' section with dropdowns for Company (CCC) and Employee (CCC-WK-HR1). Below is the 'PAY RATE DETAILS' section with a 'Pay Rates' table. The table has columns for Trade Code, Trade Name, Effective Date, Pay Rate, Non Factor, Charge Out Rate, Non Factor, Billing Rate, Non Factor, Non Factor OT Pay Rate, Non Factor DOT Pay Rate, Non Factor Charge Rate, Non Factor DOT Charge Rate, Non Factor OT Bill Rate, and Non Factor DOT Bill Rate. The table contains five rows of data for 'ALL Trades' with effective dates from 2006 to 2015 and corresponding pay rates ranging from 25,000 to 47,250.

| * Trade Code | Trade Name | * Effective Date | Pay Rate | Non Factor | Charge Out Rate | Non Factor | Billing Rate | Non Factor | Non Factor OT Pay Rate | Non Factor DOT Pay Rate | Non Factor Charge Rate | Non Factor DOT Charge Rate | Non Factor OT Bill Rate | Non Factor DOT Bill Rate |
|--------------|------------|------------------|----------|--------------------------|-----------------|--------------------------|--------------|--------------------------|------------------------|-------------------------|------------------------|----------------------------|-------------------------|--------------------------|
| ALL | ALL Trades | 01-01-2006 | 25,000 | <input type="checkbox"/> | 37,500 | <input type="checkbox"/> | 37,500 | <input type="checkbox"/> | | | | | | |
| ALL | ALL Trades | 01-10-2011 | 28,000 | <input type="checkbox"/> | 28,000 | <input type="checkbox"/> | 28,000 | <input type="checkbox"/> | | | | | | |
| ALL | ALL Trades | 10-05-2012 | 30,000 | <input type="checkbox"/> | 30,000 | <input type="checkbox"/> | 30,000 | <input type="checkbox"/> | | | | | | |
| ALL | ALL Trades | 01-02-2013 | 35,000 | <input type="checkbox"/> | 35,000 | <input type="checkbox"/> | 35,000 | <input type="checkbox"/> | | | | | | |
| ALL | ALL Trades | 01-01-2015 | 47,250 | <input type="checkbox"/> | 99,990 | <input type="checkbox"/> | 57,850 | <input type="checkbox"/> | | | | | | |

Pgm: PYEMPRAT – Employee Pay Rates Maintenance

The Employee Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company. Pay rates are given effective dates so that you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the employee option within the Employee Profile / pay rates, charge out and billing rate fields, the system will default the rates indicated by the employee pay rates. If the system does not find a rate set up at this level it will look to the Employee Profile for the appropriate rate.

Trade

Enter / Select the trade code to define rates by trade for the employee. If you wish to define the pay rates for all trades in which this employee works, enter the code 'ALL' within this field.

Effective Date

Enter the Effective Date for the pay rate you are assigning to the employee specified in the first section. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for this employee when pay rates are set up to default from the employee.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the employee.

Billing Rate

Enter the default-billing rate for employees whose billing rates are set up to default from the employee.

Payroll Control – Rate Codes Tab

PY CONTROL Table Mode Save Exit ? ▲ ↻

SELECTION CRITERIA
* Company CCC CMIC Test Construction Co Copy Control File

General **Rate Codes** Accounts Direct Deposit Rules E-Timesheet Reports

Search Workflows Report Options ECM Documents User Extensions

| | | |
|-------------------------|------|-----------------|
| * Normal Hours | REG | Regular |
| * Overtime Hours | OT | Overtime |
| * Double Overtime Hours | DOT | Double Overtime |
| * Other Hours | OTHR | Other |

Pgm: PYCOMPRO – Company Control File – Rate Codes Tab; standard Treeview path: Payroll > Setup > Company > Control

The Rate Codes entered here will determine the default codes used for each of the four types of standard Hours. These values are used to identify hour types in various timesheet forms. The 'Other' Hours type is also used when recording Leave time.

Normal Hours

Enter a default code for Normal Hours.

Overtime Hours

Enter the default Overtime Hours Rate Code.

Double Overtime Hours

Enter a default Double Overtime Hours Rate Code.

Other Hours

Enter the default Other Hours Rate Code.

Code Values from Rate Code Maintenance are used to define the type of hours in timesheet entry.

Pay Rate Multipliers (Rate Codes Maintenance)

| RATE CODES | | | | |
|------------------------|-----------------|-------------------|------------|----------------------|
| RATE CODES MAINTENANCE | | | | |
| * Code | Description | Short Description | Multiplier | Premium Per Hour Amt |
| REG | Regular | Regular | 1.000 | 0.00 |
| OT | Overtime | Overtime | 1.500 | 0.00 |
| DOT | Double Overtime | Double Overtime | 2.000 | 0.00 |
| Z100 | Regular | Regular | 1.000 | 0.00 |
| Z200 | Overtime | Overtime | 1.500 | 0.00 |
| Z300 | Double Time | Double Time | 2.000 | 0.00 |
| Z400 | Other | Other | 1.000 | 0.00 |
| OTHR | Other | Other | 1.000 | 0.00 |
| OT2 | Guaranteed 50 | 1 | 1.000 | 0.00 |
| ZT10 | regular | regular | 1.000 | 0.00 |

Pgm: PYRATCOD – Rate Codes Maintenance

Use this screen to define the Rates Codes (Pay Rate Multipliers) that will be used to calculate the pay rates associated with different types of hours within timesheet entry. Rate Codes determine the premiums for each type of hour: regular, overtime, double time or other.

As you define these codes, keep in mind that you will need to define (at minimum) the pay rates for the following class of hours; NH- Normal Hours, OT – Overtime, DOT – Double Overtime and Other. These Hour Types will appear as column headers within timesheet entry. The Rate Codes will default beside each of these types of hours in order to calculate the premium for the pay rate.

Rate Codes are defined at the Company and the Employee level. Note however, the system will use the rates for each class of hour based on the Employee Profile setting. The Company setting is only used as the default for new Employees.

Code

Enter a unique Rate Code. This code can be up to four (4) characters in length.

Description

Enter the description for this rate code. This code can be up to thirty (30) characters in length.

Short Description

Enter short name for use where space is limited. This can be up to sixteen (16) characters in length.

Multiplier

Enter the multiplier for the rate code you are defining. The multiplier is the number that will be multiplied against the base pay rate to determine the appropriate pay rate for the hours entered against this rate code.

For example, if you want normal hours to be calculated at the base rate, you would enter a multiplier factor of 1 in this field. If you want overtime to be calculated at time and a half, you would enter a multiplier factor of 1.5 in this field.

Premium Per Hour Amount

Enter the premium per hour that will be added to each hour of the rate code that is being defined to determine the appropriate pay rate.

For example, if you wish to add a \$0.10 premium to each overtime hour, enter an adjustment of .10 into this field.

Non Factor Pay Rate Multipliers

Non Factor Pay Rate Multipliers are used to set exceptions for Pay Rate Multipliers for Overtime and Double Overtime Hour Types. They can be set for Trade, Job, Union, and Employee Pay Rates, as detailed by the previous section, *Alternative Pay Rates – Pay Rate Tables*.

Employee Profile – Rates/Salary Tab

The screenshot displays the 'EMPLOYEE PROFILE' window, specifically the 'Rates/Salary' tab. The window title bar includes 'Table Mode', 'Save', 'Exit', and other standard icons. Below the title bar, there's a navigation bar with 'EMPLOYEE DETAIL' and various action buttons like 'Search', 'Insert Record', 'Delete Record', 'Previous Record', 'Next Record', 'Workflows', 'Report Options', 'ECM Documents', and 'User Extensions'. The main content area is divided into several sections: 'Personal' (Employee ID: CCC-WK-HR1, Name: Lincoln Isabella), 'Company' (CCC), 'Rates/Salary' (Annual Salary: 47,250; Hourly Rate: 47,250; Charge Out Rate: 99,990; Billing Rate: 57,850), 'Address', 'Tax', 'HR Info', 'HCM', 'Exclude Other Hours', 'Security', 'Project History', and 'User Defined Fields'. The 'Rates/Salary' section includes dropdown menus for 'NWHR Rate' (REG), 'OT Rate' (OT), 'DOT Rate' (DOT), 'OTHR Rate' (OTHR), 'Preferred Pay Rate' (Job), 'Preferred Charge Out Rate' (Job), 'Preferred Bill Rate' (Job), 'Preferred Method for Direct Deposit Status' (Mail), and 'Minimum Hour Code'. There are also checkboxes for 'Entered Over Time' and 'Entered Double Over Time'. The bottom section contains dropdown menus for 'Company' (CCC), 'Job', 'Cost Code', 'Category', 'Equipment', 'Cost Code', 'Category', and 'Tran Code'. An 'Override Burden Job Allocation' button is located at the bottom left.

Pgm: PYEMPLOY – Employee Profile – Rates/Salary tab

Annual Salary

Enter the annual salary for the employee that is being defined. This field is required for the calculation of salaried wages. The system will always use the annual salary as defined by this field to calculate the wages for the period by taking the number specified within this field and dividing it by the total number of pay periods within the pay run specified.

Please note that the salary amount entered within this field is not date sensitive.

Hourly Rate (Pay Rate)

Enter the hourly rate for the employee that is being defined.

The hourly rate entered within this field is not a date sensitive rate. For date sensitive rates enter the employee pay rates within the Customer, Job, Trade, Union or Employee Pay Rate screens. The Preferred Pay Rate selection on this screen will determine the place from which the pay rates will default to the timesheet entry.

For salaried employees that require the entry of timesheets, the system will use the annual salary divided by the total standard hours (defined on the company profile) in determining the pay rate for normal hours regardless of the timesheet entry.

The hourly rate indicated within this field is only used as the 'base' hourly rate that is used against timesheet hours other than 'normal hours'. When determining overtime, double overtime and other hour

types, the system will use the rate entered within this field multiplied by the factor set by the pay rate associated with these hours.

Charge Out Rate

Enter the Charge Out Rate for the employee that is being defined. The system will default the hourly rate into this field, but you can modify it as required. Charge out rates are the rates used to post costs against jobs for the hours worked on those jobs.

The hourly charge out rate entered within this field is not a date sensitive rate. For date sensitive rates enter the employee charge out rates within the Customer, Job, Trade, Union or Employee Pay Rate screens. The Preferred Charge Out Pay Rate selection on this screen will determine the place from which the charge out rates will default to the timesheet entry.

The determination of an employee's charge out rate is the same for hourly as well as salaried employees.

Billing Rate

Enter the Billing Rate for the employee that is being defined. The system will default the hourly rate into this field, but you can modify it as required. Billing rates are the rates used to post billing amounts against jobs for the hours worked on those jobs.

The hourly-billing rate entered within this field is not a date sensitive rate. For date sensitive rates enter the employee billing rates within the Customer, Job, Trade, Union or Employee Pay Rate screens. The Pref. Billing Rate selection on this screen will determine the place from which the billing rates will default to the timesheet entry.

The determination of an employee's billing rate is the same for hourly as well as salaried employees.

NWHR Rate Code (Normal Hours)

Verify / Modify the default Normal Working Hours Rate Code for the company that is being defined. This code will default from the Company Control Profile screen.

OT Rate Code (Overtime Hours)

Enter the default Overtime Rate Code for the company that is being defined. This code will default from the Company Control Profile screen.

DOT Rate Code (Double Overtime Hours)

Enter the default Double Overtime Rate Code for the company that is being defined. This code will default from the Company Control Profile screen.

OTHR Rate Code (Other Hours)

Verify / Modify the default Other Hours Rate Code for the company that is being defined. This code will default from the Company Control Profile screen.

Preferred Pay/Charge Out/Bill Rates

Enter / Select the place from which to employee pay/charge/bill rates will default within timesheet entry.

- **Pay Rate** is the rate per hour that the employee is paid for the timesheet entered.
- **Charge Out** rates are the rates used to post costs to Jobs.
- **Billing Rates** are the rate per hour on the Job timesheets that will be eventually billed to the Customer.

The system provides for the following options: Customer, Employee, Job, Trade, Union and Job/Trade.

If you select Customer, Job, Trade, Union or Job/Trade and the system cannot find the required pay rate associated with the information specified on the timesheet line, it will then try and default the rate from the Employee pay rate table. If an appropriate pay rate cannot be found within the Employee pay rate table, it will use the static information from the Employee Profile.

- Select **Customer** if the customer code is used to determine the default timesheet pay rates based on the job codes entered on the timesheet. This option is used in conjunction with the customer field on the Job Maintenance screen (within the Job Cost application) to determine the customer assigned to the job specified on the timesheet. If this option is selected you must define the pay rates by customer within the Customer Pay Rates screen.
- Select **Employee** if the default timesheet pay rates should come directly from the employee himself. If this option is selected you must define the pay rates by employee within the Employee Pay Rates screen. The Employee Pay Rates selection is an historical date sensitive way in which to outline an employees pay rates. If date sensitive pay rates are not required, you can simply enter the desired employee pay rate within the hourly rate field specified on this screen. The system will first look to the Employee Pay Rates to determine whether a rate is defined for the period specified by the payroll run. If no rates are found for this employee within the rate table, the system will take the hourly rate from the Employee Profile for hourly employees.
- Select **Job** if the job code is used to determine the default timesheet pay rates based on the job codes entered on the timesheet. If this option is selected you must define the pay rates by job within the Job Pay Rates screen.
- Select **Trade** if the employee's trade code is used to determine the default timesheet pay rates. Trade codes that default to the timesheet comes from the trade code specified on the employee profile but can be changed on a line-by-line basis during timesheet entry. If this option is selected you must define the pay rates by trade within the Trade Pay Rates screen.
- Select **Union** if the employee's union code is used to determine the default timesheet pay rates. The union codes that defaults to the timesheet come from the union code specified on the employee profile, but can be changed on a line-by-line basis during timesheet entry. If this option is selected you must define the pay rates by union within the Union Pay Rates screen.
- Select **Job/Trade** if the default timesheet pay rates should come directly from the Job Rates if setup, and then Trade Rates if no Job Rate existed. This is a hierarchical search for rate selection starting with Job, then Trade, then if both are missing the standard search of Employee Rates, then Employee Profile rate.
- Select **Job/Union** if the default timesheet pay rates should come directly from the Job Rates if setup, and then Union Rates if no Job Rate existed. This is a hierarchical search for rate selection starting with Job, then Union, then if both are missing the standard search of Employee Rate Table, then Employee Profile rate.
- Select **Job/Union/Employee** if the default timesheet pay rates should come directly from the Job Rates if setup, then Union Rates if no Job Rate existed, then Employee Rates if neither Job nor Union rates existed. This is a hierarchical search for rate selection starting with Job, then Union, then Employee. If the Davis Beacon flag is checked on the job, the pay rate on the timesheet will be the highest of all three rates.

Preferred Method For Direct Deposit Stubs

Select the preferred by employee method for sending Direct Deposit stubs: Email, Mail or None.

Direct Deposit Email

Enter a valid e-mail address when the preferred method for Direct Deposit stubs is Email.

Minimum Hour Code

- Enter the Minimum Hour Code for the employee which is defined in the Minimum Hour Codes screen in E-time. This would be used for salaried employees. The system uses the Working Hours/Year and the Working Days/Year to calculate the number of working hours per day. This is multiplied by the number of normal working days in the E-time period (e.g. Monday to Friday). This is then multiplied by the minimum code percentage to get the minimum hours required for the individual employee for that period. The minimum hours required is truncated to a whole number and is applied in E-time timesheet entry.

Entered Overtime

If you are using E-Time and employees enter their own time, do you allow this employee to enter his/her own Overtime.

Entered Double Overtime

If you are using E-Time and employees enter their own time, do you allow this employee to enter his/her own Double Overtime?

Job / Cost Code / Category

Optionally specify any of the Job, Cost Code or Category values to default into the Timesheets for this employee. These values can be changed in the Timesheet Entry screen as required.

Equipment Number /Job Cost Code/Equipment Category /Equipment Transaction Code

Optionally specify any Equipment values to default into the Additional Values – Equipment section of the standard Timesheet entry screen for this employee. These values can be changed in the Timesheet Entry – Additional Values (Equipment tab) screen as required.

Time for Equipment will be automatically inherited from the hours recorded in the Timesheet for this equipment, but this can be modified through the Additional Values option.