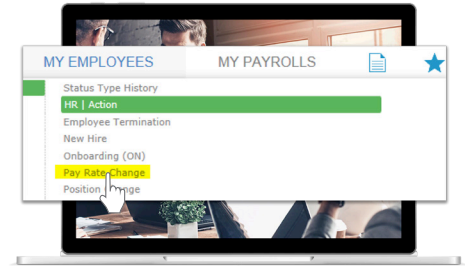
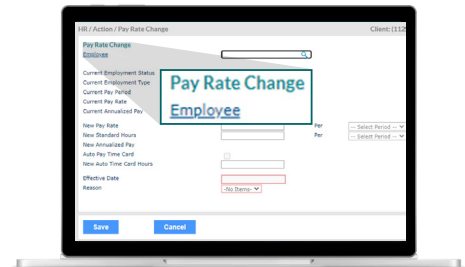


PrestigePRO - Pay Rate Changes

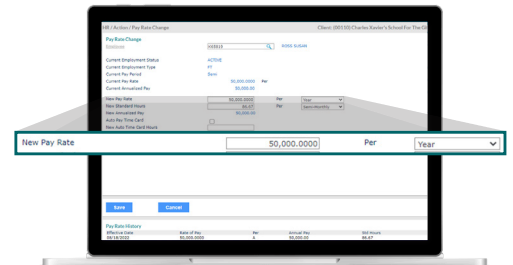
- 1 To change an employee's pay rate in the PrestigePRO Portal, please login to your administrative account and select **'Pay Rate Change'** on the **'MY EMPLOYEES'** menu:



- 2 You will be redirected to the **HR / Action / Pay Rate Change**. Click on **'Employee'** to bring up a list of your current active employees to select the employee whose pay you are updating



- 3 After you select the employee, their current rate will appear and their pay rate history will show at the bottom of the page. You will input their new pay rate in the **'New Pay Rate'** box – you can either input a **full annual amount** for salaried employees or an **hourly rate** for hourly employees.



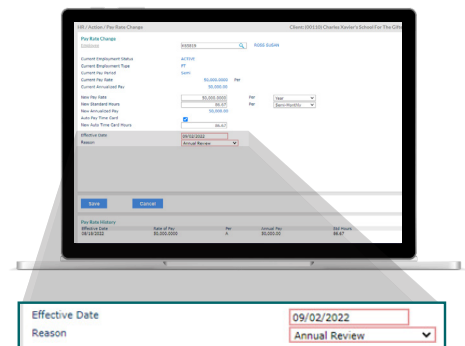
- 4 *If you enter a **full annual salary**, you will select **'Year'** in the **'Select Period'** dropdown next to the new rate as shown above.

*If you enter in an **hourly rate**, you will select **'Hour'** in the **'Select Period'** dropdown next to the new rate.

After the rate is entered, you will click into the **'New Standard Hours'** box, and the employee's current standard hours will populate automatically, but these can be adjusted if applicable.

If you choose to have the salaried employees hours auto populate on your timesheet, check the "Auto Pay Time Card" checkbox and in the "New Auto Time Card Hours", enter their per pay period hours that will auto populate on your timesheet.

Finally, you will enter an **Effective Date** of the rate change and select a **Reason** from the dropdown box and click **'Save'**. After you click save, your payroll specialist will be sent a notification of the change for approval.



**Please note the rate change will not take effect until the pay period of the effective date entered. Any past effective dates entered will notify you that retro pay may be owed to the employee.