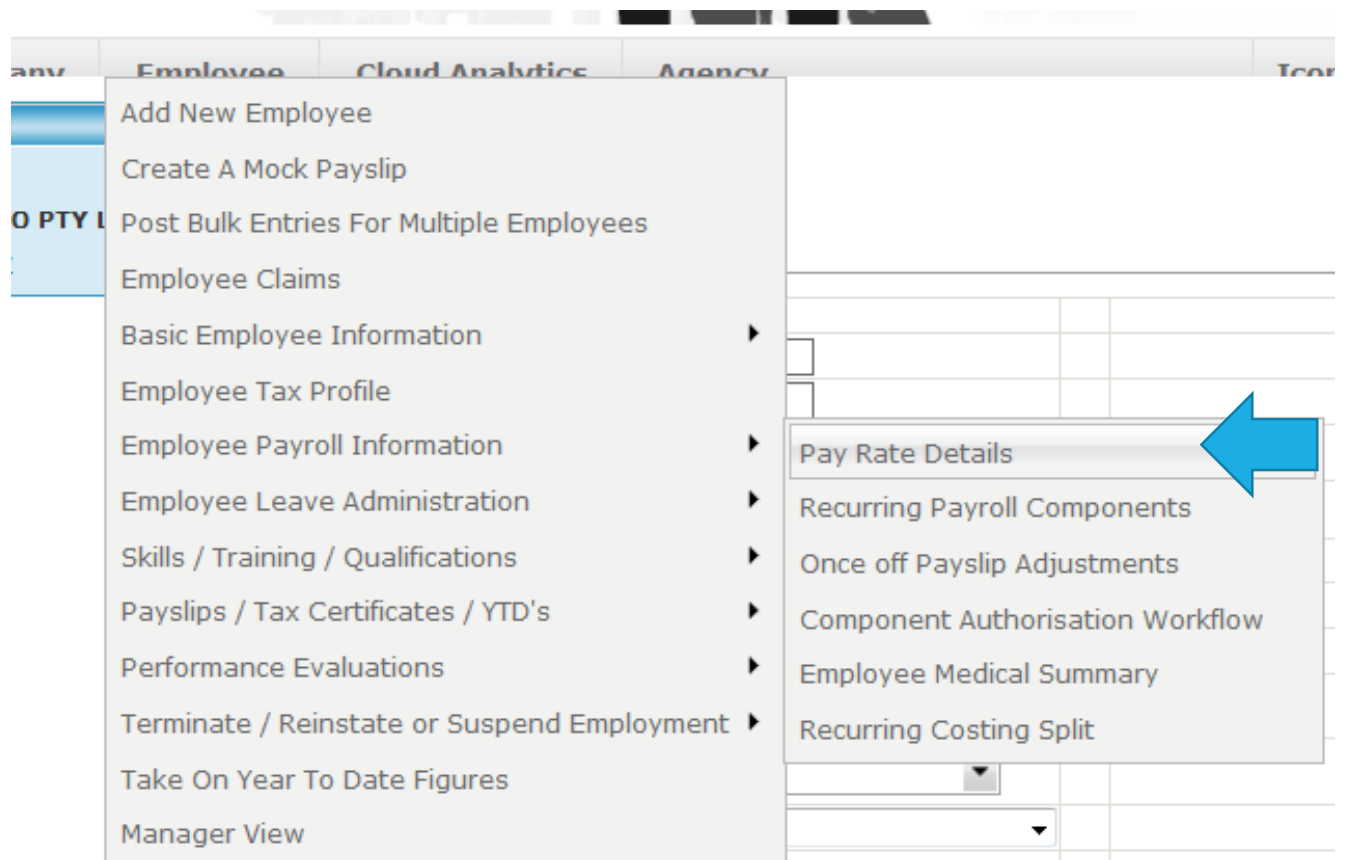


Paymaster Online Tutorial

Pay rates screen








This is the screen you use when changing or advising the system how much you are going to pay your employees. Any permanent change to their salary must be done on this screen. Any changes to the payslips directly are a once off, and will be gone the following month.

To get to the pay rates screen, you click on **employee, employee payroll information, pay rate details**.



This is your pay rates screen:

Details [Click here to view audit trail](#)

* which payroll frequency group will this employee belong to:	Monthly	 	
* effective date:	01 Oct 2015		
* this employee is paid:	per month		
* package:	5000.00	<input checked="" type="radio"/> monthly <input type="radio"/> annual	
tick here if you want the system to automatically pay basic pay or else you will need to manually advise hours or post time entries every period:	<input checked="" type="checkbox"/>		
* hours per day:	8.00		
* days per month	21.67		
hours per month:	173.36		
hourly rate:	28.84171666		
daily rate:	230.73373327		
fortnightly rate:			

New

If you have made a mistake with a salary, and want to change it in the same month you advised the original amount, you can edit the current salary under the history section. If it was done in a previous month, you can only create a new salary record. This is to stop incorrect information if your payroll run for a previous month happens to be open. This will mess up all your figures.

History			
Effective Date	Frequency	Package	
01 Oct 2015	per month	5000.00	Edit
1			

If you want to change the salary, create a new record or edit the current record. You can change the payment from per month to per hour or per day in the drop down menu.

Details [Click here to view audit tra](#)

* which payroll frequency group will this employee belong to:	Monthly	
* effective date:	1 October 2015	
* this employee is paid:	per month	
* package:	<input type="radio"/> monthly <input type="radio"/> annual	
tick here if you want the system to automatically pay basic pay or else you will need to manually advise hours or post time entries every period:	<input checked="" type="checkbox"/>	
* hours per day:	8.00	
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hours per month:	173.36	
hourly rate:	28.84171666	
daily rate:	230.73373327	
fortnightly rate:		

Delete Update & Clear

You can untick the block that allows the system to automatically create a Payslip. This is fantastic for weekly or hourly paid employees where a lot of staff are starting and leaving, and you might miss one or two. It happens in the bigger companies often! This option allows the payroll not to pay anyone where there have been no hours advised.

You can also change the working hours per day and per month in case that was incorrectly captured or an employee is now working half days.

post time entries every period:

* hours per day:	8.00
* days per month	21.67
hours per month:	173.36
hourly rate:	28.84171666

Once you are done with your changes, click on **update and clear**.

period:		
* hours per day:	8.00	
* days per month	21.67	
hours per month:	173.36	
hourly rate:	28.84171666	
daily rate:	230.73373327	
fortnightly rate:		

Delete Update & Clear