

Changing an Employee's Pay Rate in Advanced HR 2.0

This is a high level list of the steps only to change an employees pay rate. See the links below for more detailed information.

To change an employee's pay rate in Advanced HR 2.0:

1. Navigate to **HR Admin – Employee Maintenance – Compensation**.
2. In the **Employee** section, select the **Company** and **Employee** (if not already locked in).
3. In the **Compensation Info** section, change the employee's Pay Rate by entering the new rate in the **Rate** field.
4. In the **Other Info** section, optionally select a reason for the pay rate change in the **Change Reason** field.
5. Optionally, enter any applicable **Comments**.
6. Click **Save Changes**.