

Alternate Rate Screen in Advanced HR 2.0

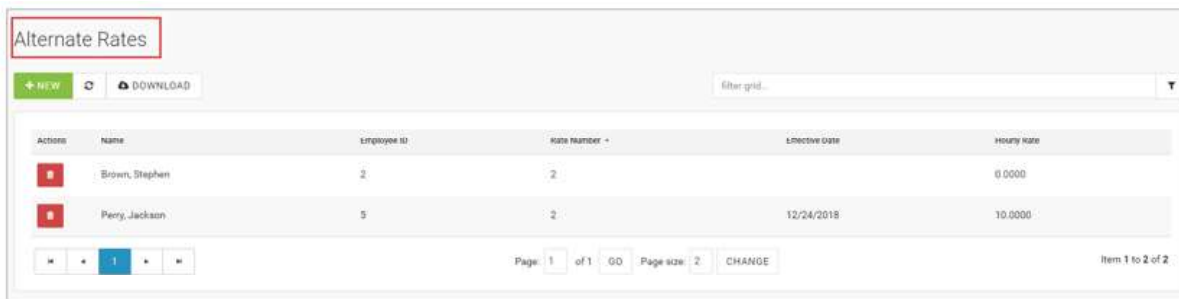
The **Alternate Rate** screen provides details on any alternate rates assigned for specific jobs, shifts, etc., *other than the Primary Rate* – see the “[Compensation Screen](#)” section. Go to **HR Admin - Employee Maintenance - Alternate Rate**.



To view or edit an employee’s alternate pay rates, go to **HR Admin – Employee Maintenance – Alternate Rate**.

Unless you are locked into a particular employee, you will see all the employees for the company that have alternate rates.

To assign a new alternate rate to an employee, click the **+ New** button



Actions	Name	Employee ID	Rate Number	Effective Date	Hourly Rate
	Brown, Stephen	2	2		0.0000
	Perry, Jackson	5	2	12/24/2018	10.0000

The **Alternate Rates** dashboard displays any additional rates of pay the employees are receiving. This information flows over from Evolution Classic as part of the Payroll Data Cutover. You can also add other pay rates here and it will flow back into payroll and Evolution Classic. Click on an employee row to get their alternate rate detail information.

Alternate Rate: **2 - 12/24/2018**

Employee Company* Brown's Auto Supply (BAR) (WEB1200)	Alternate Rate Info Rate Number* 2
Employee* Perry, Jackson (5)	Start Date * 12/24/2018
	End Date End Date
	Hourly Rate* \$ 10.0000
	Notes Hostess

To enter a new alternate rate record, click on the **+ New** button . Remember, any required fields display with a red asterisk, such as the **Employee** field in the screenshot below. When the green **New** button is clicked, a new record screen will display.

Select the **Employee** from the dropdown.

Alternate Rate: **NEW RECORD**

Employee Company* Brown's Auto Supply (BAR) (WEB1200)	Alternate Rate Info Rate Number* Rate Number	Select: <ul style="list-style-type: none"> • Rate Number • Start and End Date • Hourly Rate • Add additional Notes
Employee* Please Choose (Represents BLANK)	Start Date * Start Date	
	End Date End Date	
	Hourly Rate* \$ Hourly Rate	
	Notes Notes	

Any alternate rates you enter on this screen will by default not be set as the Primary Rate. The Rate Amount is 0.00 if nothing is entered.

The DBDT is the organization structure associated with pay rates.

For More Information: