





Compensation Screen in Advanced HR 2.0

The **Compensation** screen displays the employee's primary rate or salary amount. You can view all of the employee's current and historical compensation (pay rate) changes. New pay rates will have an effective date associated with them in order to maintain the employee's compensation history.

Actions	Name	Employee ID	Effective Date	Pay Type	Pay Rate	Change Reason
	Smith, Hellen	88	07/16/2019	Hourly	16.0000	
	Frens, Erin	89	07/16/2019	Hourly	25.0000	
	Baker, Tammy	20	07/01/2019	Salary	45.7500	
	Warren, Westley	31	05/22/2019	Salary	25.0000	

Click on an employee to see the Compensation details screen.

Compensation: Baker, Tammy; 7/1/2019		
Employee Company* Brown's Auto Supply (BAR) (WEB1200)	Compensation Info Effective Date * 07/01/2019	Other Info Change Reason + Please Choose (Represents BLANK)
Employee* Baker, Tammy (20)	Pay Type* S - Salary	Comment Comment
	Rate (hourly or Salary per pay period)* \$ 45.7500	

Entering a New Pay Rate

In Advanced HR, you don't change a pay rate, you **add a new primary pay rate**. New Pay Rates will have new effective dates assigned to them. This enables pay rate history to be maintained.

To enter a new pay rate for an employee (an increase or a decrease):

1. Go to **HR Admin – Employee Maintenance – Compensation**.
2. The system displays the **Compensation** screen.
3. On the **Compensation** screen, click the **+ New** button.

Compensations

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	Frens, Erin	89	07/16/2019	Hourly	25.0000	
	Baker, Tammy	20	07/01/2019	Salary	45.7500	
	Warren, Westley	31	05/22/2019	Salary	25.0000	

4. The system displays the **Compensation New Record** screen.

Compensation: **NEW RECORD**

Employee Company* <input type="text" value="Brown's Auto Supply (BAR) (WEB1200)"/>	Compensation Info Effective Date * <input type="text" value="Effective Date"/>	Other Info Change Reason + <input type="text" value="Please Choose (Represents BLANK)"/>
Employee* <input type="text" value="Please Choose (Represents BLANK)"/>	Pay Type* <input type="text" value="Please Choose (Represents BLANK)"/>	Comment <input type="text" value="Comment"/>
	Rate (Hourly or Salary per pay period)* <input type="text" value="\$ Rate"/>	

- In the **Employee** section of the screen, select the **Company** if you are not already locked into one.
- Select the employee from the **Employee** dropdown.
- In the **Compensation Info** section, enter the **Effective Date** of when the new compensation rate for the employee will begin.
- Enter the appropriate **Pay Type** (Hourly, Salary, etc.).
- Enter the new pay **Rate** (Hourly or Salary per pay period).
- In the **Other Info** section, the **Change Reason** and **Comment** fields are both optional, however note that these fields can be useful for maintaining rate history for the employee.

Other Info

Change Reason +

Comment

11. Click the **Save Changes** button.

Here is an example after adding a new pay rate; the Compensation screen now shows two pay rates – each with an effective date.

	Garcia, Monique	6	11/19/2018	Salary	23.0000	
	Garcia, Monique	6	11/15/2018	Salary	26.0000	Merit

Notes:

A compensation in Advanced HR 2.0 corresponds with the **Employee - EE Entry - Pay** section in Evolution. It is comprised of both a salary amount, and a primary hourly rate. Salary amount is optional, but hourly can be 0.00 (still mandatory).

By default, for an employee that doesn't have an hourly rate, the API submits an rate number (defaults to 1 on the screen, but can be changed) and an hourly rate of 0.00.

DBDT's, WC, Jobs etc., can all be associated to a pay rate. For example, an employee can be both a waiter and a bartender and have different rates at each.

Compensation Change Reason codes (for the **Change Reason** field mentioned above) are set up by administrators on the **HR Admin - Company Setup - Compensation Change Reason** screen. The Compensation Change Reason code, once created, allows you to enter default reasons why an employee's compensation amount may have changed.

Compensation Change Reasons

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Actions	Code	Description	Active	Priority
	01	Merit	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	
	23	com	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	
	30	30 days of employment	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	
	90	90 Days increase	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	

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Although the **Compensation Change Reason** is not a required field when you are updating an employee's compensation, the more information you can enter, the more informed all parties will be about why compensation changes were made.

Note also that a Compensation Change Reason Code can be set by default for all new hires of a company. This is done on the **HR Admin – Company – Company List** screen, in the **Preferences and Defaults** section, by selecting one of the existing values in the **Compensation Change Reason** dropdown.

Preferences/Defaults

New Hire/Onboarding

Tax Form (Type of Hire)

W2 - Employee

Pay Frequency

BiWeekly - Bi-Weekly

Employment Type

FullTime - Full Time

Display Emergency Contact

NO YES

Pay Type

S - Salary

Status

Active - Active

Emergency Contact Required

NO YES

Compensation Change Reason

01 - Merit

Position/Org Change Reason

Please Choose (Represents BLANK)

E-Verify Participant

NO YES