

Add Employee Salary

Modified on: Thu, 16 Dec, 2021 at 2:16 PM

To ADD EMPLOYEE SALARY

Step 1. From 'Payroll Employee Card' select 'PROCESS'

 PAYROLL EMPLOYEE CARD   

EMP10002

New

Process

Report

Show Attached

Navigate

Report

Less options

General

Show more

No.	EMP10002 ...	City	Hollywood
First Name	Gwen	State	CA
Middle Name		Statutory Employee ..	☒
Last Name	Stefani	Job Title	
Suffix		Blocked	☒
Initials		Comment	
Address	123 Heartbreak Rd	Comment 2	
Zip Code	90210	Last Review Date	

Step 2. Select 'Salary'

 PAYROLL EMPLOYEE CARD

  

EMP10002

New Process Report Show Attached | Navigate Report Less options

 Salary

 PTO Hours

 Create PTO Hours from Template

 Create Employee Salary

 Deductions

 Create Deduction...s from Template

 Create HR Tracking Info

First Name	Gwen	State	CA
Middle Name		Statutory Employee	☒
Last Name	Stefani	Job Title	
Suffix		Blocked	☒
Initials		Comment	
Address	123 Heartbreak Rd	Comment 2	
Zip Code	90210	Last Review Date	

Step 3. The 'Payroll Employee Salaries' table will open

Search

+ New

Manage

Show Attached

Open in Excel

Edit

View

Delete

PAY CYCLE	STARTING DATE	SALARY TYPE	WEEKLY HOURS	HOURLY RATE	ANNUAL SALARY	OV... EXEM	USE HOU DETA
(There is nothing to show in this view)							

Close

Step 4. Select '+New' to add a new Salary

3/9

Search

+ New

Manage

Show Attached

Open in Excel

Edit

View

Delete

PAY CYCLE	STARTING DATE	SALARY TYPE	WEEKLY HOURS	HOURLY RATE	ANNUAL SALARY	OV... EXEM	USE HOU... DETA
(There is nothing to show in this view)							

Close

Step 5. The ‘Employee Salary Card’ will open

←

EMPLOYEE SALARY CARD

+

EMP10002

Show Attached

General

Show more

Pay Cycle

▼

Starting Date

⋮

Salary Type

Hourly

▼

Hourly Rate

0.00

Annual Salary

0.00

Weekly Hours

0.00

Use Hours Details

Overtime Multiplier

Overtime Exempt

Additional Info

Entered By

Modified By

Entered On

Modified On

Step 6. Select a ‘Pay Cycle

 EMPLOYEE SALARY CARD   

EMP10002

Show Attached 

General Show more

Pay Cycle

Weekly
Biweekly
Semimonthly
Monthly
Quarterly
Semiannually
Annually
Daily or Misc

Starting Date

Salary Type

Hourly Rate

Annual Salary

Weekly Hours

0.00

Use Hours Details

☐

Overtime Multiplier

Overtime Exempt

☒

Additional Info

Entered By

Modified By

Step 7. Select a 'Starting Date' from available options in drop down menu

 EMPLOYEE SALARY CARD   

EMP10002 · 1/1/2018

Show Attached 

General Show more

Pay Cycle

Semimonthly

▼

Starting Date

1/1/2018

...

Salary Type

Hourly

▼

Hourly Rate

0.00

Annual Salary

0.00

Weekly Hours

40.00

Use Hours Details

☒

Overtime Multiplier

1.50

Overtime Exempt

☒

Additional Info

Step 8. Select a 'Salary Type'

← EMPLOYEE SALARY CARD

EMP10002 · 1/1/2018

Show Attached

General Show more

Pay Cycle	Semimonthly	Weekly Hours	40.00
Starting Date	1/1/2018	Use Hours Details	☐
Salary Type	Hourly	Overtime Multiplier	1.50
Hourly Rate	Piece Rate	Overtime Exempt	☐
Annual Salary	0.00		

Step 9. Enter an 'Hourly Rate' or 'Annual Salary' depending on the 'Salary Type' you selected.

← EMPLOYEE SALARY CARD

EMP10002 · 1/1/2018

Show Attached

General Show more

Pay Cycle	Semimonthly	Weekly Hours	40.00
Starting Date	1/1/2018	Use Hours Details	☐
Salary Type	Salary	Overtime Multiplier	
Hourly Rate	0.00	Overtime Exempt	☒
Annual Salary	75000.00 x		

Step 10. Enter 'Weekly Hours'. They will default to '40' but can be changed if needed.

← EMPLOYEE SALARY CARD   

EMP10002 · 1/1/2018

Show Attached 

General Show more

Pay Cycle	Semimonthly	Weekly Hours	40.00
Starting Date	1/1/2018	Use Hours Details	☐
Salary Type	Salary	Overtime Multiplier	
Hourly Rate	0.00	Overtime Exempt	☒
Annual Salary	75000.00 x		

Step 11.

If you are importing hours for this employee, set 'Use Hours Details' to True. For Salary Employees, set 'Use Hours Details' to False

← EMPLOYEE SALARY CARD   

EMP10002 · 1/1/2018

Show Attached 

General Show more

Pay Cycle	Semimonthly	Weekly Hours	40.00
Starting Date	1/1/2018	Use Hours Details	☐
Salary Type	Salary	Overtime Multiplier	
Hourly Rate	0.00	Overtime Exempt	☒
Annual Salary	75000.00 x		

Step 12.

- Enter an 'Overtime Multiplier' if applicable. This will most likely be applied to Hourly Employees
- Set 'Overtime Exempt' to True or False.
- Click 'Button' to save Salary settings.

EMPLOYEE SALARY CARD

EMP10002 · 1/1/2018

Show Attached

General Show more

Pay Cycle	Semimonthly	Weekly Hours	40.00
Starting Date	1/1/2018	Use Hours Details	☐
Salary Type	Salary	Overtime Multiplier	
Hourly Rate	36.05769	Overtime Exempt	☒
Annual Salary	75,000.00		

Step 13. Review newly created Salary in the Salary Table then click 'Close'

Search	+ New	Manage	Show Attached	Open in Excel			
Edit	View	Delete					
PAY CYCLE	STARTING DATE	SALARY TYPE	WEEKLY HOURS	HOURLY RATE	ANNUAL SALARY	OV... EXEN	USE HOU! DETA
Semimonthly	1/1/2018	Salary	40.00	36.05769	75,000.00	☒	☐
Close							

