

Pay Matrix Setup

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Synopsis:

The 'Pay Matrix' is where you can set up the different dimensional criteria that will be used to calculate the different rates. Here is how to set up the Pay Matrix.

STEP 1. CONFIGURE PAY MATRIX FROM PAYROLL SETUP TABLE

- Go to 'Payroll Setup Table'
- Scroll down to 'Payroll Dimensions'
- Make sure you have 'Payroll Dimensions' selected.

The screenshot shows the 'Payroll Setup' interface. At the top, there are navigation icons (back, edit, add, delete) and a 'SAVED' status. Below the title 'Payroll Setup', there are tabs for 'Get Tax Settings', 'Additional Setup', 'Actions', and 'Fewer options'. The 'Payroll Dimensions' section is highlighted with a red box. It contains eight rows, each with a label and a dropdown menu. The first three rows are filled with 'DEPARTMENT', 'JOB', and 'STATE' respectively. The remaining five rows are empty.

Payroll Dimensions	
Payroll Dimension 1 ...	DEPARTMENT
Payroll Dimension 2 ...	JOB
Payroll Dimension 3 ...	STATE
Payroll Dimension 4 ...	
Payroll Dimension 5 ...	
Payroll Dimension 6 ...	
Payroll Dimension 7 ...	
Payroll Dimension 8 ...	

- Scroll down to 'Pay Matrix Setup' and 'Set to True' any Dimensions you wish to make visible in the pay matrix. In the example below, we have 'Set to True' the 'Show Dim 1' – 'Show Dim 3'

Payroll Setup

Get Tax Settings Additional Setup Actions Fewer options

Pay Matrix Setup

Show Dim.1 in Pay M... ☒	Show Cust. Dim. 2 in ... ☐
Show Dim.2 in Pay M... ☒	Show Cust. Dim. 3 in ... ☐
Show Dim.3 in Pay M... ☒	Show Cust. Dim. 4 in ... ☐
Show Dim.4 in Pay M... ☐	Show Position Code I... ☐
Show Dim.5 in Pay M... ☐	Show Position Depart... ☐
Show Dim.6 in Pay M... ☐	Show Position Categ... ☐
Show Dim.7 in Pay M... ☐	Show Union Code in ... ☐
Show Dim.8 in Pay M... ☐	Show State in Matrix ☐
Show Cust. Dim. 1 in ... ☐	Show Job Info in Mat... ☐

STEP 2. CREATE A PAY MATRIX

- First click 'Pay Matrix' in 'Position and Union Seutps'
- Click 'New' page action in 'Payroll Matrix List'
- Then select 'Matrix Code'
- Enter a 'Description'
- Enter a 'Starting Date' for the code to take effect
- Within the predefined Dimension codes, select dimension values and then enter a rate

In the example below, we have set up a Department Code 'RIG' with Job Code 'JOB10000' and set different rates based on the state of OK or TX. Based on this setup, when time is used to calculate pay with these criteria, the 'Rate' will be determined based on how many hours have this detail attached to it.

MATRIX

 Copy Pay Matrix

 | [More options](#)

General

Code MATRIX 

Start Date 

Description Matrix

Lines | [Manage](#) 

Department Code		Job Code		State Code	Rate
	RIG		JOB10000	OK	12.50
→	RIG	⋮	JOB10000	TX	15.00