

Salary Modification Date

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Salary Modification Date:

This allows you to set a Salary Modification Date that is in the middle of a pay period and then it will pick up the new rate starting at the day that you set the actual salary modification date.

To set this up, first go to 'Payroll Setup' and set 'Use Actual Salary Modification Date' to True in the 'Advanced Settings' tab

The screenshot shows the 'Payroll Setup' interface. At the top, there's a navigation bar with a back arrow, a pencil icon, a plus icon, a trash icon, and a 'SAVED' status. Below the title 'Payroll Setup', there are tabs: 'Get Tax Settings', 'Additional Setup', and 'More options'. The 'Additional Setup' tab is selected, showing 'US Setup >'. Under 'Advanced Settings', there are two columns of settings. The 'Use Actual Salary Mo...' toggle is highlighted with a red box and is turned on. Other settings include 'Combine Earnings Lin...', 'Check Balance Payroll...', 'Suppress Arrears Trac...', 'Advanced Deduction ...', 'Use Position Effective...', 'Position by Effective ...', 'Split Employer Tax / C...', 'Split Payroll Ledger E...', 'Use Job/Job Task', 'Verify OT Hours on A...', 'Use Pay Cycle SubTyp...', 'Auto-Sync Expense Al...', 'Journal Transfer Acco...', 'Set Workers Comp. fr...', 'Job Entry No.', and 'New Job Ledger Date'.

Then go to 'Additional Setup' and scroll down to the 'Salary Modification Setup' tab. Here you can select a 'Salary Modification Field' and a 'Salary Modification Code'. You can select a 'Salary Modification Field' that can be based off of Dimensions, Position Code, Position Department or Position Category. Then you select 'Salary Modification Code' which is going to apply this code to the old rate to separate the two lines inside the detail behind the payroll line. This will automatically

happen anytime the Salary Modification Date is used.

When using this feature we recommend implementers use a code that is not used for other purposes in the system.

Additional Payroll Setup

Advanced OT Setup >

Salary Modification Setup

Hours Details Salary Modification Field -- Position Category

Hours Details Salary Modification Code -- SALARYMOD

User Defined Code Fields >

Search + New Edit List Delete Page

EDIT - EXPENSE ALLOCATION

Hours	Quantity	Rate per Hour / Piece	Total Amount	Department Code	Project Code	Position Code	Position Category	Union Code
10.00		10.00	100.00				SALARYMOD	
10.00		15.00	150.00					
Balance:								
	HOURS	QUANTITY	TOTAL AMOUNT					
		0	0					0.00

Close

Below shows a screenshot of an employee salary table that has a Salary Modification Date setup.

Search + New Manage Page

VIEW - PAYROLL EMPLOYEE SALARIES

Pay Cycle	Starting Date ↑	Salary Type	Weekly Hours	Hourly Rate	Annual Salary	Overt... Exempt	Use Hours Detail	Actual Salary Modification Date
Semimonthly	1/1/2019	Hourly	40.00	7.21154	15,000.00	☐	☒	
Weekly	1/5/2020	Hourly	40.00	10.00	20,800.00	☐	☒	
Weekly	3/29/2020	Hourly	40.00	15.00	31,200.00	☐	☒	4/1/2020

Close

You can see in the image below that the new rate 'Actual Salary Modification Date' is 4/1/2020 but the 'Starting Date' is set to 3/29/2020 which is the starting date of the pay cycle period. This is how it needs to be set up to work properly. Pick the 'Starting Date' that applies to the pay cycle in which the Salary Modification Date applies and then enter the Actual Salary Modification Date that is applicable.

← EMPLOYEE SALARY CARD

EMP20196 · 3/29/2020

✓ SAVED

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Pay Cycle	Weekly	Weekly Hours	40.00
Starting Date	3/29/2020	Use Hours Details	☒
Salary Type	Hourly	Overtime Multiplier	1.50
Hourly Rate	15.00	Overtime Exempt	☐
Annual Salary	31,200.00	Actual Salary Modification Date	4/1/2020