The Pay Rates functionality allows a user to add a new pay rate and specify the date range that pay rate is valid for. These Pay Rates cannot overlap, however you can create a Pay Rate in the past, future and with no end date. The rates set with no end date will be effective until an end date is specified. The end date for a current pay rate will auto populate when a new pay rate is added. Now let's learn how to use the Pay Rate features and all they have to offer.

Creating Pay Rates

Permissions/Roles Needed: Supervisor Role

To add a new pay rate:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. Click 'Employees' from the side bar
3. Use the search criteria at the top of the page to find the employee you wish to add a Pay Rate for or scroll down to locate. Click anywhere in the row to select that employee.
4. Select the 'Accounts' tab underneath Employee Details and find the employee service account that needs a new Pay Rate. Click anywhere in the row to select the account.
5. Click the 'Rates' tab underneath Account Details
6. Select 'Actions' from the top right corner, then click 'Add New Rate'
7. Enter the rate, effective date and end date (if desired). Please remember:
    a. Pay Rates cannot overlap
    b. Pay Rates can have no end date
    c. Pay Rates can be created for the future
    d. Pay Rates can be created in the past
    e. Once you add a new Pay Rate, if the the old Pay Rate does not already have an end date specified, DCI will automatically adjust the end date on the previous Pay Rate to end the day before the new Pay Rate starts
    f. You will not be able to save the new Pay Rate if it exceeds the max Pay Rate set for that particular service
    g. If a punch splits (overnight) the resulting generated punches will receive the correct Pay Rate for the specified dates
8. Click 'Save' then select 'Yes' on the confirmation window

* Once a new Pay Rate is created, the rate will not affect historical punches; only new punches made for that service period will be adjusted.

To edit an existing pay rate:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. Click 'Employees' from the side bar
3. Use the search criteria at the top of the page to find the employee you wish to add a Pay Rate for or scroll down to locate. Click anywhere in the row to select that employee.
4. Select the 'Accounts' tab underneath Employee Details and find the employee service account that needs a new Pay Rate. Click anywhere in the row to select the account.
5. Click the 'Rates' tab underneath Account Details

6. Select anywhere in the row to select an existing Pay Rate
7. Click 'Actions' in the top right corner then select 'Edit Rate'
8. Enter the edited rate, effective date and/or end date. Please remember:
    a. Pay Rates cannot overlap
    b. Pay Rates can have no end date
    c. Pay Rates can be created for the future
    d. Pay Rates can be created in the past
    e. Once you add a new Pay Rate, if the the old Pay Rate does not already have an end date specified, DCI will automatically adjust the end date on the previous Pay Rate to end the day before the new Pay Rate starts
    f. You will not be able to save the new Pay Rate if it exceeds the max Pay Rate set for that particular service.
    g. If a punch splits (overnight) the resulting generated punches will receive the correct Pay Rate for the specified dates
9. Click 'Save' then select 'Yes' on the confirmation window

Max Pay Rates

Permissions/Roles Needed: Funding Source Admin Permission

Setting a Max Pay Rate in DCI constricts Pay Rates so that employees cannot exceed the specified amount for a particular service.

To set Max Pay Rate for a service account:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. Click 'Settings' from the header then choose 'Funding Sources' from the side bar
3. Use the search criteria at the top of the page to find the Funding Source that houses the Service Code you wish to add a Max Pay Rate for or scroll down to locate. Click anywhere in the row to select that Funding Source.
4. Ensure the 'Service Code' tab is selected. Use the search criteria below Funding Source Details to find the Service Code that you wish to add a Max Pay Rate for or scroll down to locate. Click anywhere in the row to select that Service Code.
5. Click 'Actions' in the top right corner, then select 'Edit Service Code'
6. You will see a field for 'Pay Rate Max Limit'. Click 'Yes' to enable a Max Pay Rate and 'No' to disable.
7. A few fields below, you will find a field labeled 'Max Pay Rate'. Enter the hourly amount that cannot be exceeded for that particular service.
8. Click 'Save' then select 'Yes' on the confirmation window.

Import

Permissions/Roles Needed: Import Admin Permission

Pay Rates can be imported into DCI. To learn about how to do imports, see the "Admin Guide - Imports Module" in the DCI Help Center.