

Enterprise - How to Document Employee Pay Raises

Last Modified on 01/08/2020 1:59 pm CST

Quick Steps:

How to Document a Pay Raise:

1. Navigate to assignment record for the employee receiving the pay raise
2. Go to the actions menu and select 'extend assignment'
3. Select start date for pay raise and click save
4. You will be taken to the new assignment page. Update the pay and bill rate
5. Click save

Complete and Detailed Steps:

How to Document a Pay Raise:

Begin by navigating to the assignment record for the employee that will be receiving the pay raise. Once there, verify the current (1.) pay rate from the financials details section of the assignment details page:

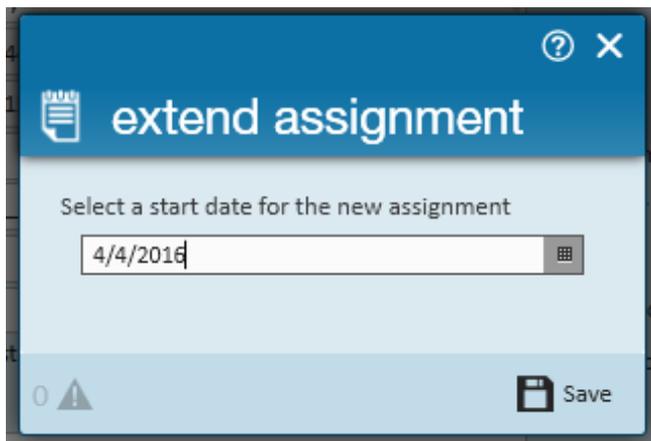
The screenshot displays the assignment details for Hopline, Arthur. The page is divided into several sections: details, assignment information, and financial details. The financial details section shows the current pay rate of \$11.25, which is highlighted with a red box and a red '1.' next to it. The scheduled date is 04/11/2016. The page also shows various other details such as the employee ID, assignment ID, and customer information.

assignment information		financial details	
Employee	Hopline, Arthur	Multiplier	1.5
Aldent	4295015296	Bill Rate	\$16.88
Customer	The Tile Shop	Salary Bill	\$0.00
Department	Primary	Unit Bill	\$0.00
Order ID	4295044363	Overtime Bill	\$25.31
Assignment ID	4301315129	Doubletime Bill	\$33.75
Alt Assignment ID		Overtime Factor	1.5000
		Pay Rate	\$11.25
		Salary	\$0.00
		Unit Pay Rate	\$0.00
		Other Agency Pay	\$0.00
		Overtime Pay	\$16.88
		Doubletime Pay	\$22.50

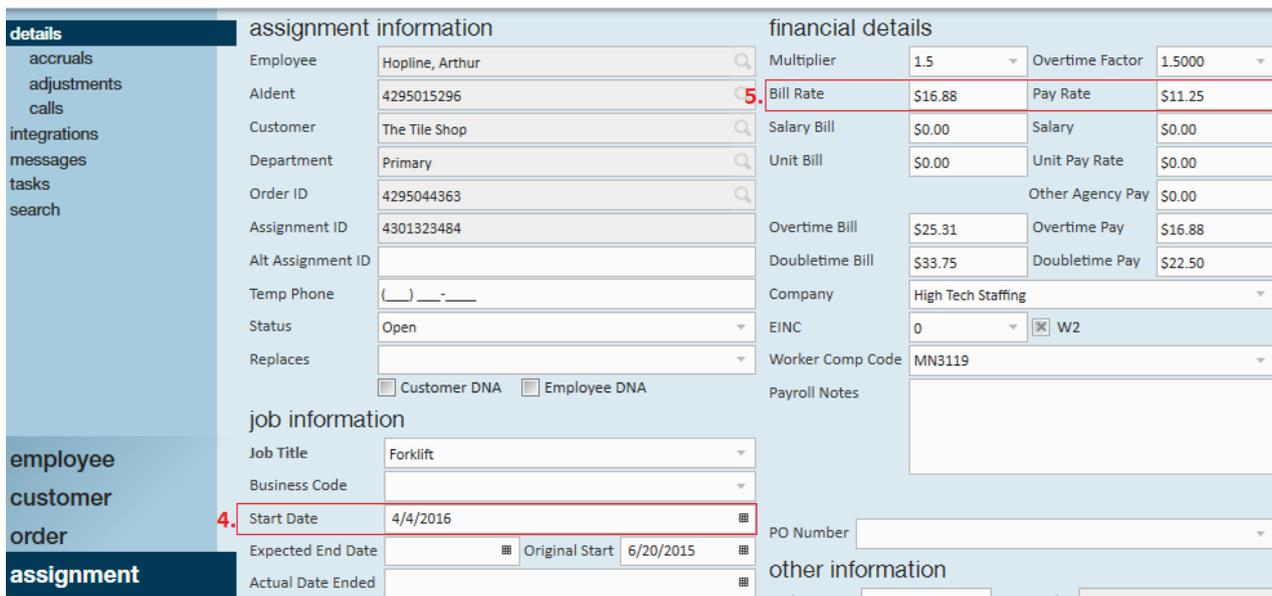
For example purposes, let's say as of April 4th Arthur receives a \$1.00 pay raise. To document this, expand the (2.) actions menu and select to (3.) extend assignment.



This will automatically open the extend assignment window. Following our example we will enter in April 4th as the new start date and click save to update.



Users will automatically be brought into the new assignment. Notice the (4.) start date is April 4th, as selected in the previous step. Also, note that the new assignment carries over the (5.) old assignment's financial details:



To reflect the employee raise, we will manually update the pay rate and bill rate, as shown below:

financial details			
Multiplier	1.5	Overtime Factor	1.5000
Bill Rate	\$18.38	Pay Rate	\$12.25
Salary Bill	\$0.00	Salary	\$0.00
Unit Bill	\$0.00	Unit Pay Rate	\$0.00
		Other Agency Pay	\$0.00
Overtime Bill	\$27.56	Overtime Pay	\$18.38
Doubletime Bill	\$36.75	Doubletime Pay	\$24.50

Verifying Pay Raises (Optional):

With the pay raise now complete, navigate to the related order record to verify or review the changes that have taken place. From the assignments table of the order's visifile we can see a pay raise has indeed taken effect. Notice there are (7.) two assignments for Arthur that tell the history of this pay raise:

- ◆ Assignment One: Has a pay rate of \$11.25, bill rate of \$16.88 and was active between 6/20/15 and 4/3/2016 before ending due to a "Rate Change" (per the "Perf Code Description" column).
- ◆ Assignment Two: Has a pay rate of \$12.25, bill rate of \$18.38 and has been active as of 4/4/2016.

visifile

- ▶ details
- ▶ candidates
- documents
- ▶ integrations
- messages
- tasks
- search

employee

customer

order

assignment

contact

order snapshot

Customer Name	The Tile Shop	Title	Forklift	Pay Rate	\$11.00
Department	Primary	Description	Job duties.	Bill Rate	\$16.50
Order ID	4295044363	Branch	Memphis SE		
Supervisor		Phone	none exist		

messages

Date	Action	Message	Employee	Rep
4/11/2016	Placed	Placed -- The Tile Shop	Hopline, Arth...	shaw
6/19/2015	Placed	Placed -- The Tile Shop	Kolesar, Shaw...	shaw
6/19/2015	Task	Please charge \$35 DT fee.	Kolesar, Shaw...	shaw
6/19/2015	Message	Customer: The Tile Shop	Brahn, Mary	shaw
6/19/2015	Placed	Placed -- The Tile Shop	Kolesar, Shaw...	shaw
6/19/2015	Placed	Placed -- The Tile Shop	Hopline, Arth...	shaw

assignments

Title	Employee	Perf Code Descripti...	Orig. Start	Start	End	Bill	Pay
Forklift	Hopline, Arthur	Open	6/20/2015	4/4/2016		\$18.38	\$12.25
Forklift	Hopline, Arthur	Rate Change	6/20/2015	6/20/2015	4/3/2016	\$16.88	\$11.25

order status

Status	Deleted
Date Opened	6/19/2015 10:42:00 AM
Duration	Indef

For viewing ease, here is a zoomed in image of the assignment info listed on the order's visifile (as shown above):

assignments							
Title	Employee	Perf Code Descripti...	Orig. Start	Start	End	Bill	Pay
7. Forklift	Hopline, Arthur	Open	6/20/2015	4/4/2016		\$18.38	\$12.25
Forklift	Hopline, Arthur	Rate Change	6/20/2015	6/20/2015	4/3/2016	\$16.88	\$11.25

This essential paper trail can also be seen from the (8.) assignments table on our employee's visifile:



Arthur Hopline
8700 5th Ave.
Maplewood, MN 55109

ID: 4295015296
SSN: xxx-xx-7895

Scheduled for:
04/11/2016

First Day Check In Calls
Daily Standup Meeting

visifile

- ▶ details
- ▶ documents
- ▶ integrations
- ▶ evaluations
- ▶ messages
- ▶ pay history
- ▶ pay setup
- ▶ tasks
- ▶ search

employee snapshot

Name: Hopline, Arthur

Email Address: arthurhe@email1.com

Desired Location:

Hire Status:

Notes:

Resume Received

I9 On File

Active

Assigned

phone

art
(65

messages

Date	Action	Message
4/11/2016	Placed	Placed -- The Tile Shop Comments:
9/30/2015	Message	Customer: Custom Tile Manufact
9/30/2015	Message	Aident Merged from 4295015357 to 4295015296
7/30/2015	LMVM	
7/14/2015	Order Candidate	Candidate -- Blyss Cosmetics Comments:

assignments

Title	Customer	Code	Start	End	Bill	Pay	Dept
8. Forklift	The Tile Shop	Open	4/4/2016		\$18.38	\$12.25	Primary
Forklift	The Tile Shop	RC	6/20/2015	4/3/2016	\$16.88	\$11.25	Primary

Scheduling a Future Pay Raise

Utilizing the 'extend assignment' action you may also preset scheduled raises. For example, if the employee is scheduled to get a raise after 60 days, simply set the extended assignment's start date for desired day the raise is to begin. With this in mind the employee will have two assignments. The initial assignment will close the day before the pay raise is scheduled to begin, and the scheduled assignment will begin generating timecards on the day of the pay raise. This will ensure that the employee will begin generating timecards that

reflect the pay rate change after the predetermined amount of time.

The screenshot shows the 'extend assignment' dialog box with the following details:

- Dialog Title: extend assignment
- Instruction: Select a start date for the new assignment
- Entered Date: 11/16/2017
- Background Assignment Start Date: 9/18/2017

When observing employee's assignments from the employee record, note that the actual end date for the current assignment will be set the day before and it will possess a status of 'RC' for rate change:

assignments

Title	Customer	Code	Start	End	Bill	Pay	Dept	Assignment...
Laborer	Gentle Dentists	EX	8/23/2017	9/20/2017	\$13.00	\$10.00	Primary	4301375968
Accounts Receiva...	Real Steel	EX	9/8/2017	9/20/2017	\$15.50	\$10.00	Primary	4301376249
Admin. Assist.	Real Steel	EX	9/8/2017	9/20/2017	\$23.25	\$15.00	Cookie	4301376250
Welder	Calum Mechanical	RC	9/18/2017	11/15/2...	\$31.00	\$20.00	Primary	4301386261
Welder	Calum Mechanical	Open	11/16/2017		\$34.10	\$22.00	Primary	4301386297

Ending Assignments with Scheduled Pay Raises

There may be times when a raise has been scheduled and both the current assignment and the future assignment need to be closed (for example, perhaps the employee resigns before

they receive the pay raise). To end scheduled raises, begin by looking up the employee's assignments from the assignment search dashboard. Select both assignments and "right click" one of the highlighted items. This will open the 'right click' menu where you may select the 'Update Assignments' action.

The screenshot shows the assignment search dashboard. At the top, there are search filters for Last Name (collins), First Name (tom), Customer, RepName (All Reps), Assignment ID, Employee ID, Active (Active), and Branch (All Branches). Below the filters, it says "Your search returned 6 results." A table lists the search results with columns: Assig..., Employee Name, Customer, Department, Job Title, Bill Rate, Pay Rate, Start Date, End Date, Supervisor, and Super. Two rows are highlighted in red: the row for assignment 430138... (Welder, Calum Mechanical, Primary) and the row for assignment 430137... (Welder, Calum Mechanical, Primary). A right-click context menu is open over the second row, with "Update Assignments" highlighted in red.

Assig...	Employee Name	Customer	Department	Job Title	Bill Rate	Pay Rate	Start Date	End Date	Supervisor	Super
430137...	Collins, Tom	Gentle Dentists	Primary	Laborer	\$13.00	\$10.00	8/23/2017	9/20/2017		
430137...	Collins, Tom	Real Steel	Primary	Accounts Receiva...	\$15.50	\$10.00	9/8/2017	9/20/2017	Hamil, Mark	
430137...	Collins, Tom	Real Steel	Cookie	Admin. Assist.	\$23.25	\$15.00	9/8/2017	9/20/2017	Steel, Hugo	
430138...	Collins, Tom	Calum Mechanical	Primary	Welder	\$31.00	\$20.00	9/18/2017	11/15/2017	Wellington, Duke	
430138...	Collins, Tom	Calum Mechanical	Primary	Welder	\$31.00	\$20.00	11/16/2017		Wellington, Duke	
430137...	Collinsworth, Tom	Green Bay Packers	Clerical	Financial Analyst	\$43.15	\$35.00	9/24/2017			

It is recommended that when updating these assignments, any scheduled assignments should be given the performance code or status of 'Deleted/mistakenly entered' while the current assignment be given any terminal performance code. Verify the end dates for the scheduled assignments are set for the start date of that assignment (note that this may be a future date). The end date for the current assignment can be set to the employee's true last day. For more information on updating assignments see "[How to Mass Update/End Assignments From the Order](#)"

The screenshot shows the "update assignments" dialog box. It has a "Mass Update Options" section with a "Select All Assignments" checkbox. Below is a table of "Eligible Assignments" with columns: Update, Name, Start Date, Performance Co..., Message Action, Perf Note, End Date, Est. End Date, and Customer DN... Two rows are shown. The first row has a performance code of "Released - No" and an end date of "9/21/2017 12:00:00". The second row has a performance code of "Deleted/Mistakenly entered" and an end date of "11/16/2017 12:00:00".

Update	Name	Start Date	Performance Co...	Message Action	Perf Note	End Date	Est. End Date	Customer DN...
<input checked="" type="checkbox"/>	Collins, Tom	9/18/2017	Released - No	Ended		9/21/2017 12:00:00	10/16/2017 12:00:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Collins, Tom	11/16/2017	Deleted/Mistakenly entered	Ended		11/16/2017 12:00:00	11/16/2017 12:00:00	<input type="checkbox"/>

Entering Time for a Mid-week Pay Raise

In the occurrence of a pay raise that occurs in the middle of the week, two timecards will be generated- one for each of the assignments. Time should be entered respecting the hours worked on each of the respective timecards. Both transactions will share the same weekend date to ensure that any adjustments are being taken out correctly:

Customer		Customer	Assignme...	Name	Pay Code	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	RT Hrs	OT Hrs	Pay	Bill
Customer: Calum Mechanical (2 items)																
Calum Mechanical	4301386297	Collins, Tom	Reg			0	0	8	8	8	0	0	24	0	\$22.00	\$34.10
Calum Mechanical	4301386261	Collins, Tom	Reg			8	8	0	0	0	0	0	16	0	\$20.00	\$31.00
													40	0		

Note After the "mid-week" week is closed and a new week is opened, only one timecard for the newest assignment/rate will be generated.

Related Articles