

Beyond - Mass Update Rates

Last Modified on 03/09/2023 3:33 pm CST

In certain scenarios, it is beneficial to update rates for multiple assignments and orders. This across-the-board update is especially helpful when new rates are negotiated, rates need to be corrected, or all employees assigned to a specific role have received a raise. A mass update within Beyond can be done from either the assignment search or order search.

Note In order to access this functionality within Beyond, you will need to be a member of a Permission Security Group that contains the "**Can Mass Update Rates**" permission.

Properties (1 Visible, 41 Not Visible)

40 Selected

🔍 rates

✕



Can Mass Update Rates

Allows a user to use the Mass Update Rates tool to update Job Order and Assignment financials

For more information about security permissions see [Beyond - Managing Security Groups](#).

This article reviews:

1. [Mass Update Rates - Assignments](#)
 - [Change the Pay/Bill Rates](#)
 - [Change the Multiplier Code Being Used](#)
2. [Mass Update Rates - Orders](#)
 - [Change the Pay/Bill Rates](#)
 - [Change the Multiplier Code Being Used](#)
 - [Update Rates on Assignments Within Orders](#)

Mass Update Rates - Assignments

1. Navigate to the assignment search option and search for the assignments you wish to update.
 - Check out [Beyond - Advanced Searching](#) for more information.
2. Select the assignments you want to include in your update:

Search / Assignments

BASIC ADVANCED

Last Name First Name Customer Name Assignment Id

Employee Id Status Active Branch All Service Representative All

RESET SEARCH

Search returned 2706 results

3 selected items Clear Selection

Assignment Id	Last Name	First Name	Customer	Department	Job Title	Bill Rate	Pay Rate	Start Date	End Date	Supervisor
<input checked="" type="checkbox"/>	4301420103	Lee	Faye	Cotton Candy	Smore	Forklift	25.00	25.00	4/13/2020	Staples, M
<input checked="" type="checkbox"/>	4301421177	Stevens	Kendra	Cotton Candy	Smore	Assembler	25.00	20.00	2/14/2022	Staples, M
<input checked="" type="checkbox"/>	4301421365	Smith	Joe	Cotton Candy	Smore	Baker	19.50	15.00	4/4/2022	Staples, M

3. Choose the Mass Update Rates option from the search actions menu:

Search / Assignments

BASIC ADVANCED

Last Name First Name Customer Name Assignment Id

Employee Id Status Active Branch All Service Representative All

RESET SEARCH

Search returned 2706 results

3 selected items Clear Selection

- Email 2 Recipients
- Mass Update Rates**
- Mass Update Assignments
- Assign a New Workflow...
Assign a pre-configured workflow and optionally set the starting step or additional pages.

Assignment Id	Last Name	First Name	Customer	Department	Job Title	Bill Rate	Pay Rate	Start Date	End Date	Supervisor
<input checked="" type="checkbox"/>	4301420103	Lee	Faye	Cotton Candy	Smore	Forklift	25.00	25.00	4/13/2020	Staples, M
<input checked="" type="checkbox"/>	4301421177	Stevens	Kendra	Cotton Candy	Smore	Assembler	25.00	20.00	2/14/2022	Staples, M
<input checked="" type="checkbox"/>	4301421365	Smith	Joe	Cotton Candy	Smore	Baker	19.50	15.00	4/4/2022	Staples, M

Change the Pay/Bill Rates

Within the Mass Update Rates - Select Rates window, click on the drop-down titled Update Method. You will see three different methods in which the pay/bill rates can be updated:

1. Increase Rates By Value

Mass Update Rates - Select Rates

1 Select Rates 2 Preview Changes

Change the Pay Rate or Bill Rate directly, or update the multiplier code. You will be able to review the updates on the next page before committing them.

Update the Pay Rate or Bill Rate directly
Increase Rates By Value ▼

Pay Rate

Add \$ to the current Pay Rate.

Calculate the Pay Rate from the Bill Rate and the Multiplier Code.

Bill Rate

Add \$ to the current Bill Rate.

Calculate the Bill Rate from the Pay Rate and the Multiplier Code.

Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate).

* Change Multiplier Code To
 Do not change Multiplier Code ▼

Create a new Assignment

CANCEL [NEXT >](#)

2. Increase Rates By Percentage

Mass Update Rates - Select Rates

1 Select Rates 2 Preview Changes

Change the Pay Rate or Bill Rate directly, or update the multiplier code. You will be able to review the updates on the next page before committing them.

Update the Pay Rate or Bill Rate directly
Increase Rates By Percentage ▼

Pay Rate

Add % to the Pay Rate.

Calculate the Pay Rate from the Bill Rate and the Multiplier Code.

Bill Rate

Add % to the Bill Rate.

Calculate the Bill Rate from the Pay Rate and the Multiplier Code.

Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate).

* Change Multiplier Code To
 Do not change Multiplier Code ▼

Create a new Assignment

CANCEL [NEXT >](#)

3. Change Rates To Value

Mass Update Rates - Select Rates

1 Select Rates 2 Preview Changes

Change the Pay Rate or Bill Rate directly, or update the multiplier code. You will be able to review the updates on the next page before committing them.

Update the Pay Rate or Bill Rate directly
Change Rates To Value ▼

Pay Rate

Change Pay Rate to \$

Calculate the Pay Rate from the Bill Rate and the Multiplier Code.

Bill Rate

Change Bill Rate to \$

Calculate the Bill Rate from the Pay Rate and the Multiplier Code.

Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate).

* Change Multiplier Code To
Do not change Multiplier Code ▼

Create a new Assignment

CANCEL [NEXT >](#)

Note If you want to change the pay but not the bill, leave the Bill Rate field blank. Or, if you want to change the bill but not the pay, leave the Pay Rate field blank.

Note If you choose to only include a new Pay Rate, the option to "Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate)" will be able to be selected within the "Bill Rate" section:

Mass Update Rates - Select Rates

1 Select Rates

2 Preview Changes

Change the Pay Rate or Bill Rate directly, or update the multiplier code. You will be able to review the updates on the next page before committing them.

Update the Pay Rate or Bill Rate directly

Increase Rates By Value

Pay Rate

Add \$ 0.50 to the current Pay Rate.

Calculate the Pay Rate from the Bill Rate and the Multiplier Code.

Bill Rate

Add \$ to the current Bill Rate.

Calculate the Bill Rate from the Pay Rate and the Multiplier Code.

Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate).

* Change Multiplier Code To

Do not change Multiplier Code

Create a new Assignment

CANCEL NEXT >

By leaving that option unchecked, the Bill Rate will remain unchanged when submitting the rate changes. By checking that option, the Bill Rate will be updated according to the markup percentage between the Pay and Bill Rates.

Note Additionally, you can select the option for "Create a new Assignment" in which the "Start Date" field will appear:

Mass Update Rates - Select Rates

1 Select Rates 2 Preview Changes

Change the Pay Rate or Bill Rate directly, or update the multiplier code. You will be able to review the updates on the next page before committing them.

Update the Pay Rate or Bill Rate directly
 Increase Rates By Value ▼

Pay Rate

Add \$ to the current Pay Rate.

Calculate the Pay Rate from the Bill Rate and the Multiplier Code.

Bill Rate

Add \$ to the current Bill Rate.

Calculate the Bill Rate from the Pay Rate and the Multiplier Code.

Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate).

* Change Multiplier Code To
 Do not change Multiplier Code ▼

Create a new Assignment

* Start Date
 3/1/2023

CANCEL [NEXT >](#)

Once the rate changes are complete, a new assignment record will be created for each employee with assignments having the rates changed.

Once the changes are entered, select "Next" and you will be able to preview the changes before saving:

Mass Update Rates - Preview Changes

1 Select Rates 2 Preview Changes

2 Records

The changes you see below have not been applied yet. Any records marked with a warning (orange) should be reviewed carefully. Any records marked with an error (red) will not be updated. If you are happy with these changes, press submit to apply them. ↓

There are 0 records with errors.

Job Order Id	Assignment Id	Pay Rate	Bill Rate	Overtime Pay R...	Overtime Bill Ra...
4295035768	4302413238	10.00 ▶ 10.50	20.00 ▶ 21.00	15.00 ▶ 15.75	30.00 ▶ 31.50
4295038592	4302430252	25.00 ▶ 25.50	45.00 ▶ 45.90	37.50 ▶ 38.25	67.50 ▶ 68.85

Rows per page: 20 ▼ 1-2 of 2 < 1 >

CANCEL < PREVIOUS SUBMIT

Note Within the Mass Update Rates - Preview Changes window, there are two flags that can appear that will need to be reviewed before submitting changes:

- For records marked with a warning (orange), these will need to be reviewed carefully. Once these are reviewed and determined to not be an issue, the rate changes can be submitted.
- For records marked with an error (red), these will not be able to be submitted with the rate changes until resolved.

Once all warnings and errors have been resolved, and all records have been inspected for accuracy, select "Submit" to complete the rate changes.

Note The new rates are able to be seen within the Financials card of the Details tab of the assignment. By only updating assignments, the new rates are not applied to the order(s) that house the updated assignment(s).

Change the Multiplier Code Being Used

Within the Mass Update Rates - Select Rates window, while keeping the Pay Rate and Bill Rate fields blank, click on the drop-down titled "Change Multiplier Code To" and select the correct Multiplier Code you would like the assignment(s) rates updated to:

Mass Update Rates - Select Rates

1 Select Rates 2 Preview Changes

Change the Pay Rate or Bill Rate directly, or update the multiplier code. You will be able to review the updates on the next page before committing them.

Update the Pay Rate or Bill Rate directly

Increase Rates By Value

Pay Rate

Add \$ to the current Pay Rate.

Calculate the Pay Rate from the Bill Rate and the Multiplier Code.

Bill Rate

Add \$ to the current Bill Rate.

Calculate the Bill Rate from the Pay Rate and the Multiplier Code.

Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate).

* Change Multiplier Code To
1.5 X ▾

Create a new Assignment

CANCEL [NEXT >](#)

Note To be able to select the new multiplier code, it must already exist as a default on the customer record:

- For more information on adding customer defaults, instructions are within the [Beyond - Customer Defaults](#) article.
- Need to set up new Multiplier Codes? The [Creating Multiplier Codes](#) article has everything you need.

Once the changes are entered, select "Next" and you will be able to preview the changes before saving:

Mass Update Rates - Preview Changes

Select Rates **2** Preview Changes

2 Records
The changes you see below have not been applied yet. Any records marked with a warning (orange) should be reviewed carefully. Any records marked with an error (red) will not be updated. If you are happy with these changes, press submit to apply them. ↓

There are 0 records with errors.

Job Order Id	Assignment Id	Pay Rate	Bill Rate	Overtime Pay R...	Overtime Bill Ra...	
4295035768	4302413238	10.00 ▶ 10.00	20.00 ▶ 15.00	15.00 ▶ 15.00	30.00 ▶ 22.50	C
4295038592	4302430252	25.00 ▶ 25.00	45.00 ▶ 37.50	37.50 ▶ 37.50	67.50 ▶ 56.25	5

Rows per page: 20 ▼ 1-2 of 2 < 1 >

CANCEL < PREVIOUS SUBMIT

Note Within the Mass Update Rates - Preview Changes window, there are two flags that can appear that will need to be reviewed before submitting changes:

- For records marked with a warning (orange), these will need to be reviewed carefully. Once these are reviewed and determined to not be an issue, the rate changes can be submitted.
- For records marked with an error (red), these will not be able to be submitted with the rate changes until resolved.

Once all warnings and errors have been resolved, and all records have been inspected for accuracy, select "Submit" to complete the rate changes.

Note The new multiplier code is able to be seen within the Financials card of the Details tab of the assignment. By only updating assignments, the new multiplier code is not applied to the order(s) that house the updated assignment(s).

Mass Update Rates - Orders

The process to mass update rates on orders is nearly identical to that of assignments, although with one major addition.

1. Navigate to the order search and search for the orders that you need to update rates en mass for
2. Select the orders you want to include in your update:

Search / Job Orders

BASIC | ADVANCED

Customer Name | Job Order Id | Status: Active

Filled: Either | Branch: All | Service Representative: All

RESET SEARCH

Search returned 3749 results

3 selected items | Clear Selection

<input type="checkbox"/>	Job Order Id	Job Title	Customer	Department	Job Order Type	Pay Rate	Bill Rate	Start Date	Job Order Status	Positions Required	Positions Filled
<input checked="" type="checkbox"/>	4295067690	Unit Clerk	Cotton Candy	Strawberry	TE	15.00	22.00	9/4/2017	Active	2	0
<input checked="" type="checkbox"/>	4295067706	Unit Clerk	Cotton Candy	Strawberry	TE	15.00	22.00	9/4/2017	Master	1	0
<input checked="" type="checkbox"/>	4295089217	Cocktail Bartender	Cotton Candy	Strawberry	TE	15.00	0.00	6/4/2018	Unfilled	1	0
<input type="checkbox"/>	4295088778	Data Entry Clerk	Cotton Candy	Strawberry	TE	15.00	0.00		Unfilled	1	0
<input type="checkbox"/>	4295123741	Assembler	Cotton Candy	Strawberry	TE	0.00	0.00	5/13/2021	Filled	1	1

3. Select 'Mass Update Rates' option from the search actions menu:

Search / Job Orders

BASIC | ADVANCED

Customer Name | Job Order Id | Status: Active

Filled: Either | Branch: All | Service Representative: All

RESET SEARCH

Search returned 3749 results

3 selected items | Clear Selection

Mass Update Rates

<input checked="" type="checkbox"/>	Job Order Id	Job Title	Customer	Department	Job Order Type	Pay Rate	Bill Rate	Start Date	Job Order Status	Positions Required	Positions Filled
<input checked="" type="checkbox"/>	4295067690	Unit Clerk	Cotton Candy	Strawberry	TE	15.00	22.00	9/4/2017	Active	2	0
<input checked="" type="checkbox"/>	4295067706	Unit Clerk	Cotton Candy	Strawberry	TE	15.00	22.00	9/4/2017	Master	1	0
<input checked="" type="checkbox"/>	4295089217	Cocktail Bartender	Cotton Candy	Strawberry	TE	15.00	0.00	6/4/2018	Unfilled	1	0

Change the Pay/Bill Rates

Within the Mass Update Rates - Select Rates window, click on the drop-down titled Update Method. You will see three different methods in which the pay/bill rates can be updated:

1. Increase Rates By Value

Mass Update Rates - Select Rates

1 Select Rates 2 Preview Changes

Change the Pay Rate or Bill Rate directly, or update the multiplier code. You will be able to review the updates on the next page before committing them.

Update the Pay Rate or Bill Rate directly
Increase Rates By Value ▼

Pay Rate

Add \$ to the current Pay Rate.

Calculate the Pay Rate from the Bill Rate and the Multiplier Code.

Bill Rate

Add \$ to the current Bill Rate.

Calculate the Bill Rate from the Pay Rate and the Multiplier Code.

Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate).

* Change Multiplier Code To
 Do not change Multiplier Code ▼

Update Assignments

CANCEL [NEXT >](#)

2. Increase Rates by Percentage

Mass Update Rates - Select Rates

1 Select Rates 2 Preview Changes

Change the Pay Rate or Bill Rate directly, or update the multiplier code. You will be able to review the updates on the next page before committing them.

Update the Pay Rate or Bill Rate directly
Increase Rates By Percentage ▼

Pay Rate

Add % to the Pay Rate.

Calculate the Pay Rate from the Bill Rate and the Multiplier Code.

Bill Rate

Add % to the Bill Rate.

Calculate the Bill Rate from the Pay Rate and the Multiplier Code.

Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate).

* Change Multiplier Code To
 Do not change Multiplier Code ▼

Update Assignments

CANCEL [NEXT >](#)

3. Change Rates To Value

Mass Update Rates - Select Rates

1 Select Rates 2 Preview Changes

Change the Pay Rate or Bill Rate directly, or update the multiplier code. You will be able to review the updates on the next page before committing them.

Update the Pay Rate or Bill Rate directly
Change Rates To Value ▼

Pay Rate

Change Pay Rate to \$

Calculate the Pay Rate from the Bill Rate and the Multiplier Code.

Bill Rate

Change Bill Rate to \$

Calculate the Bill Rate from the Pay Rate and the Multiplier Code.

Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate).

* Change Multiplier Code To
Do not change Multiplier Code ▼

Update Assignments

CANCEL [NEXT >](#)

Note If you want to change the pay but not the bill, leave the Bill Rate field blank. Or, if you want to change the bill but not the pay, leave the Pay Rate field blank.

Note If you choose to only include a new Pay Rate, the option to "Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate)" will be able to be selected within the "Bill Rate" section:

Mass Update Rates - Select Rates

1 Select Rates 2 Preview Changes

Change the Pay Rate or Bill Rate directly, or update the multiplier code. You will be able to review the updates on the next page before committing them.

Update the Pay Rate or Bill Rate directly
 Increase Rates By Value ▼

Pay Rate

Add \$ 0.25 to the current Pay Rate.

Calculate the Pay Rate from the Bill Rate and the Multiplier Code.

Bill Rate

Add \$ to the current Bill Rate.

Calculate the Bill Rate from the Pay Rate and the Multiplier Code.

Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate).

* Change Multiplier Code To
 Do not change Multiplier Code ▼

Update Assignments

CANCEL [NEXT >](#)

By leaving that option unchecked, the Bill Rate will remain unchanged when submitting the rate changes. By checking that option, the Bill Rate will be updated according to the markup percentage between the Pay and Bill Rates.

Once the changes are entered select "Next" and you will be able to preview the changes before saving:

Mass Update Rates - Preview Changes

Select Rates Preview Changes

2 Records

The changes you see below have not been applied yet. Any records marked with a warning (orange) should be reviewed carefully. Any records marked with an error (red) will not be updated. If you are happy with these changes, press submit to apply them. ↓

There are 0 records with errors.

Job Order Id	Assignment Id	Pay Rate	Bill Rate	Overtime Pay R...	Overtime Bill Ra...
4295035765		20.00 ▶ 20.25	30.00 ▶ 30.38	30.00 ▶ 30.38	45.00 ▶ 45.56
4295035770		10.00 ▶ 10.25	20.00 ▶ 20.50	15.00 ▶ 15.38	30.00 ▶ 30.75

Rows per page: 20 ▼ 1-2 of 2 < 1 >

CANCEL < PREVIOUS [SUBMIT](#)

Note Within the Mass Update Rates - Preview Changes window, there are two flags that can appear that

will need to be reviewed before submitting changes:

- For records marked with a warning (orange), these will need to be reviewed carefully. Once these are reviewed and determined to not be an issue, the rate changes can be submitted.
- For records marked with an error (red), these will not be able to be submitted with the rate changes until resolved.

Once all warnings and errors have been resolved, and all records have been inspected for accuracy, select "Submit" to complete the rate changes.

Note The new rates are able to be seen within the Financials card of the Details tab of the order. By only updating orders, the new rates are not applied to the assignment(s) that belong to the updated order(s). If you would like for assignments to be updated along with the order(s), this process is explained within the section of this article titled [Update Rates on Assignments Within Orders](#).

Change the Multiplier Code Being Used

Within the Mass Update Rates - Select Rates window, while keeping the Pay Rate and Bill Rate fields blank, click on the drop-down titled Change Multiplier Code To and select the correct Multiplier Code you would like the order(s) rates updated to:

Mass Update Rates - Select Rates

1 Select Rates ————— 2 Preview Changes

Change the Pay Rate or Bill Rate directly, or update the multiplier code. You will be able to review the updates on the next page before committing them.

Update the Pay Rate or Bill Rate directly

Increase Rates By Value

Pay Rate

Add \$ _____ to the current Pay Rate.

Calculate the Pay Rate from the Bill Rate and the Multiplier Code.

Bill Rate

Add \$ to the current Bill Rate.

Calculate the Bill Rate from the Pay Rate and the Multiplier Code.

Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate).

* Change Multiplier Code To
1.5

Update Assignments

CANCEL NEXT >

Note To be able to select the new multiplier code, it must already exist as a default on the customer record.

- For more information on adding customer defaults, instructions are within the [Beyond - Customer Defaults](#) article.
- Need to set up new Multiplier Codes? The [Creating Multiplier Codes](#) article has everything you need.

Once the changes are entered select "Next" and you will be able to preview the changes before saving:

Mass Update Rates - Preview Changes

1 Select Rates
 2 Preview Changes

2 Records

The changes you see below have not been applied yet. Any records marked with a warning (orange) should be reviewed carefully. Any records marked with an error (red) will not be updated. If you are happy with these changes, press submit to apply them. ↓

There are 0 records with errors.

Job Order Id	Assignment Id	Pay Rate	Bill Rate	Overtime Pay R...	Overtime Bill Ra...
4295035765		20.00 ▶ 20.00	30.00 ▶ 30.00	30.00 ▶ 30.00	45.00 ▶ 45.00
4295035770		10.00 ▶ 10.00	20.00 ▶ 15.00	15.00 ▶ 15.00	30.00 ▶ 22.50

Rows per page: 20 ▼ 1-2 of 2 < 1 >

CANCEL < PREVIOUS SUBMIT

Note Within the Mass Update Rates - Preview Changes window, there are two flags that can appear that will need to be reviewed before submitting changes:

- For records marked with a warning (orange), these will need to be reviewed carefully. Once these are reviewed and determined to not be an issue, the rate changes can be submitted.
- For records marked with an error (red), these will not be able to be submitted with the rate changes until resolved.

Once all warnings and errors have been resolved, and all records have been inspected for accuracy, select "Submit" to complete the rate changes.

Note The new multiplier code is able to be seen within the Financials card of the Details tab of the order. By only updating orders, the new multiplier code is not applied to the assignment(s) that belong to the updated order(s). If you would like for assignments to be updated along with the order(s), this process is explained within the section of this article titled [Update Rates on Assignments Within Orders](#).

Update Rates on Assignments Within Orders

When updating rates/multiplier codes on orders, you will have an additional option to update the same

rates/multiplier codes for assignments that are contained within the orders.

1. To update the rates/multiplier codes on the assignments contained within the orders, simply select the check box for "Update Assignments".
2. You will then have the following options:
 - Only Active Assignments:
 - If this option is checked, you will be able to choose the date the assignments were last active. If you would like to update the date being used, click on the "Active As Of" field and choose the intended date.
 - If this option is left unchecked, all assignments within the orders will have their rates/multiplier codes updated, regardless of status.

Mass Update Rates - Select Rates

1 Select Rates 2 Preview Changes

Change the Pay Rate or Bill Rate directly, or update the multiplier code. You will be able to review the updates on the next page before committing them.

Update the Pay Rate or Bill Rate directly
Increase Rates By Value ▼

Pay Rate

Add \$ to the current Pay Rate.

Calculate the Pay Rate from the Bill Rate and the Multiplier Code.

Bill Rate

Add \$ to the current Bill Rate.

Calculate the Bill Rate from the Pay Rate and the Multiplier Code.

Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate).

* Change Multiplier Code To
1.5 X ▼

Update Assignments

Only Active Assignments

Active As Of
Today

Create a new Assignment

CANCEL [NEXT >](#)

- Create a new Assignment:
 - If this option is checked, you will select a Start Date and then once the rate changes are complete, a new assignment record will be created for each employee with assignments having the rates changed within the order.

Mass Update Rates - Select Rates

1 Select Rates 2 Preview Changes

Change the Pay Rate or Bill Rate directly, or update the multiplier code. You will be able to review the updates on the next page before committing them.

Update the Pay Rate or Bill Rate directly
Increase Rates By Value

Pay Rate

Add \$ to the current Pay Rate.

Calculate the Pay Rate from the Bill Rate and the Multiplier Code.

Bill Rate

Add \$ to the current Bill Rate.

Calculate the Bill Rate from the Pay Rate and the Multiplier Code.

Calculate the Bill Rate from the new Pay Rate and current calculated markup (Bill Rate / Pay Rate).

* Change Multiplier Code To
 1.5 X

Update Assignments

Only Active Assignments

Create a new Assignment

* Start Date
 3/1/2023

CANCEL [NEXT >](#)

Once the changes are entered select "Next" and you will be able to preview the changes before saving:

Mass Update Rates - Preview Changes

1 Select Rates 2 Preview Changes

5 Records

The changes you see below have not been applied yet. Any records marked with a warning (orange) should be reviewed carefully. Any records marked with an error (red) will not be updated. If you are happy with these changes, press submit to apply them. ↓

There are 0 records with errors.

Job Order Id	Assignment Id	Pay Rate	Bill Rate	Overtime Pay R...	Overtime Bill Ra...
4295035765		20.00 ▶ 20.00	30.00 ▶ 30.00	30.00 ▶ 30.00	45.00 ▶ 45.00
4295035765	4302412862	20.00 ▶ 20.00	30.00 ▶ 30.00	30.00 ▶ 30.00	45.00 ▶ 45.00
4295035765	4302413187	20.00 ▶ 20.00	30.00 ▶ 30.00	30.00 ▶ 30.00	45.00 ▶ 45.00
4295035770		10.00 ▶ 10.00	20.00 ▶ 15.00	15.00 ▶ 15.00	30.00 ▶ 22.50
4295035770	4302377189	10.00 ▶ 10.00	20.00 ▶ 15.00	15.00 ▶ 15.00	30.00 ▶ 22.50

Rows per page: 20 ▼ 1-5 of 5 < 1 >

CANCEL [< PREVIOUS](#) [SUBMIT](#)

Note Within the Mass Update Rates - Preview Changes window, there are two flags that can appear that will need to be reviewed before submitting changes:

- For records marked with a warning (orange), these will need to be reviewed carefully. Once these are reviewed and determined to not be an issue, the rate changes can be submitted.
- For records marked with an error (red), these will not be able to be submitted with the rate changes until resolved.

Once all warnings and errors have been resolved, and all records have been inspected for accuracy, select on "Submit" to complete the rate changes.

Note The new rates/multiplier codes are able to be seen within the Financials card of the Details tab of the order along with the assignment in the event that assignments were updated as well.

Related Articles