Commission

If you are utilizing the Commission module, you can edit commission amounts on the assignment record in Beyond.

Select the + in the upper right to add a new allocation

Select the ellipses to the right of an allocation to edit it.

Viewing Assignment Information on the Employee Record

You can see a list of assignments an employee has worked on their visifile. You can click on any assignment to be brought to the assignment record.

- You can filter the assignment(s) within the list by Status.
- You can log a message by selecting one or more assignments within the list:
 - When only one assignment is selected, the message is logged on the assignment record and all other linked records.
 - When multiple assignments are selected, the message is logged only on the assignment record.
- You can send an email by selecting one assignment from the list.
- You can create a new assignment for the employee by selecting the "New Assignment" button to the right:
 - This is enabled if you have previewed a Job Order record before visiting the employee record.
 - This is disabled if you have not previewed any Job Order record before visiting the employee record.

Note The "Job Order ID" column within the list is hidden by default. To show this column, right-click on the column header and select the checkbox for "Job Order ID":

Ŧ	Filter by status		Assignment Id								~
earch returned 4 results			Last Name							+ NEW ASSIG	INME
	Assignment Id	Customer	First Name		Job Order Id	Job Title	Bill Rate	Pay Rate	Start Date $ \psi$	End Date	
	4302428573	ЗМ	Customer		4295033328	Accountant	30.00	20.00	8/12/2021		
	4302359703	Keiser	✓ Department	te	4295036117	Account Analyst	30.00	20.00	11/10/2019	8/6/2021	
	4301502089	50k Assigned Employ	✓ Status	er Cancelled	4295034818	Unknown	25.00	15.00	10/10/2017	10/11/2017	
	4301380831	Integ Supplies	Job Order Id	er Cancelled	4295033232	Support Coordinator I	24.00	14.00	1/6/2015	2/6/2015	
			Job Title	_				Rows	perpage: 20 ▼ 1-4	of4 < 1	>
			Bill RatePay Rate								
			Start DateEnd Date								
			Supervisor								
			Supervisor Phone								
			Methodal Employee Id								

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