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":

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