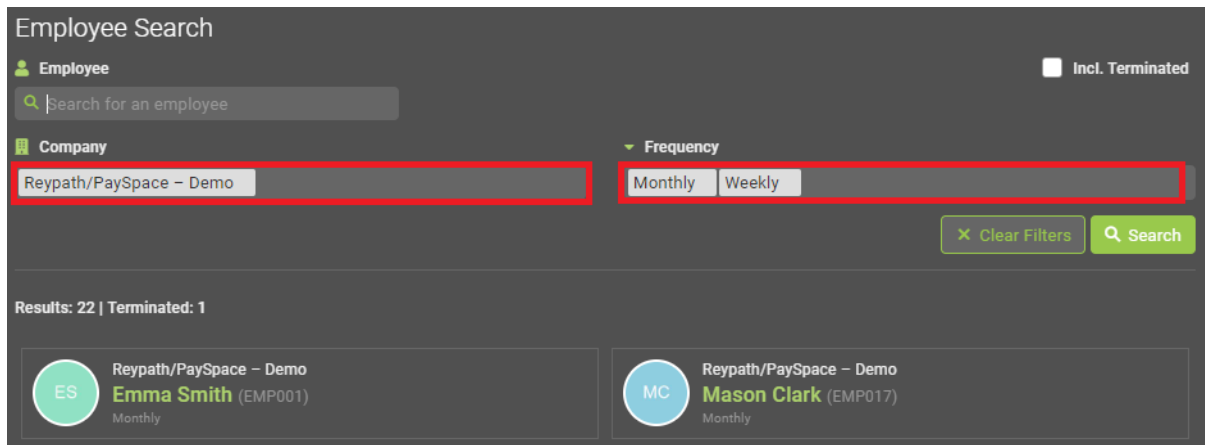


Pay Rate Increases

How to make bulk payrate increases on employee profile and in bulk

How to apply an increase to a single employee.

Select Employee from correct company and frequency.



Employee Search

Employee ☐ Incl. Terminated

Search for an employee

Company: Reypath/PaySpace – Demo

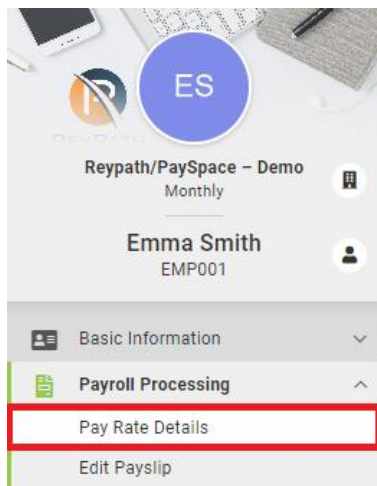
Frequency: Monthly Weekly

Clear Filters Search

Results: 22 | Terminated: 1

ES	Reypath/PaySpace – Demo Emma Smith (EMP001) Monthly
MC	Reypath/PaySpace – Demo Mason Clark (EMP017) Monthly

Select **Payroll Processing** → **Pay Rate Details**

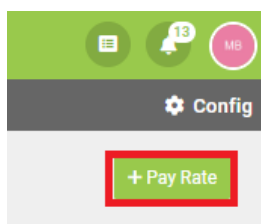


Reypath/PaySpace – Demo
Monthly

Emma Smith
EMP001

- Basic Information
- Payroll Processing**
 - Pay Rate Details**
 - Edit Payslip

To add Increase, click on “+ Pay Rate” in the top right of the screen



Config

+ Pay Rate

Pay Rates Screen

Pay rate page before Change (fields are locked)

Employee / Payroll Processing

Pay Rate Details

Current pay rate detail

Effective Date:
2021/01/02

☒ Monthly package
☐ Annual package

Package:
50000.00

Pay Package Automatically:
☒

Employee is paid: *
per month

Increase reason:
Reasons not configured

Increase From Previous Rate:
0%

Pay rate page during (fields are editable)

Current pay rate detail

☒ Capture package amount ☐ Increase By Percentage(%) Of Previous Rate

Effective Date:
2022/08/16

☒ Monthly package
☐ Annual package

Package:
55000.00

Pay Package Automatically:
☒

Employee is paid: *
per month

Increase reason:
Reasons not configured

Additional

Hours per day: *
8

Days per period: *
21.67

Monday:
☒

Tuesday:
☒

Wednesday:
☒

Thursday:
☒

Friday:
☒

Saturday:
☐

Sunday:
☐

Pay rate Screen after (some field will remain editable for the current pay run)

Current pay rate detail

☒ Capture package amount ☐ Increase By Percentage(%) Of Previous Rate

Effective Date:
2022/08/16

☒ Monthly package
☐ Annual package

Package:
55000.00

Pay Package Automatically:
☒

Employee is paid: *
per month

Increase reason:
Reasons not configured

Increase From Previous Rate:
10%

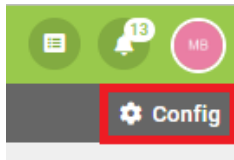
Refresh Calculations

The Increase should show up on the payslip

If it does not then you can select **update** on the payslip

OR do a company recalculation under config

1.

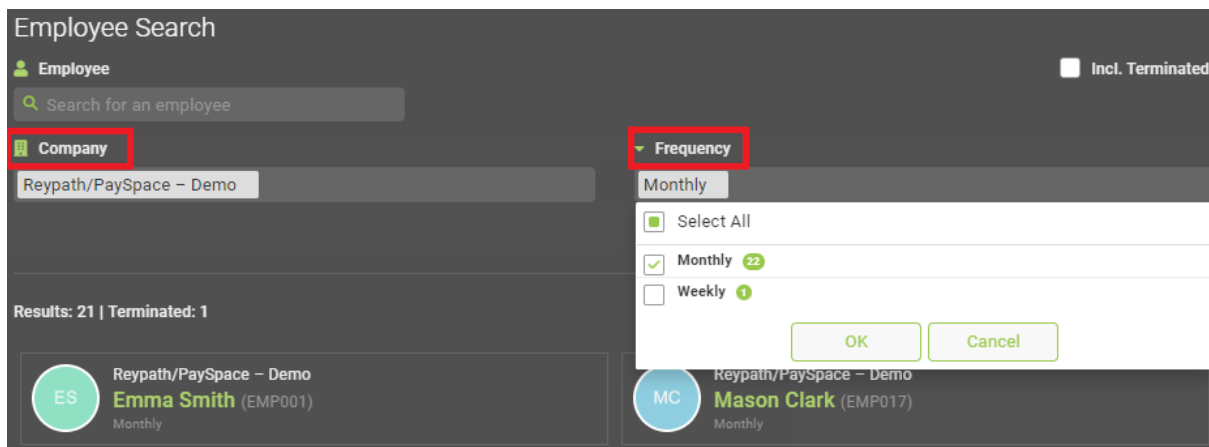


2.



How to apply an increase to many employees (bulk import)

Select Any employee, be sure you select the correct **Company** and **Frequency**.



Once employee is selected then on the top menu bar select **Bulk Actions**

Under Bulk actions choose

Screen Type: Employee

Action Type: Pay Rate Details

Search for employees

On / Off Boarding

Bulk Actions

Reports

Payroll Cycle

Bulk Actions

Screen Type:

Employee

Action Type:

Pay Rate Details

Select file or Drop file here

Download

Upload

Filter

View

#	Employee Number*	Full Name	Effective Date*	Pay Package Automatically	Frequency(*)	Employee
	Q	Q	Q	(All)	Select...	Select...

No relevant data

Create Filter

Edit In Bulk View

To view employees and edit inside of bulk view click on the eye

Bulk Actions

Screen Type:

Employee

Action Type:





Pay Rate Details

Select file or Drop file here

#	Employee Number*	Full Name	Effective Date*	Pay Package Automatically	Frequency(*)	Employee is p
	Q	Q	Q	(All)	Select...	Select...
▶ 1	EMP002	Olivia Johnson	2021/01/01	✓	Monthly	per month
▶ 2	EMP003	Sophia Williams	2021/01/01	✓	Monthly	per month
▶ 3	EMP004	Isabella Jones	2021/01/01	✓	Monthly	per month
▶ 4	EMP006	Mia Davis	2021/01/01	✓	Monthly	per month
▶ 5	EMP008	Abigail Wilson	2021/01/01	✓	Monthly	per month
▶ 6	EMP009	Harper Moore	2021/01/01	✓	Monthly	per month
▶ 7	EMP010	Chloe Taylor	2021/01/01	✓	Monthly	per month
▶ 8	EMP011	Liam Anderson	2021/01/01	✓	Monthly	per month
▶ 9	EMP013	William Jackson	2021/01/01	✓	Monthly	per month
▶ 10	EMP014	James White	2021/01/01	✓	Monthly	per month

Create Filter

Either edit inside of the bulk view.









OR Click     To edit these bulk updates with a excel download.

TIP: You can cannot increase the pay rate with a simple edit. To increase the pay rate a new pay rate must be created.

This can be done as explained: either on the employees profile or with a pay rate template import.

How to correctly upload pay rates into PaySpace

The easiest way to update all the employees pay rate is to

1. download the file as shown above    
2. Then Download a Pay Rate details Template    
3. Now Copy the required lines from the First Download into the Second Download (Empty Template)
4. And then Upload the populated template into PaySpace
 - a. Select File

Bulk Actions

Screen Type:

Employee


Action Type:

Pay Rate Details

Select file

or Drop file here

- b. Choose the File

Today (7)			
	EmployeePayRate_template (13)	2022/08/16 10:05	Microsoft Excel Work... 19 KB

c. Upload the File

Bulk Actions

Screen Type:

Employee

Action Type:

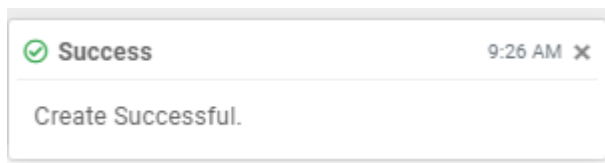
Pay Rate Details

EmployeePayRate_template (13).xlsx 19 kb

Ready to upload

Upload

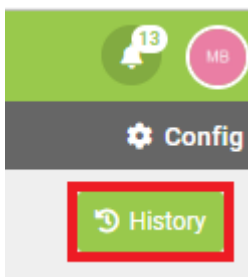
d. Create Successful



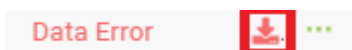
TROUBLESHOOTING

If you are not successful be sure to review the error messages

1. Review the History under bulk upload



2. Download the Data Error Excel Sheet



After fixing the errors it then copy the content into a new template to attempt an upload again.