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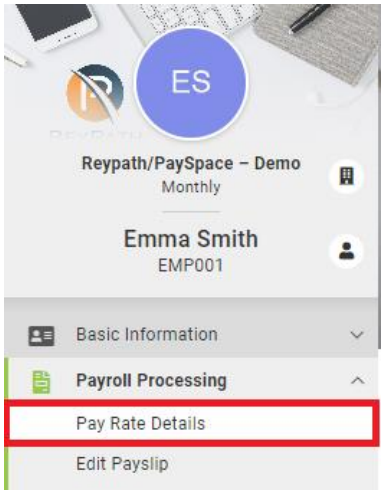
Pay Rate Increases

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

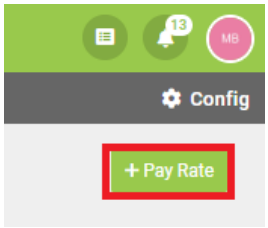
How to apply an increase to a single employee.

Select Employee from correct company and frequency.

Select **Payroll Processing → Pay Rate Details**

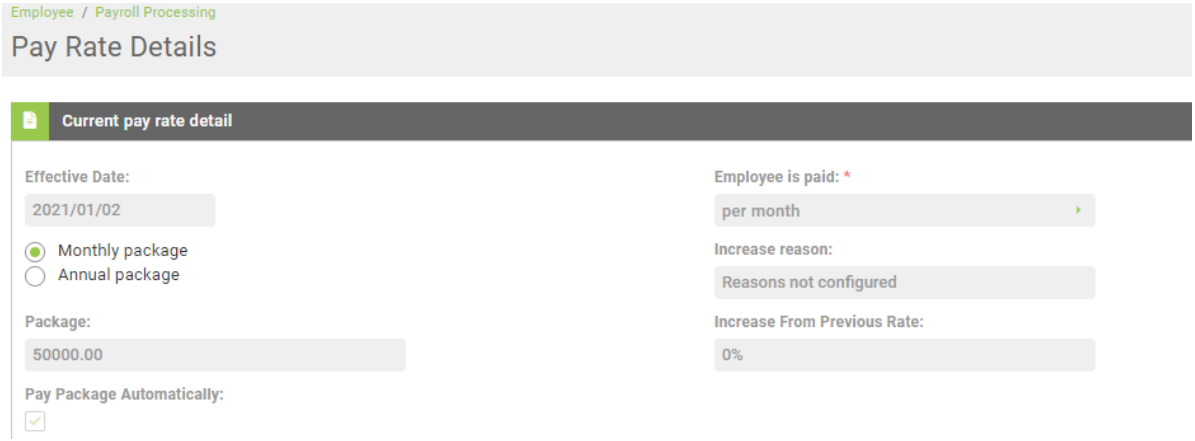


To add Increase, click on **"+ Pay Rate"** in the top right of the screen

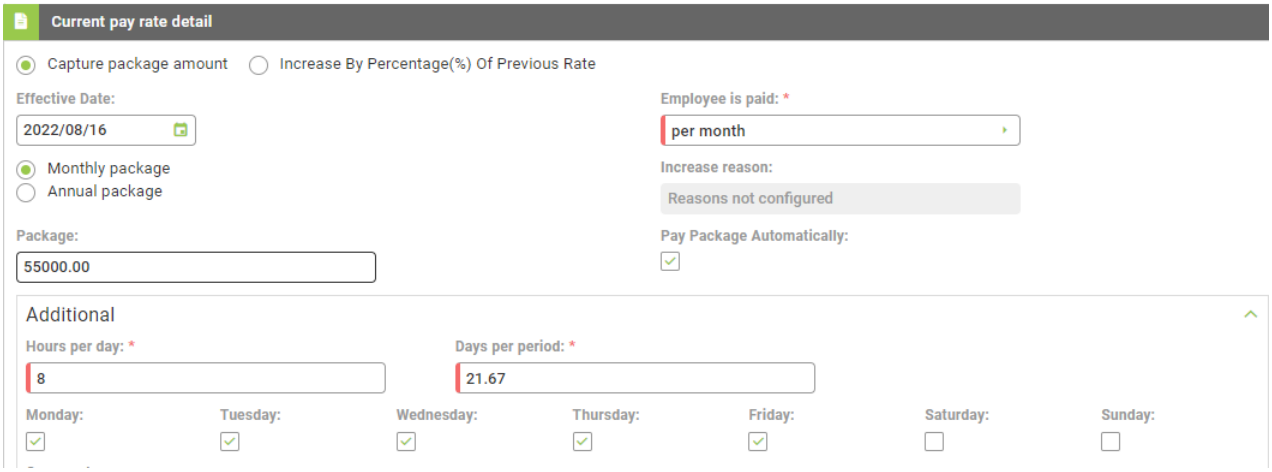


Pay Rates Screen

Pay rate page before Change (fields are locked)



Pay rate page during (fields are editable)



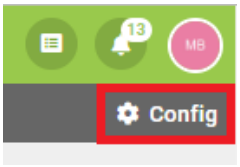
Pay rate Screen after (some field will remain editable for the current pay run)

Refresh Calculations

The Increase should show up on the payslip

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

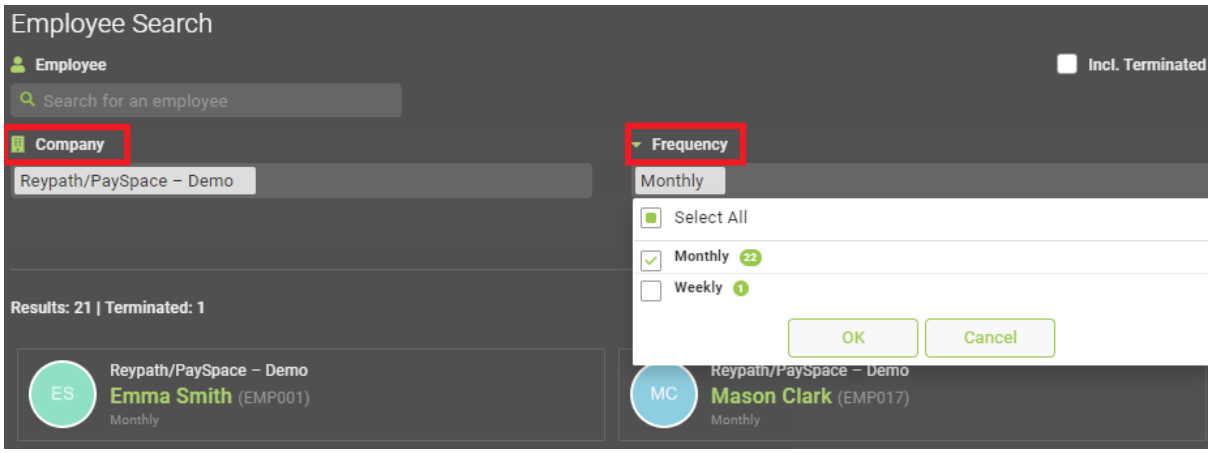
OR do a company recalculation under config

1. 

2.

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

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

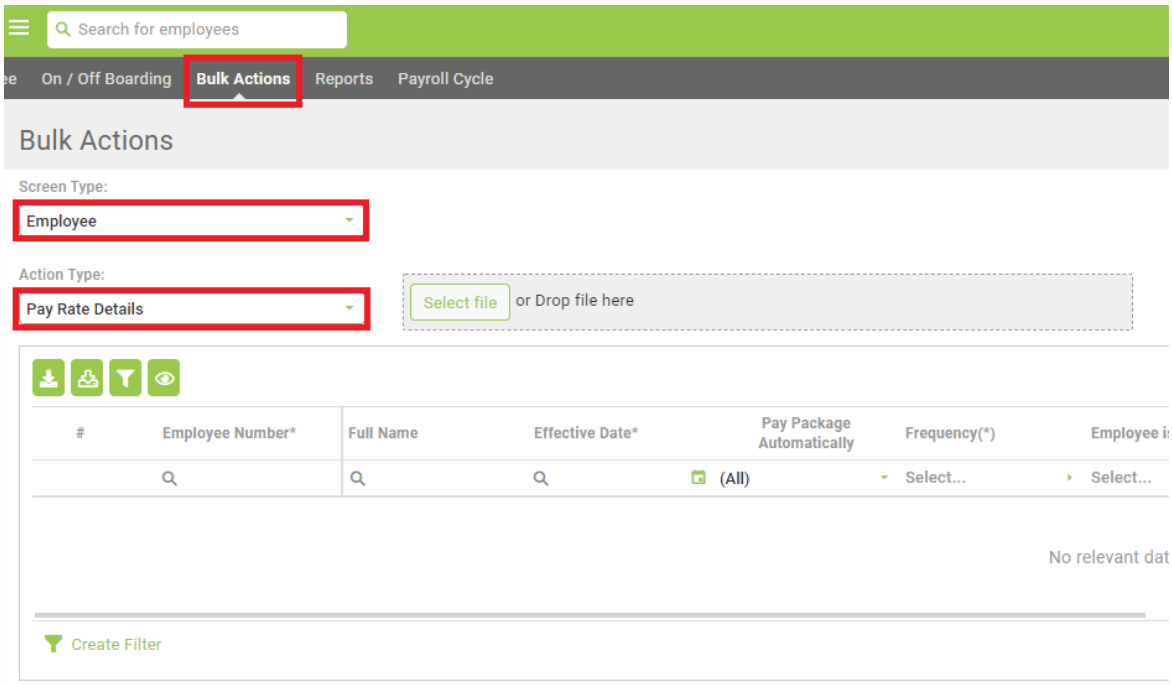


Once employee is selected then on the top menu bar select **Bulk Actions**

Under Bulk actions choose

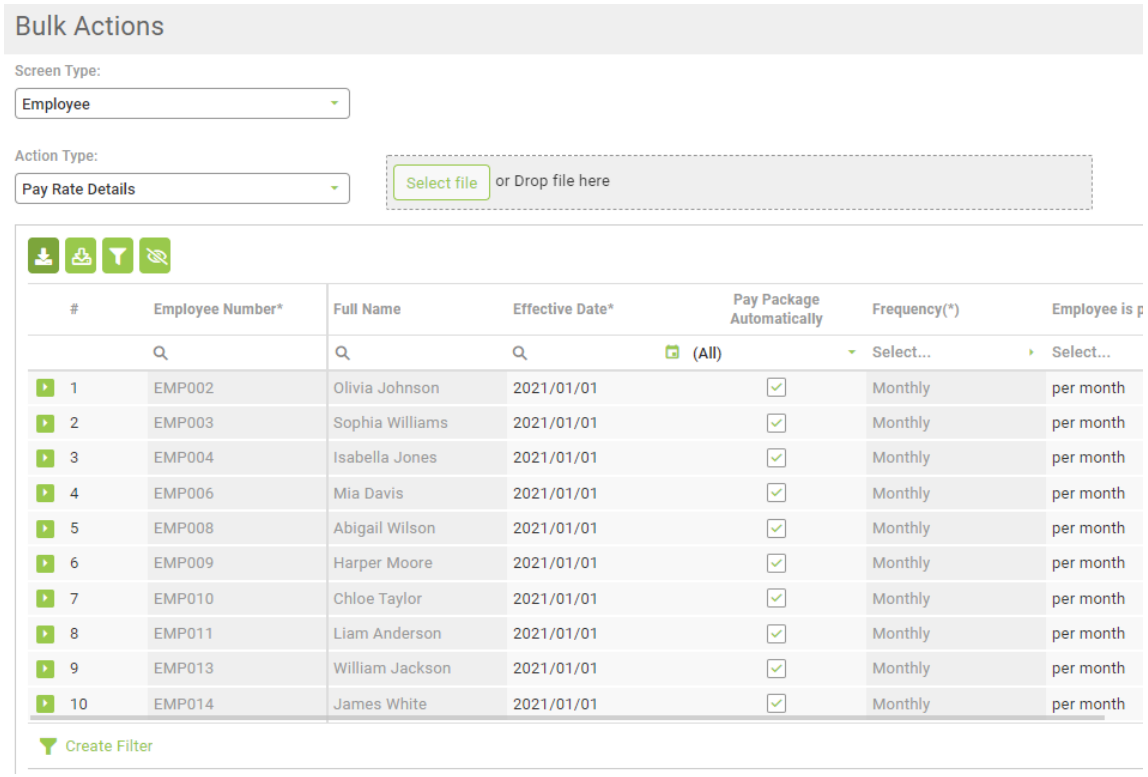
Screen Type: Employee

Action Type: Pay Rate Details

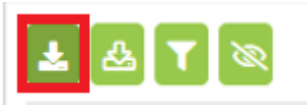


Edit In Bulk View

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



Either edit inside of the bulk view.

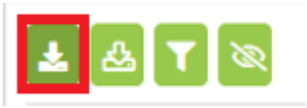
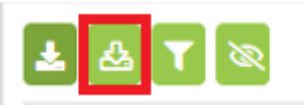
OR Click  To edit these bulk updates with a excel download.

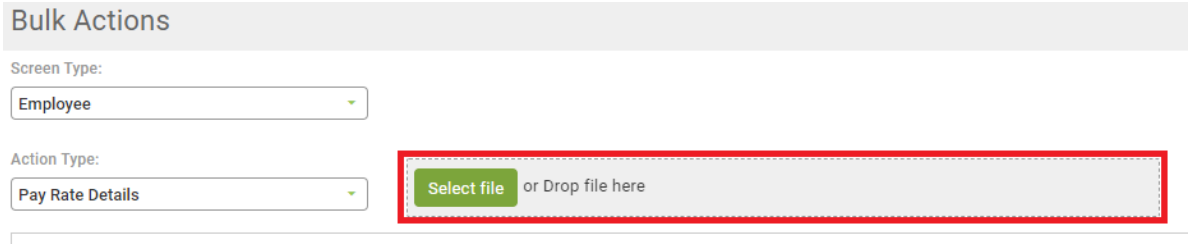
TIP: You can cannot increase the pay rate with a simple edit. To increase the pay rate a new pay rate must be created.

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

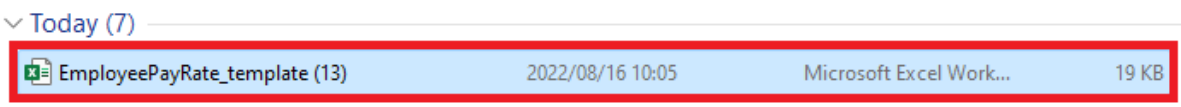
How to correctly upload pay rates into PaySpace

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

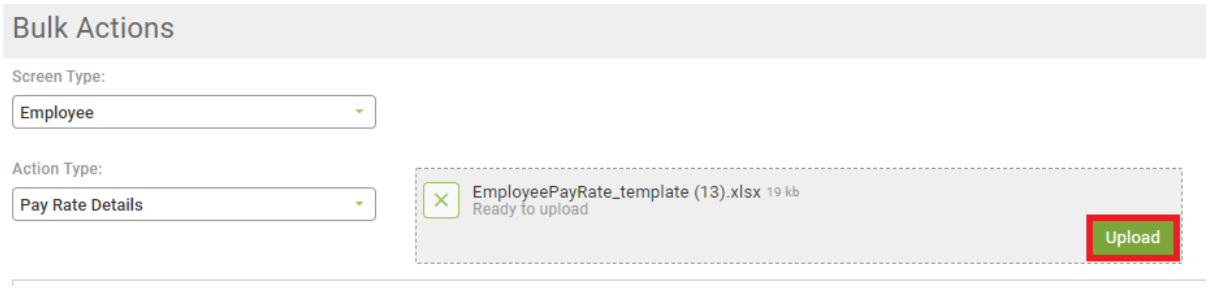
1. download the file as shown above 
2. Then Download a Pay Rate details Template 
3. Now Copy the required lines from the First Download into the Second Download (Empty Template)
4. And then Upload the populated template into PaySpace
    a. Select File



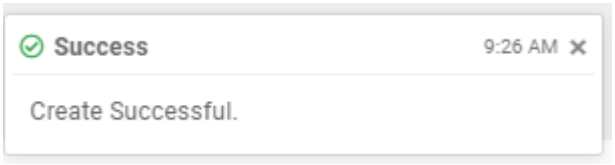
    b. Choose the File



c. Upload the File



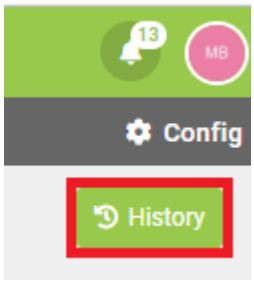
d. Create Successful



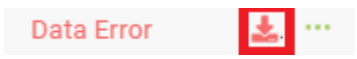
TROUBLESHOOTING

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.