



Compensation Types

Finance > Payroll > Pay Schedules > Compensation Types

Compensation types are created and used in conjunction with the payroll process. The Compensation Types are selected on the Employee's Record in Finance > HR > Staff Manager in the Employee's position

The compensation types give you the ability to configure stepped scales. If there is not scale set up it is considered a ranged compensation type.

- A **ranged** type is a pay schedule in which salary amounts are manually entered in the employee's position for payroll processing.
- A **stepped type** is a pay schedule in which salary amounts are entered on this screen as a compensation type, which includes steps (similar to TEA's state minimum table). The steps are entered in on this screen and selected on the employee's record. When updating next year salaries, the steps will be updated here as well, which will automatically update the employee to the next step when the Promote Contract utility is run.

The Compensation Types are based on three compensation rates:

- **Hourly** – The hourly compensation rate is for employees that will receive their pay for hours worked.
- **Daily** – The hourly compensation rate is for employees that will receive their pay for days worked.
- **Annual** – The annual compensation rate is for employees that will receive a salary based on a contract.



Add Compensation Type

Compensation Types			
System ID	Name	Compensation Rate	Actions
2	Daily	Daily	
3	Hourly	Hourly	
1	Salary	Annual	
7	State Scale	Annual	
6	z Daily Rate	Daily	
5	z: Hourly-	Hourly	
4	z: Salary-	Annual	

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Select Add Compensation Type

New Compensation Type

A compensation type is a local pay format that is measured by the pay rate (i.e. frequency) and whether or not it is a ranged or scaled value.

Identifier

Name* State Scale 2

Compensation Rate* Annual

► **Name** - Enter the name of the compensation type that you are entering.

► **Compensation Rate:** Select the compensation best associated with the compensation you are entering.

► Click **Create**

Select **Edit Identifier** to change the name or compensation rate of the compensation type.

General Pay Scales

Edit: State Scale 2

This view allows you to configure an adjustment category for use on payroll plans and deductions

Identifier

Name* State Scale 2

Compensation Rate* Annual

To add pay scales to an compensation type

General **Pay Scales**

Edit: State Scale 2 Return to list

This view allows you to configure an adjustment category for use on payroll plans and deductions

Identifier Edit Identifier

Name* State Scale 2

Compensation Rate* Annual

►Click on the **Pay Scales Tab**

General **Pay Scales**

Edit: State Scale 2 Return to list

Pay Rates Update Scale

Page Size: 10

Audit ID	Effective Date	Max Step	Max Rate	Actions
No Pay Scales Found				

Records: 0 Page 1 of 1

►Click on the **Update Scale**

General **Pay Scales**

Edit: State Scale 2 Return to list

Local Pay Scale

Effective Date

Step #	Rate
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Save Cancel Add Step

►**Effective Date** – Enter the effective date of the payscale

►Click on **+ Add Step** to begin adding the scale

General | Pay Scales

Edit: State Scale 2 Return to list

Local Pay Scale

Effective Date: 08/01/2015

Step #	Rate
0	<input type="text"/>

+ Add Step

Save Cancel

► Enter the **Rate** of pay for Step 0

► Click on **+ Add Step** to continue adding steps to the scales as needed.

► Click on **Save**

General | Pay Scales

Edit: State Scale 2 Return to list

Local Pay Scale

Effective Date: 8/1/2015

Step #	Rate
0	31,000.00
1	32,000.00
2	33,000.00
3	34,000.00

+ Add Step

Save Cancel

General | Pay Scales

Edit: State Scale 2 Return to list

Pay Rates Update Scale

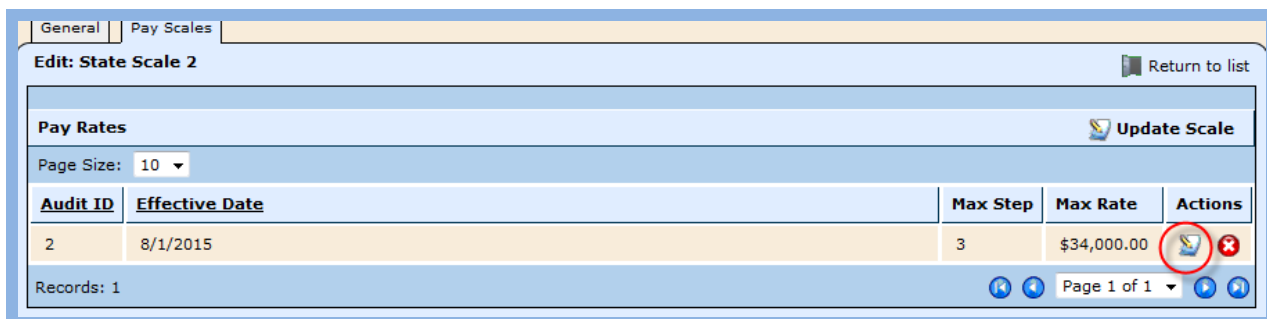
Page Size: 10

Audit ID	Effective Date	Max Step	Max Rate	Actions
2	8/1/2015	3	\$34,000.00	

Records: 1 Page 1 of 1



Edit Compensation Type





General | Pay Scales


Edit: State Scale 2 Return to list

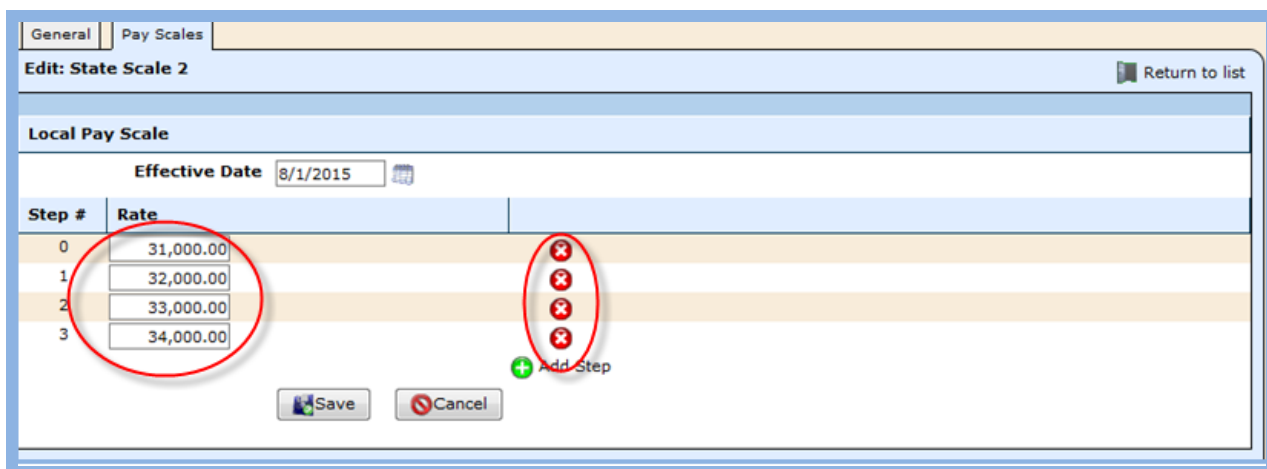
Pay Rates Update Scale

Page Size: 10

Audit ID	Effective Date	Max Step	Max Rate	Actions
2	8/1/2015	3	\$34,000.00	 

Records: 1 Page 1 of 1

► **Click**  to edit the scale IF it has not been used during ANY payroll process.








General | Pay Scales



Edit: State Scale 2 Return to list

Local Pay Scale

Effective Date: 8/1/2015

Step #	Rate	Actions
0	31,000.00	
1	32,000.00	
2	33,000.00	
3	34,000.00	

 Add Step

 Save  Cancel

► Edit the **Rate** of pay for the steps needing correction or adjustment.


► Select the  to delete the step entirely.

► Click on **Save**



 **Update Scale –**

General | Pay Scales

Edit: State Scale 2 Return to list

Pay Rates  **Update Scale**

Page Size: 10

Audit ID	Effective Date	Max Step	Max Rate	Actions
2	8/1/2015	3	\$34,000.00	 

Records: 1 Page 1 of 1

► Click on  **Update Scale**


General | Pay Scales

Edit: State Scale 2 Return to list


Local Pay Scale

Effective Date

Step #	Rate

 **Add Step**

► Enter the **Rate** of pay for Step 0

► Click on  **Add Step** to continue adding steps to the scales as needed.

► Click on **Save**

General | Pay Scales

Edit: State Scale 2 Return to list

Local Pay Scale

Effective Date: 08/01/2016

Step #	Rate	
0	35,000.00	✖
1	36,000.00	✖
2	37,000.00	✖

+ Add Step

General | Pay Scales

Edit: State Scale 2 Return to list

Pay Rates Update Scale


Page Size: 10

Audit ID	Effective Date	Max Step	Max Rate	Actions
9	8/1/2016	2	\$37,000.00	✖
2	8/1/2015	3	\$34,000.00	✖

Records: 2 Page 1 of 1



Delete a Pay scale (has never been used in a payroll process ONLY)

► Select the  to delete the pay scale

General | Pay Scales

Edit: State Scale 2 Return to list

Pay Rates Update Scale

Page Size: 10

Audit ID	Effective Date	Max Step	Max Rate	Actions
9	8/1/2016	2	\$37,000.00	
2	8/1/2015	3	\$34,000.00	

Records: 2 Page 1 of 1

►Select OK to delete the pay scale

Are you sure you want to delete this object?

General | Pay Scales

Edit: State Scale 2 Return to list

Pay Rates Update Scale

Page Size: 10

Audit ID	Effective Date	Max Step	Max Rate	Actions
2	8/1/2015	3	\$34,000.00	

Records: 1 Page 1 of 1