How to Bulk Change Staff Member Pay Bands

Payroll · https://cclearninghub.co.uk/docs/how-to-bulk-change-staff-member-pay-bands/

How to Apply Bulk Pay Band Changes (Staff)

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Kieran Worth

This guide explains how to apply bulk changes to staff pay bands within the Payroll app in Care Control Cloud. Bulk Change Bands allows you to update multiple staff members at once, helping you efficiently manage pay adjustments across categories, roles, or contract types.

The bulk change feature provides filtering options to target specific groups of staff and control when changes take effect. You can also review and adjust individual entries before processing, ensuring accuracy and preventing unintended updates.

By following this guide, you will learn how to:

- Filter staff by category, role, and contract type
- Select an effective date for pay band changes
- Apply rules for replacing or excluding existing entries
- Modify individual staff band changes before processing
- Process and confirm bulk updates safely

This process ensures that pay band updates are applied consistently, efficiently, and in line with your organisation’s payroll requirements.

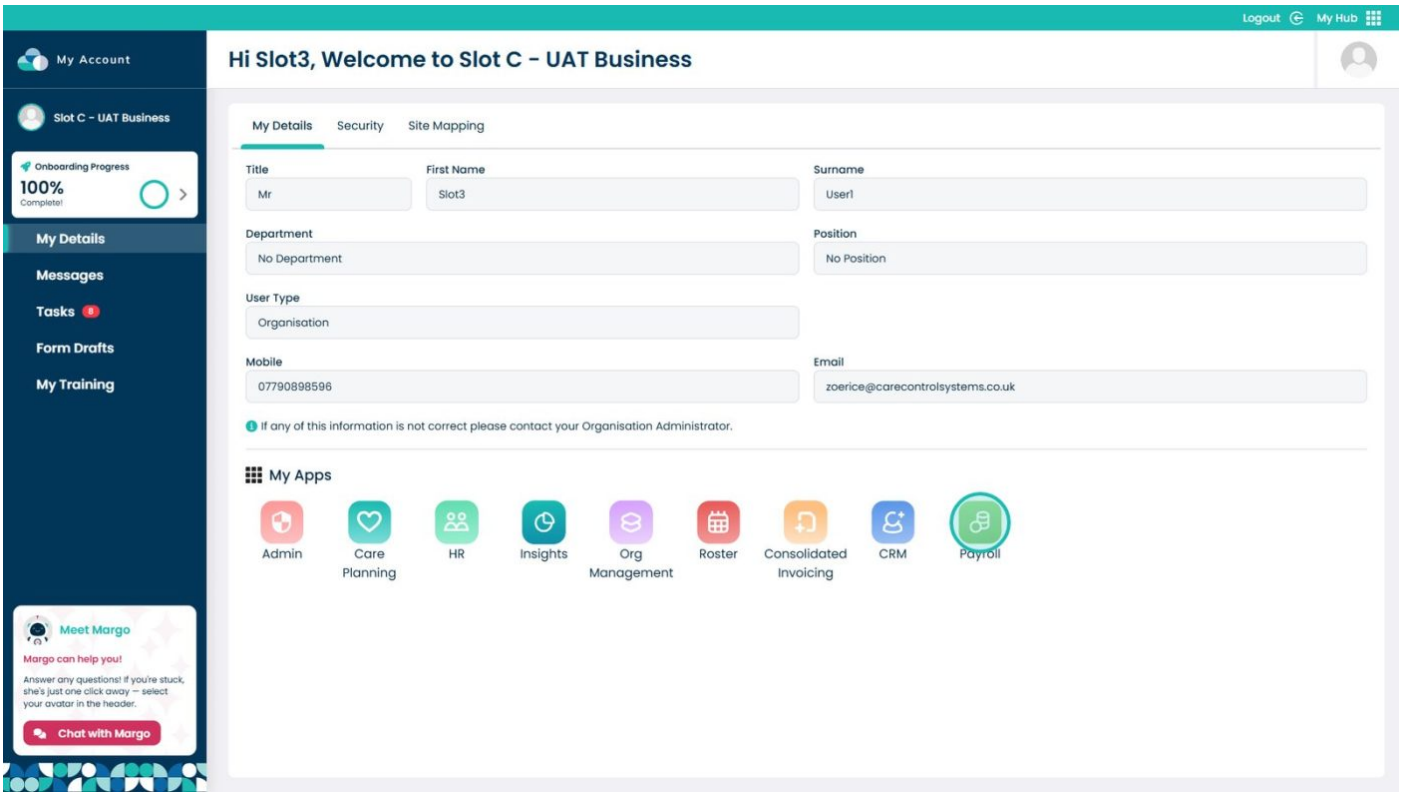
Interactive Guide

Embedded media:

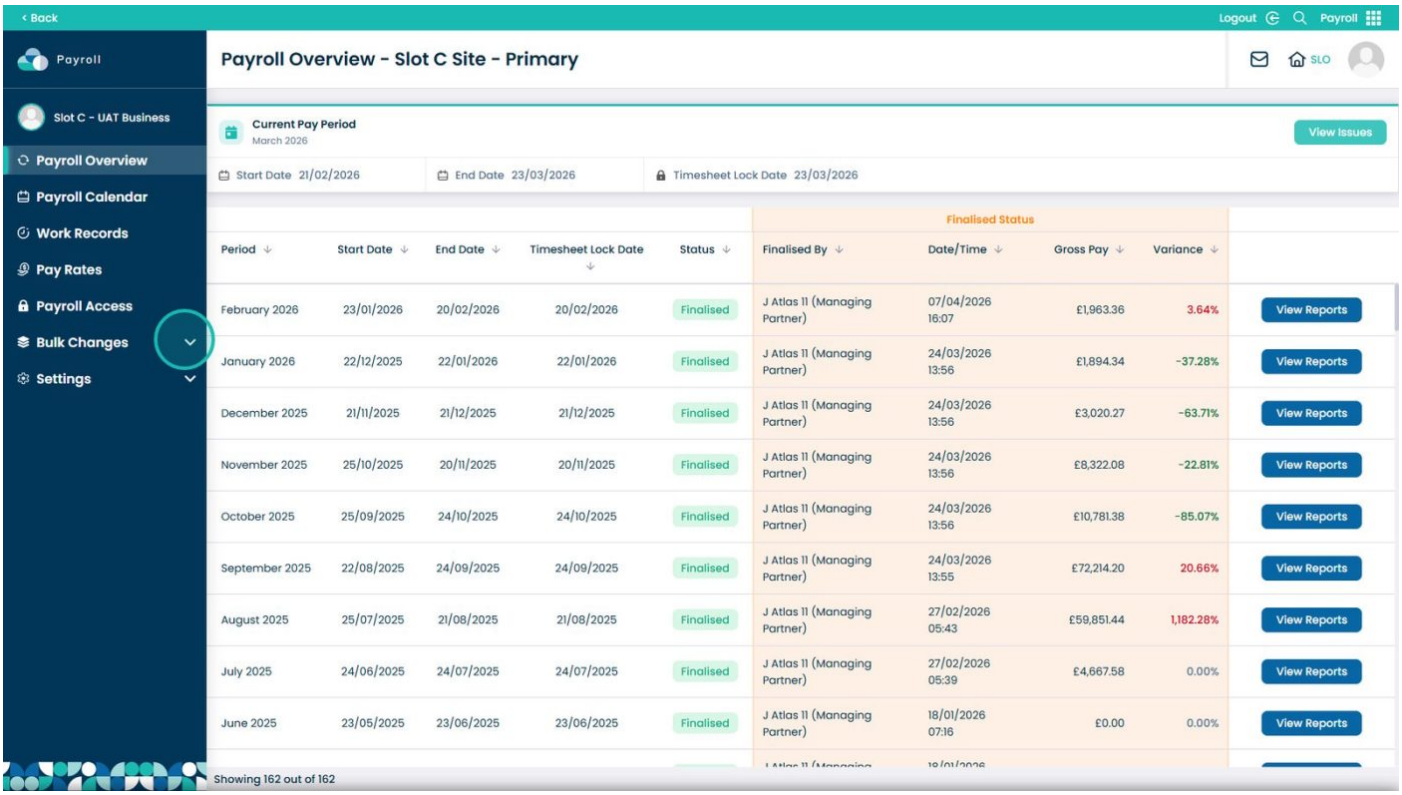
https://demo.arcade.software/9nkymGwqguPsxUFqS6lN?embed&embed_mobile=tab&embed_desktop=inline&show_copy_li

Text based guide

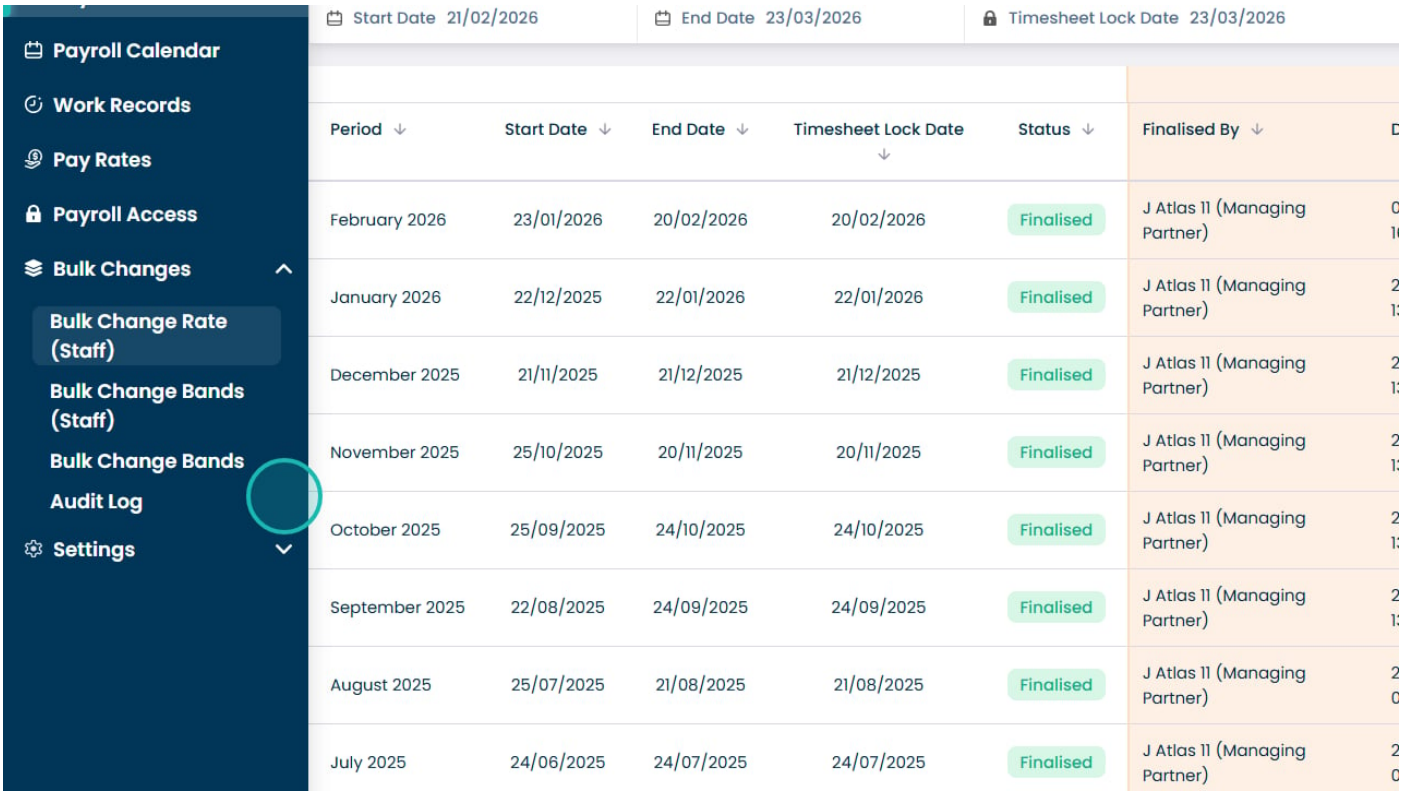
Enter the Payroll app



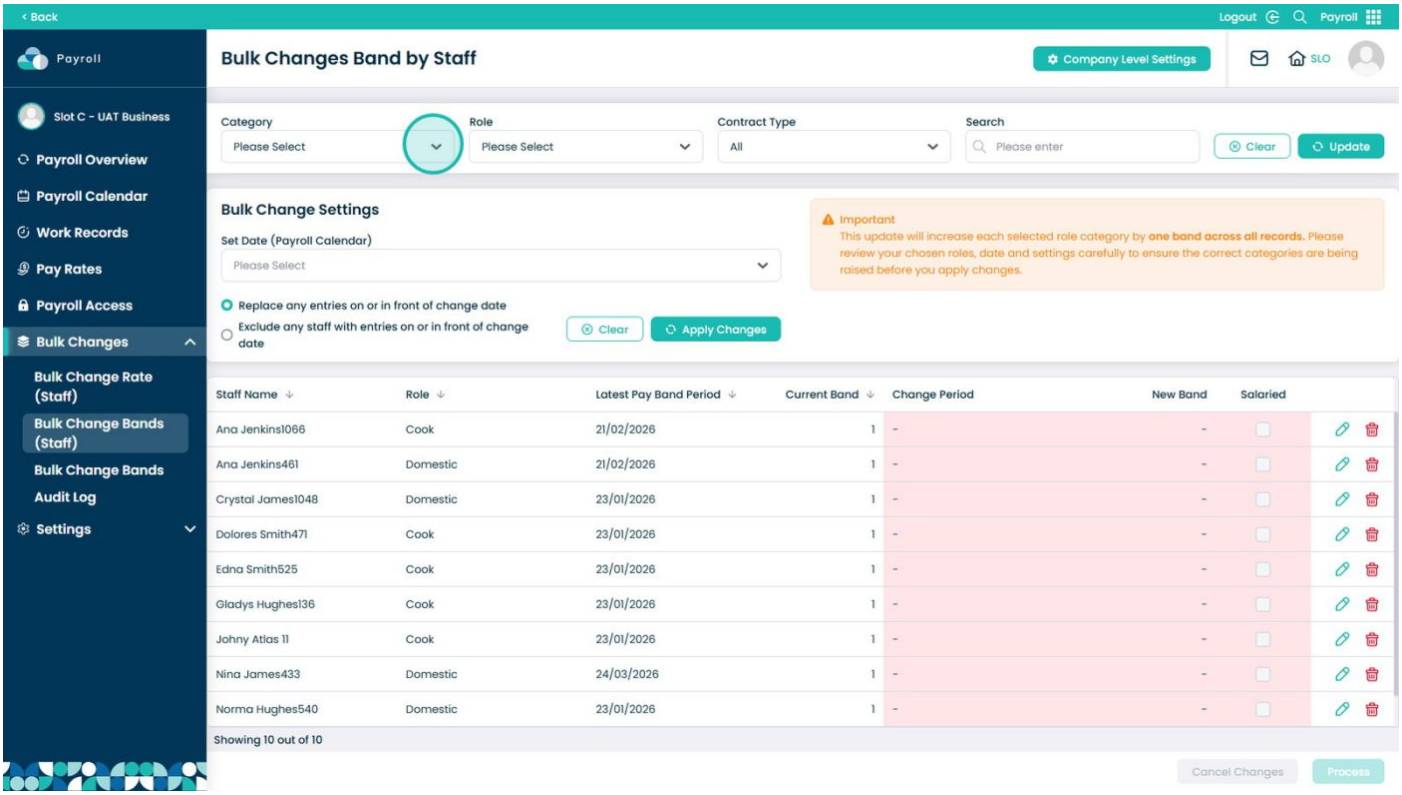
Open the Bulk Changes dropdown



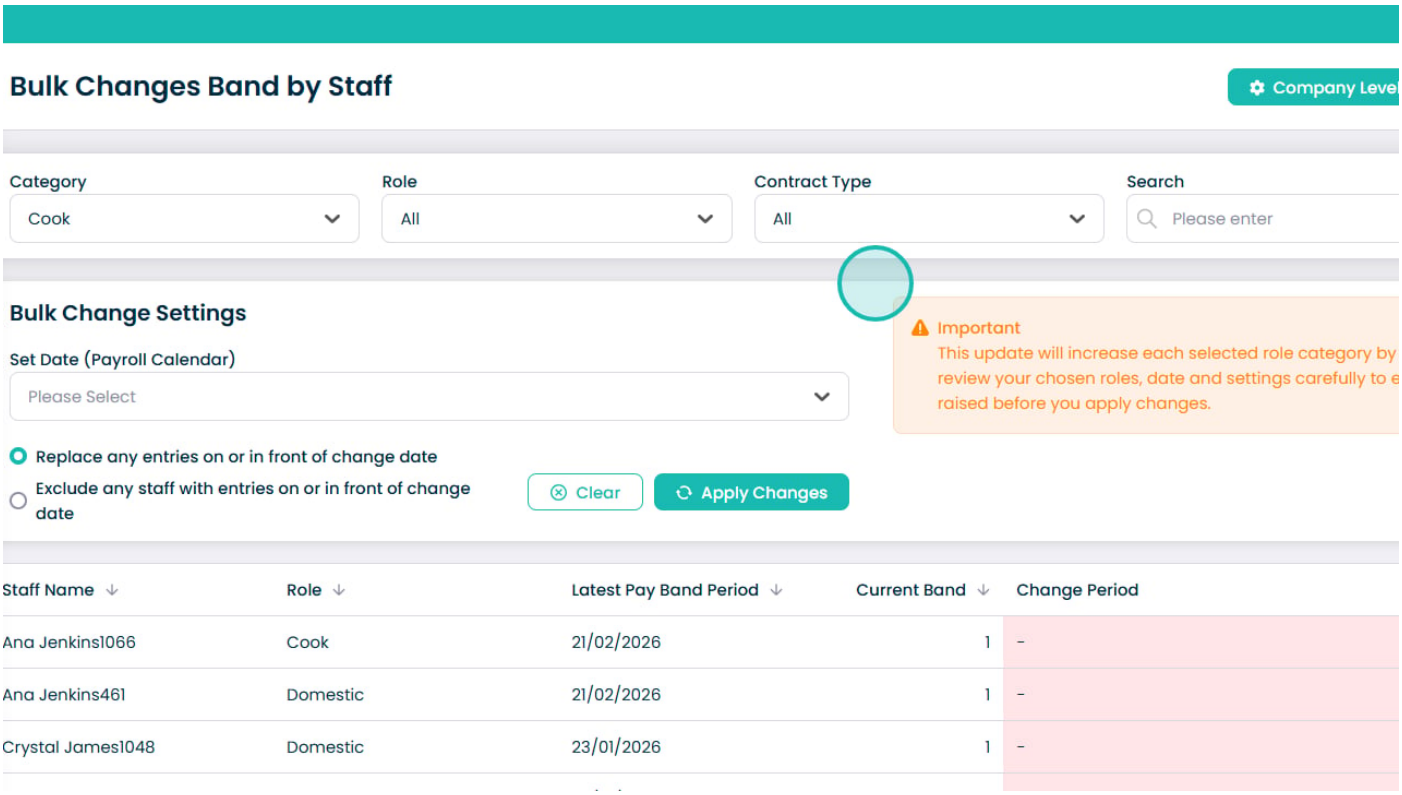
Select Bulk Change Bands (Staff)



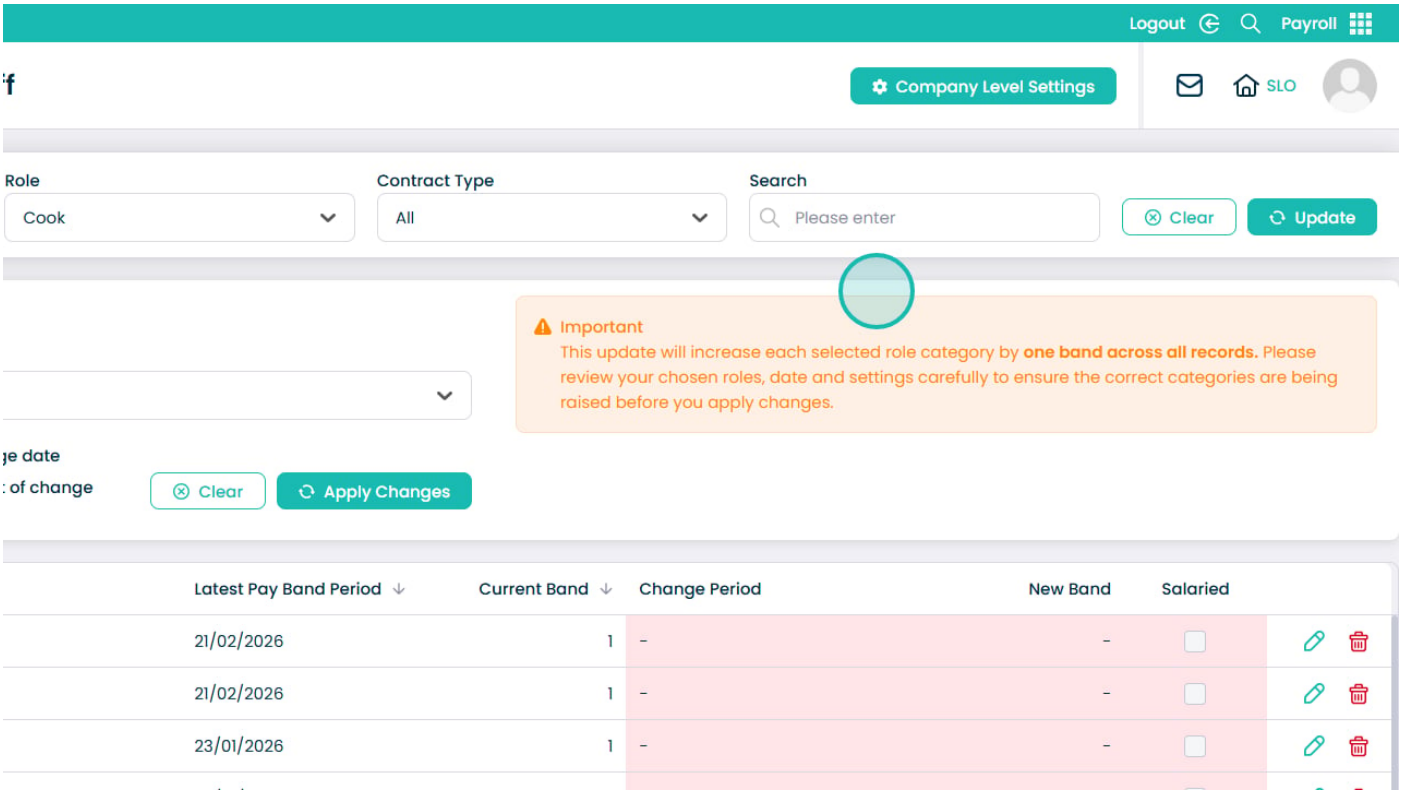
Select the staff category you want to modify



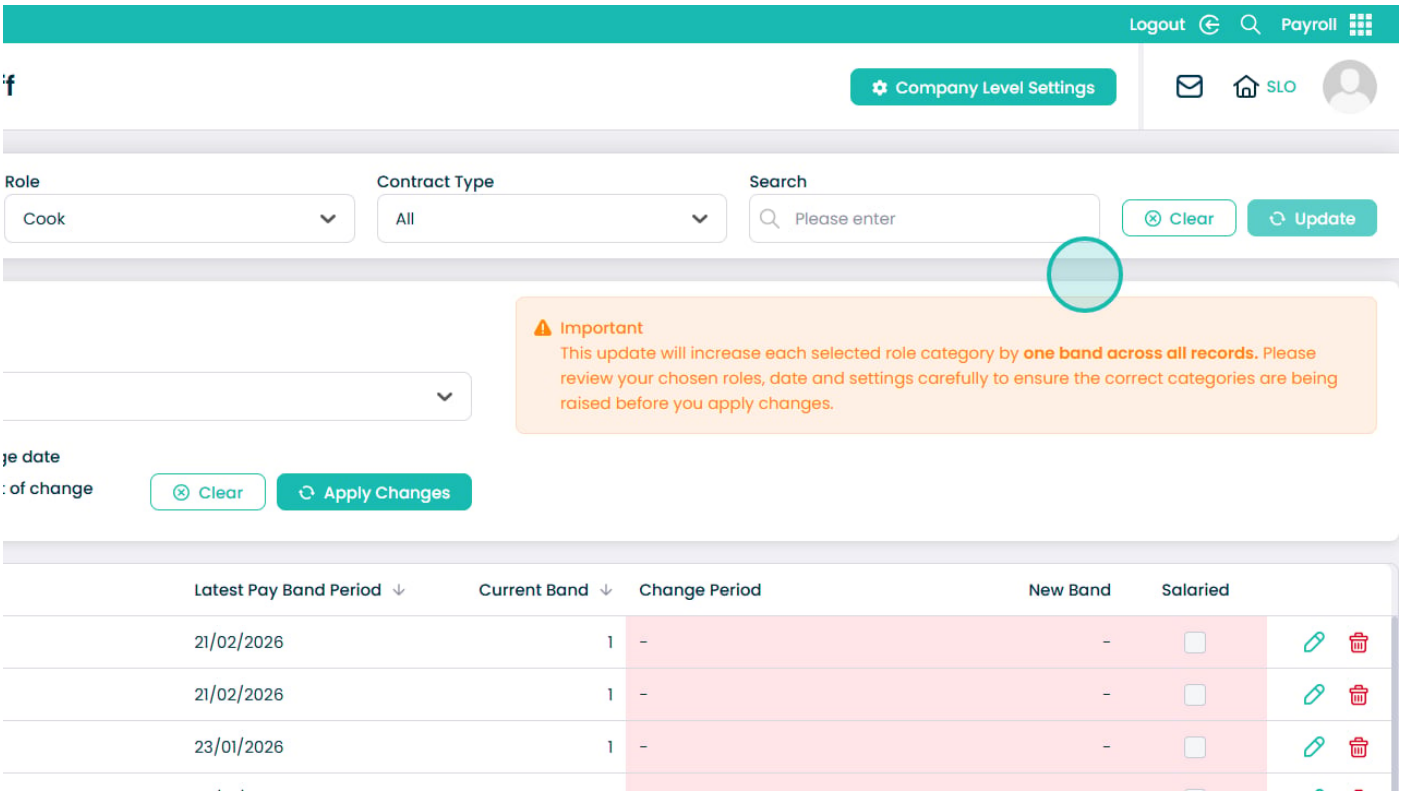
Filter further by selecting a role within the category



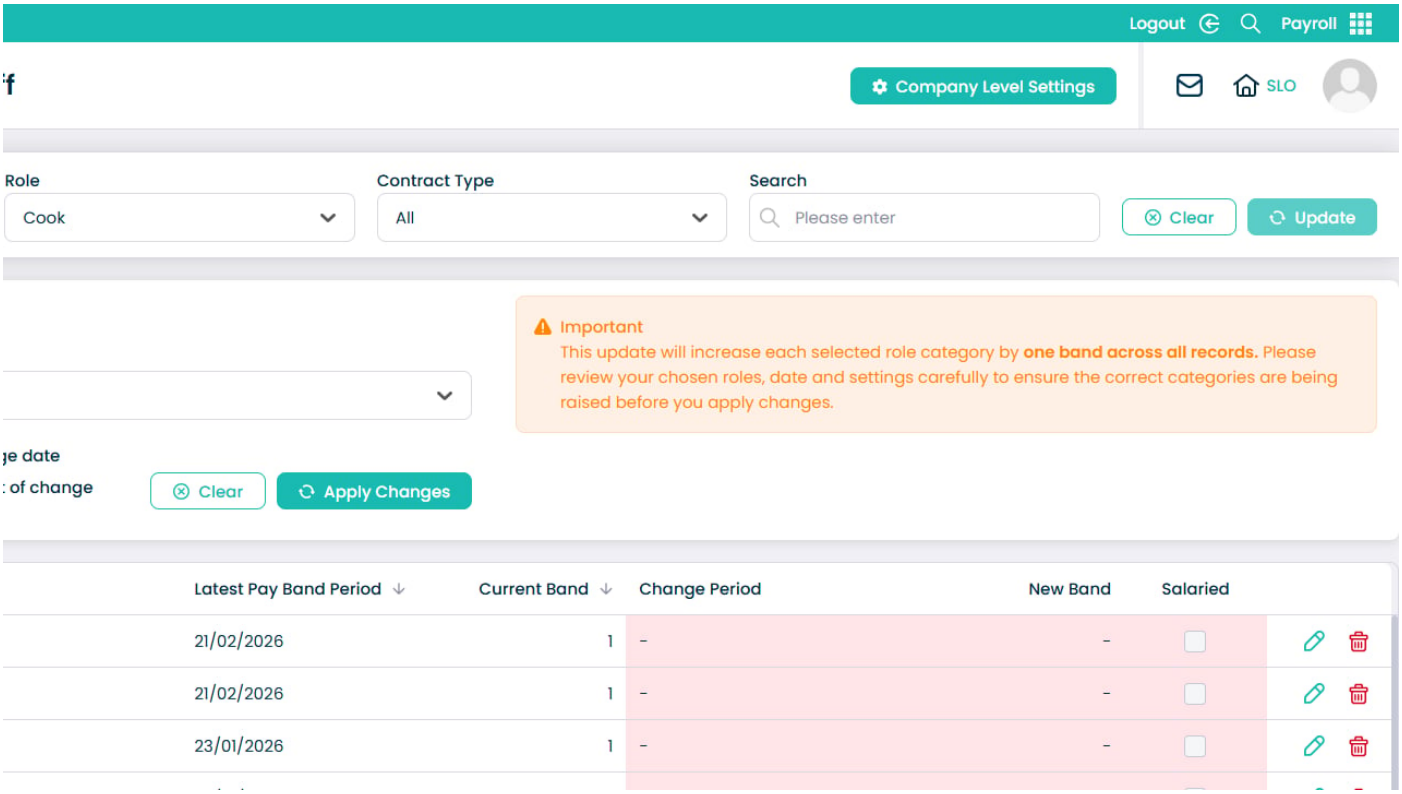
Filter by contract type if required



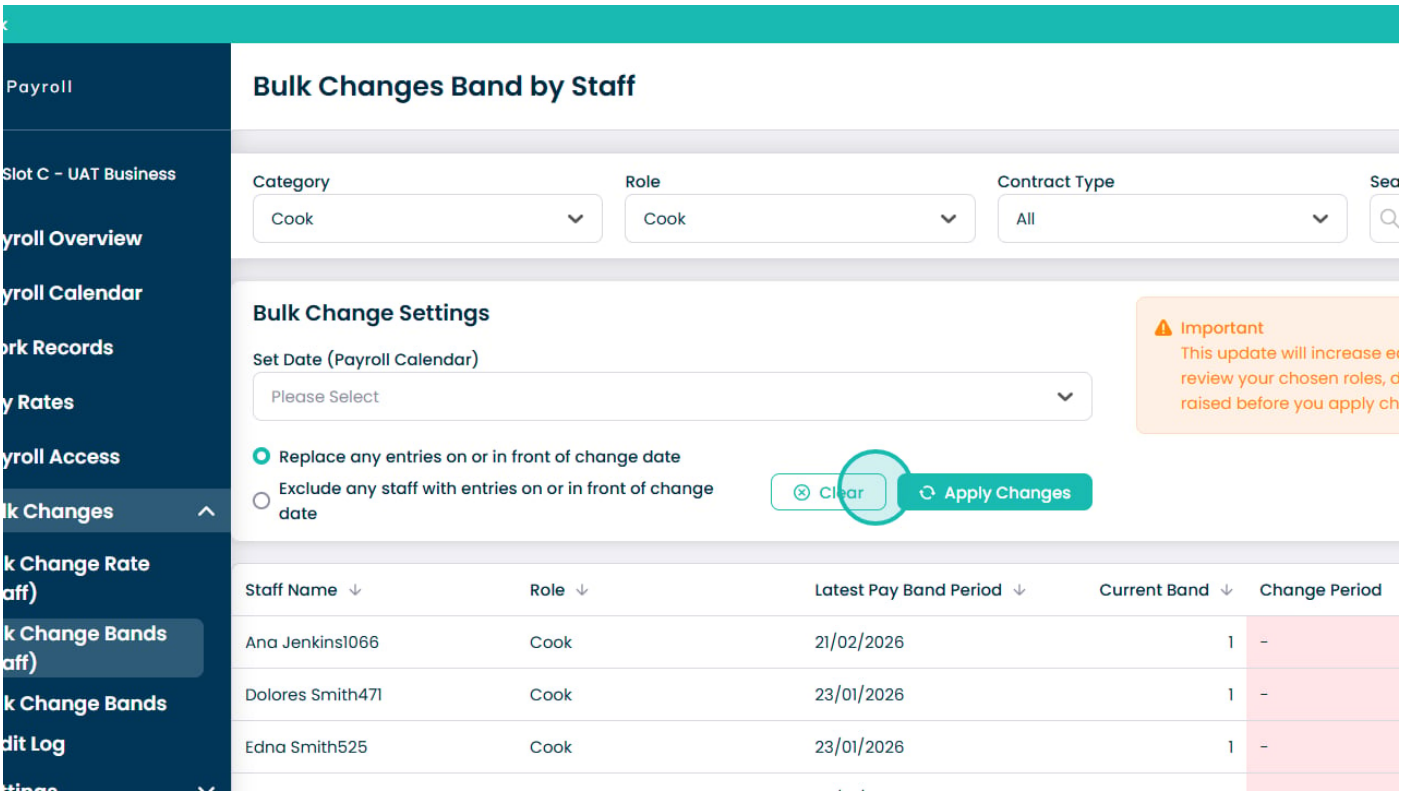
Search for specific staff members if needed



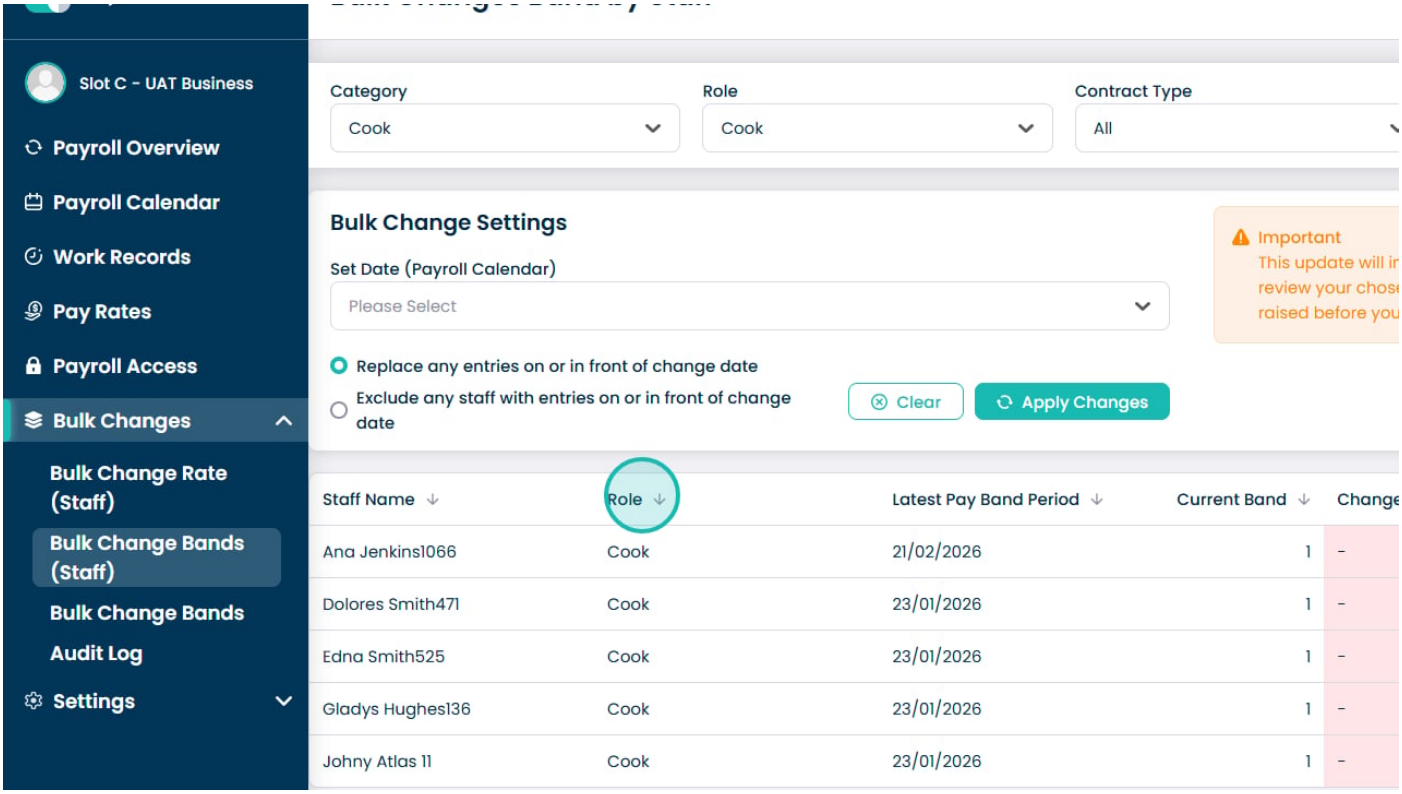
Click Update to refresh the list



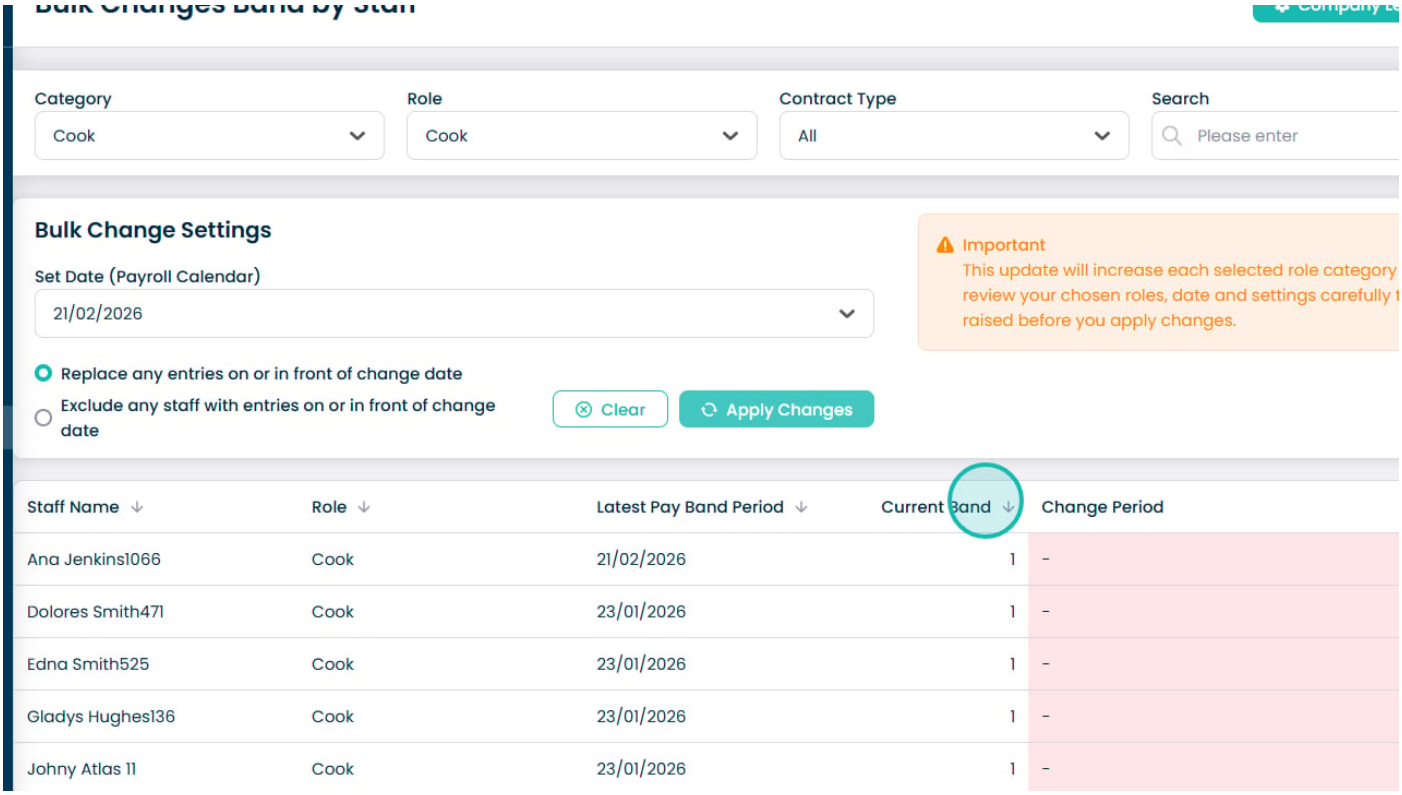
Select a date for the changes to take effect



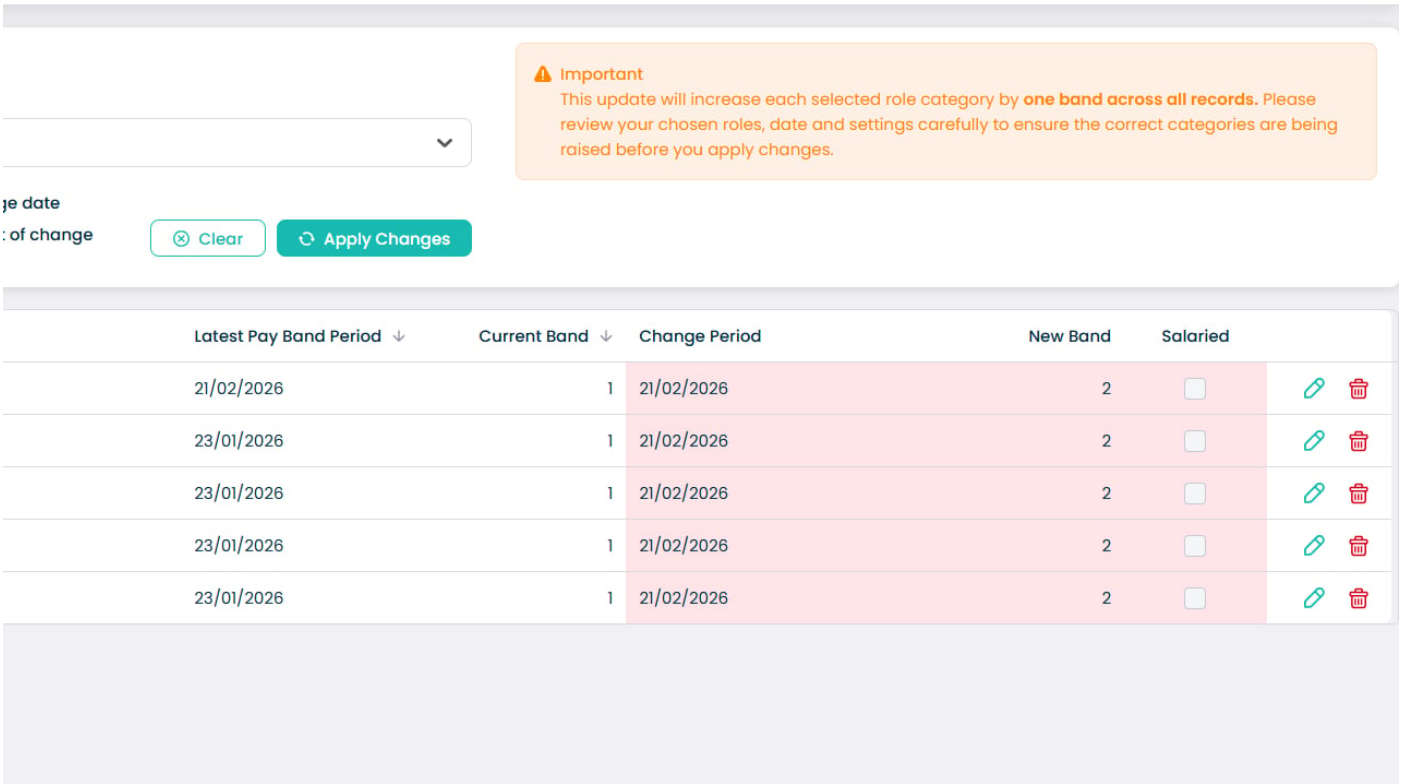
Choose how existing entries should be handled relative to the change date



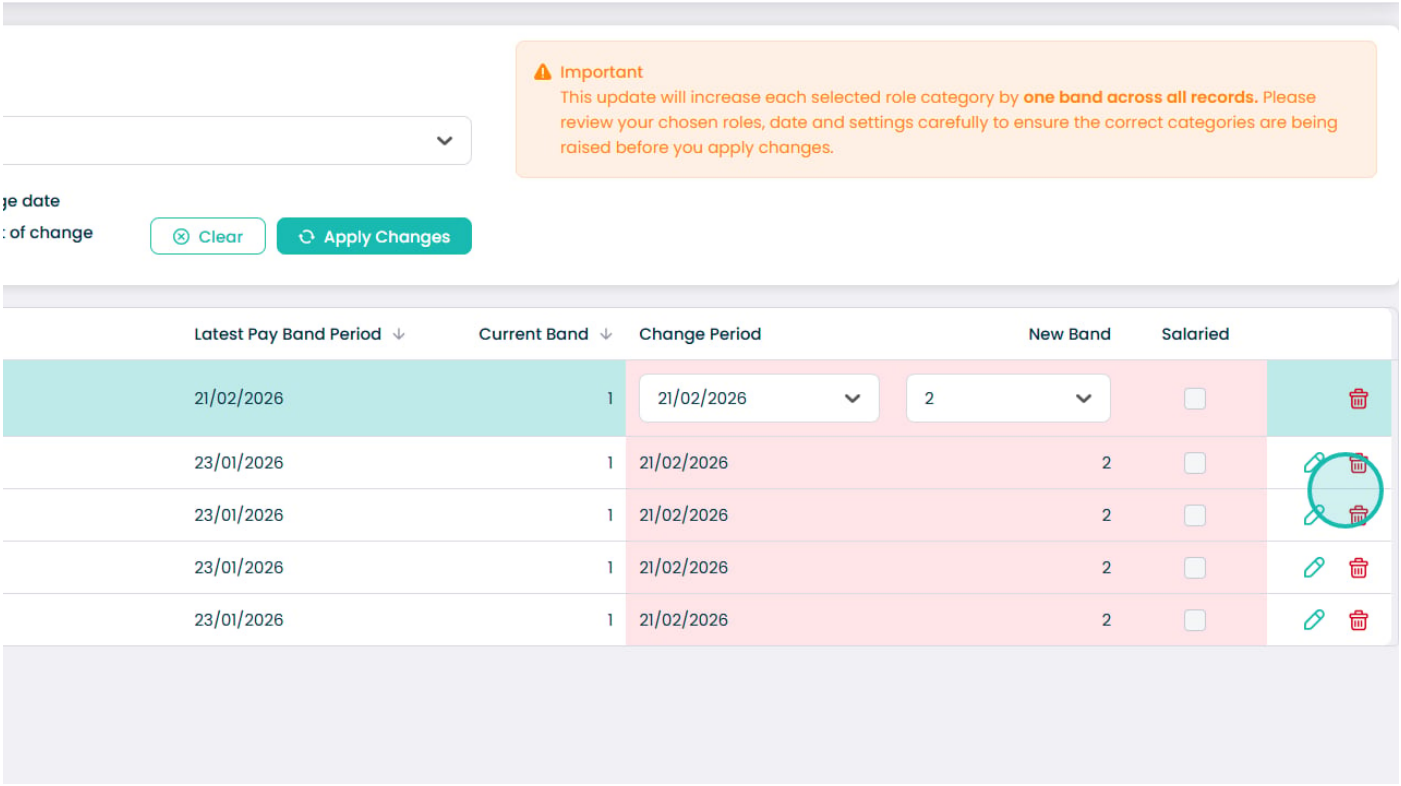
Click Apply Changes



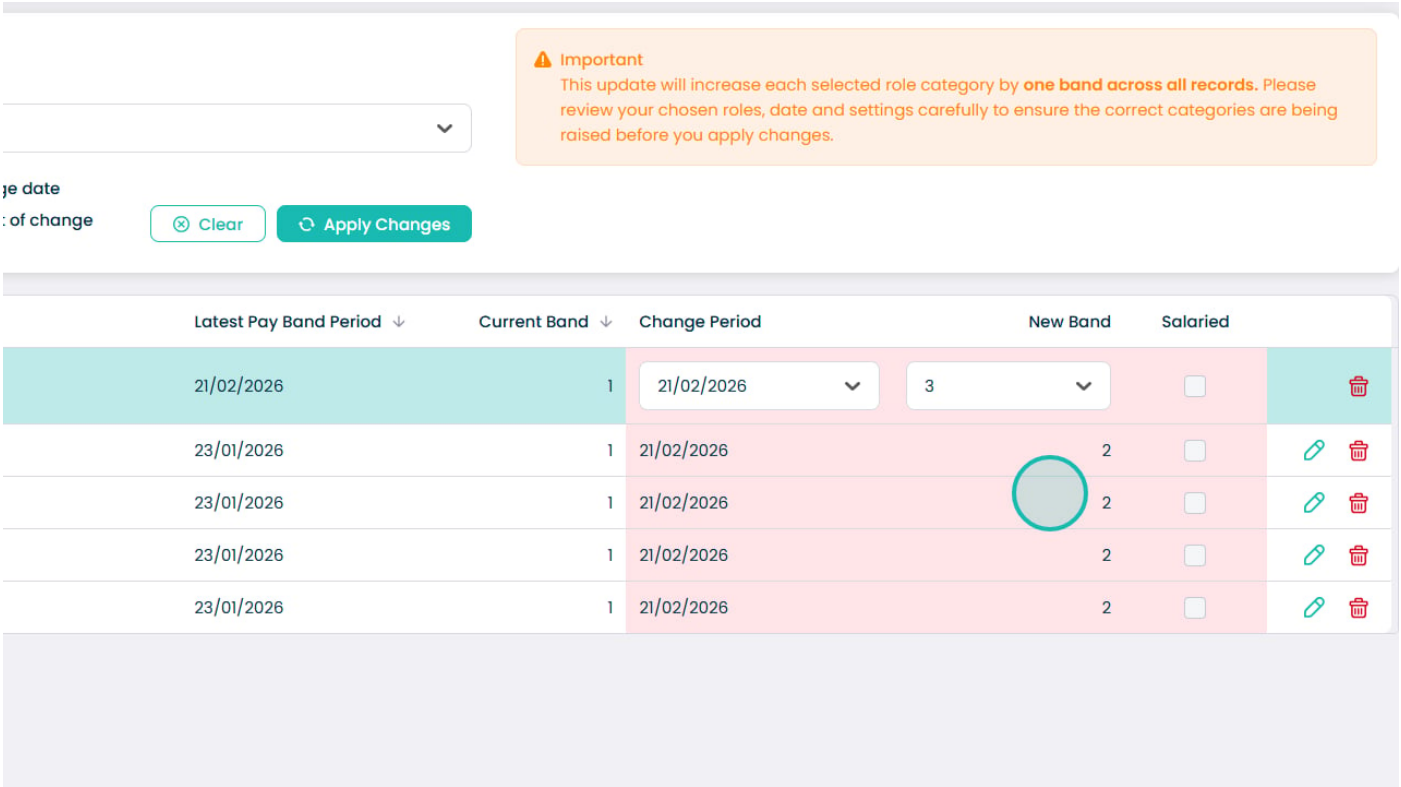
Click the pencil icon to modify a staff member's pay band



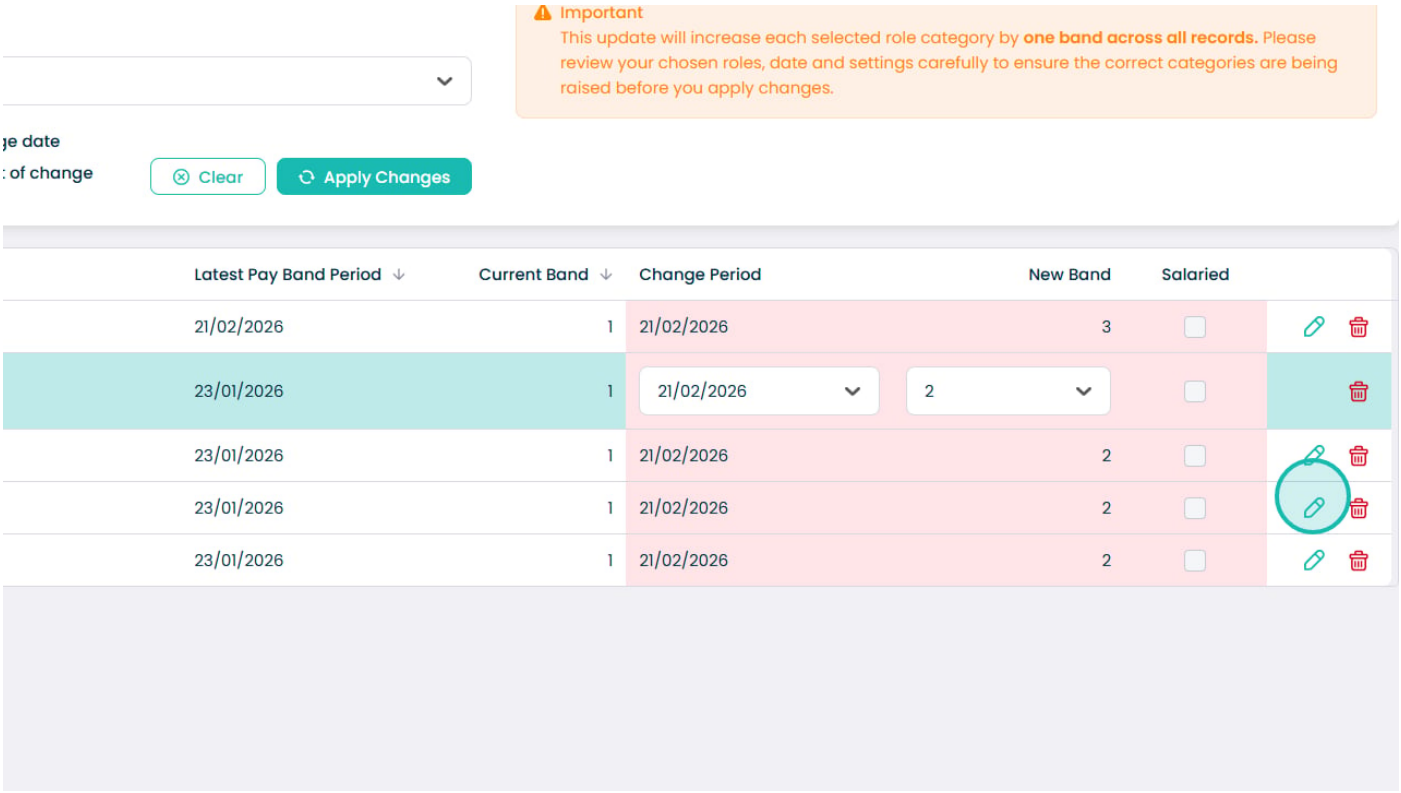
Select a new pay band using the dropdown



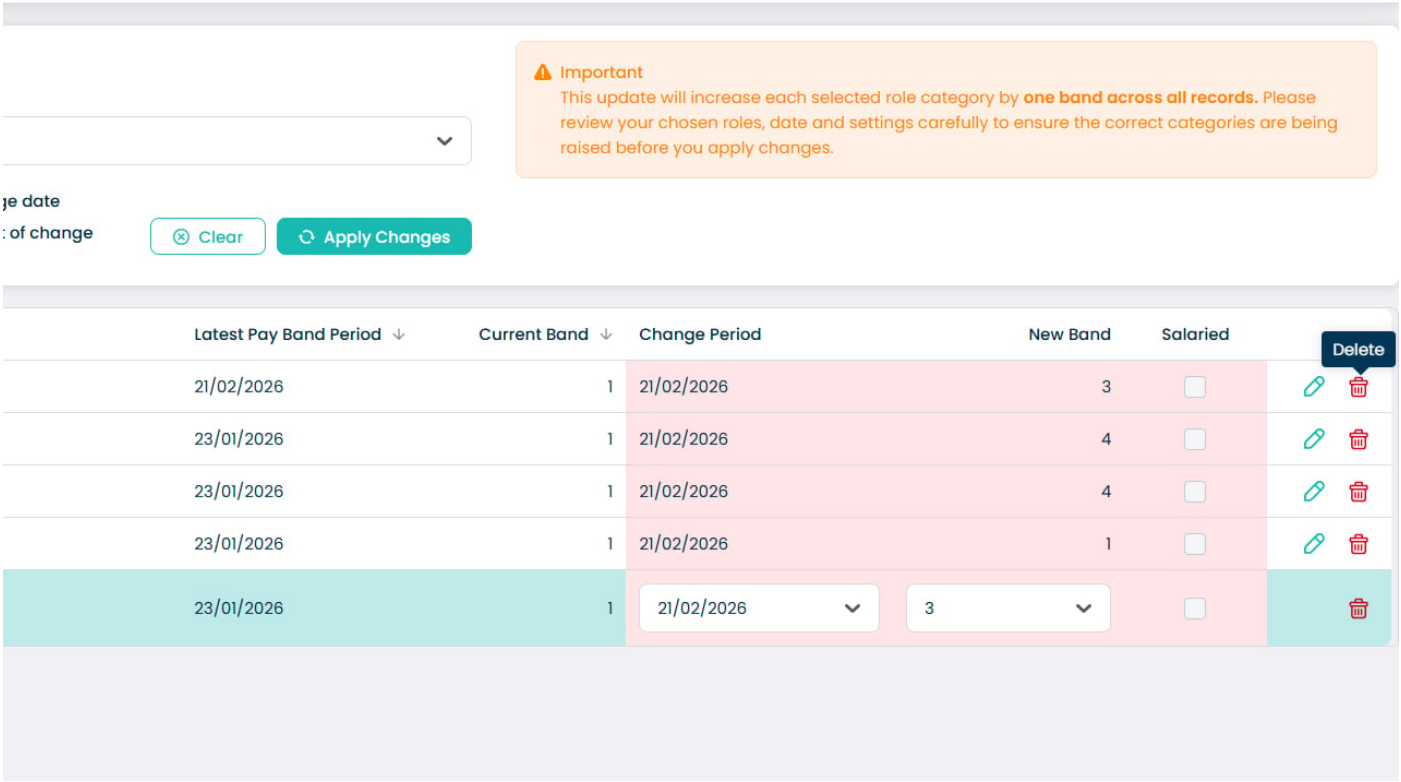
Select when the change will take effect



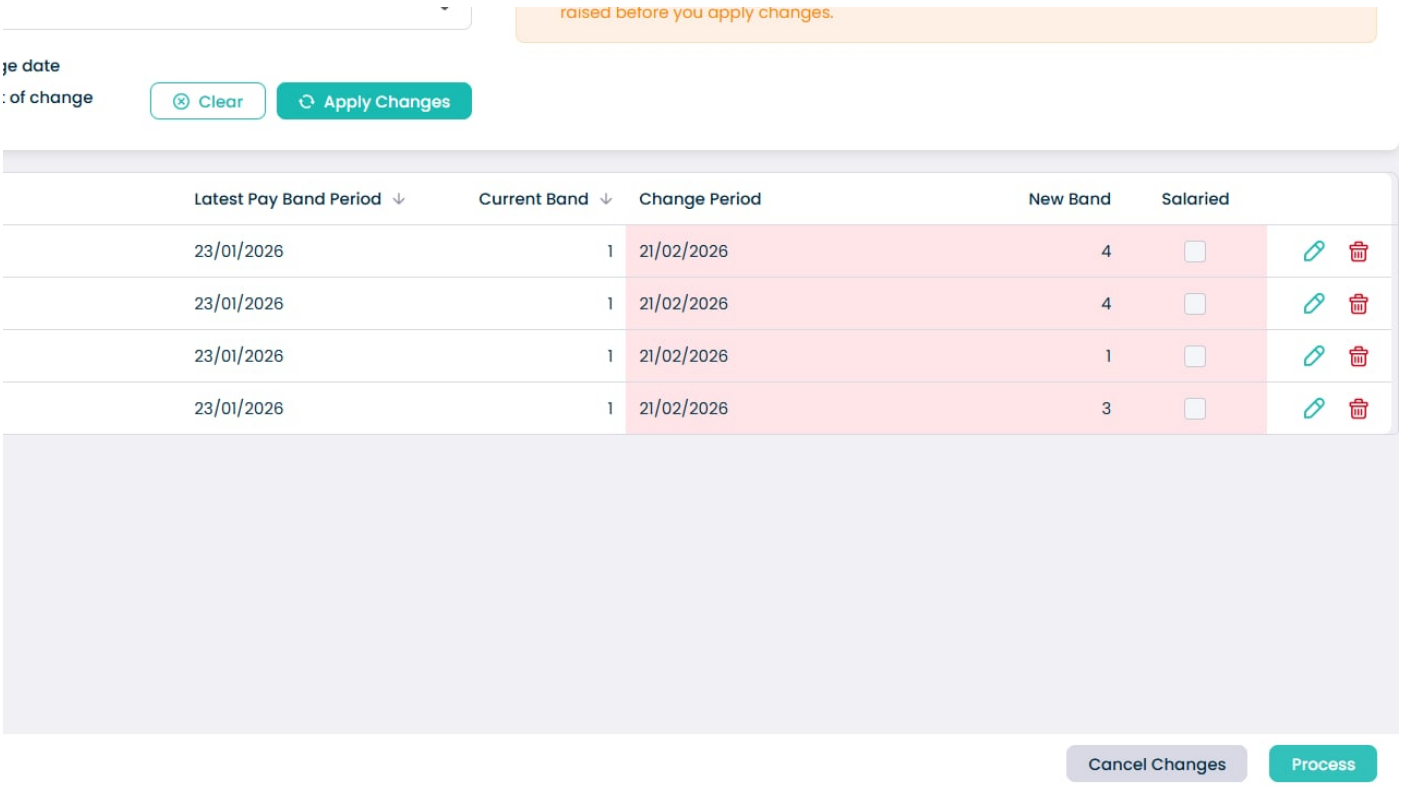
Repeat for each staff member as needed



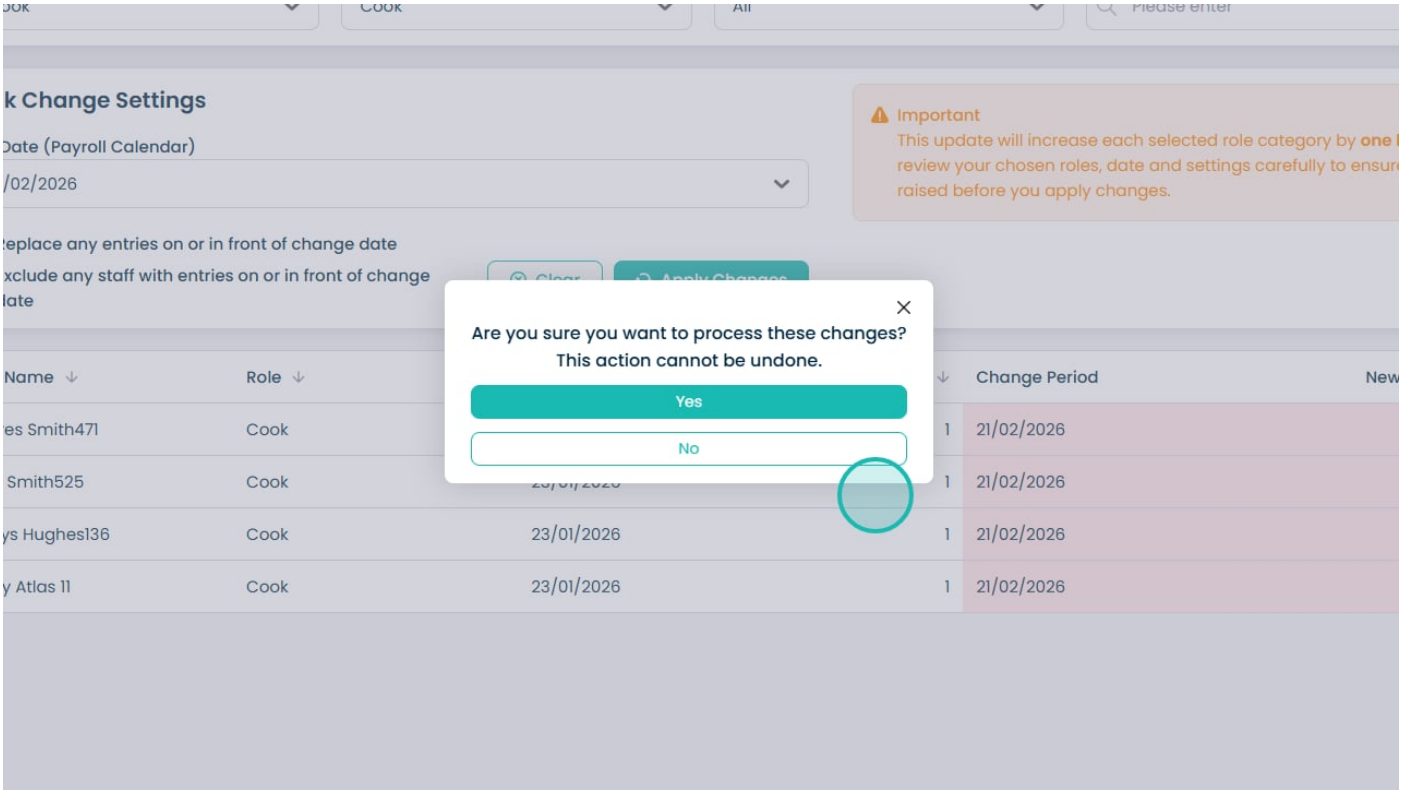
Remove entries if you do not want to update specific staff members

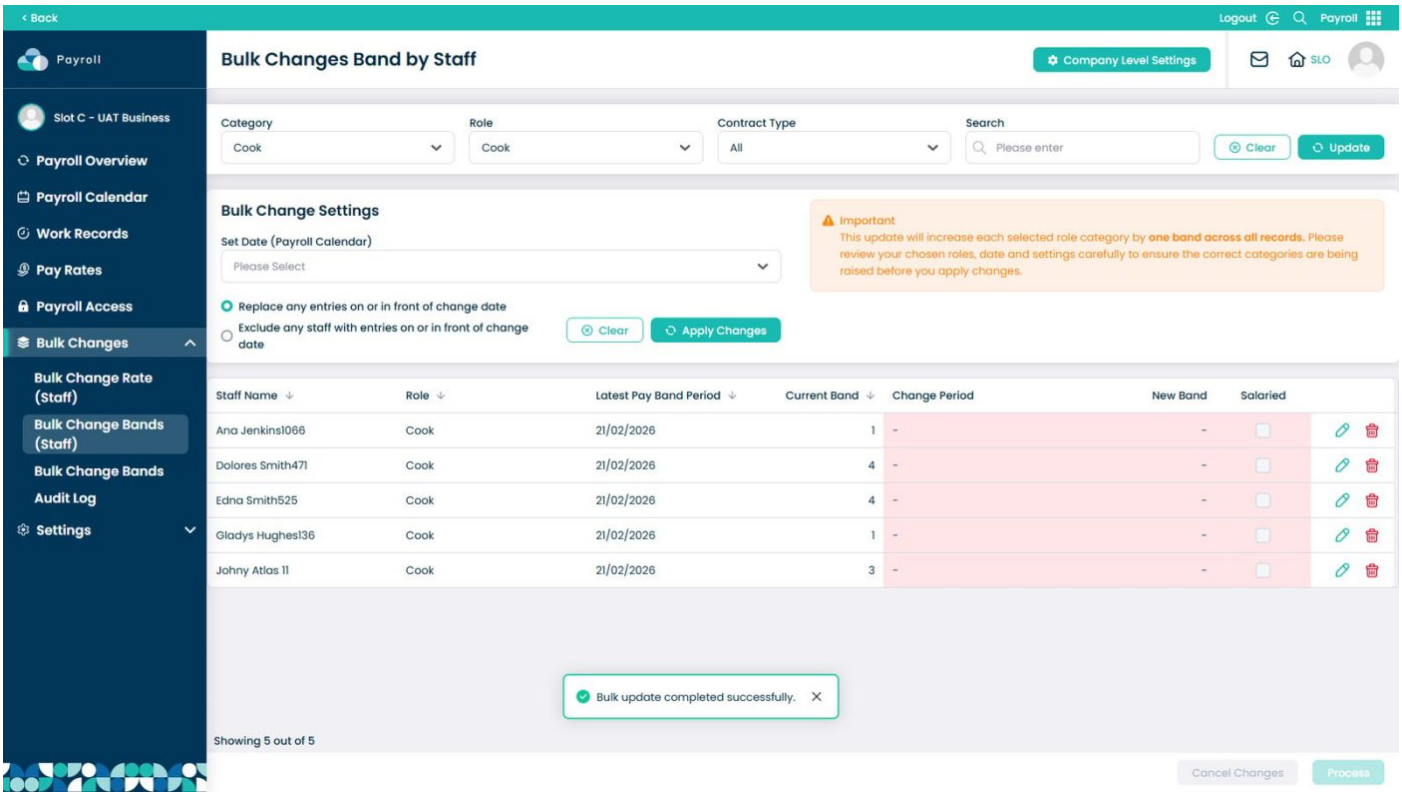


Click Process once all changes are complete



Confirm the changes in the pop-up





Was it helpful ?

- Happy
- Normal
- Sad

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