How to Bulk Change Staff Member Pay Rates

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

How to Bulk Change Staff Member Pay Rates



Kieran Worth

This guide explains how to bulk update staff pay rates within the Payroll app in Care Control Cloud. The Bulk Change Rates feature allows you to efficiently apply pay increases or adjustments across multiple staff members at once, saving time and ensuring consistency across your organisation.

You can filter staff by category, contract type, role, and other criteria to target exactly who should be included in the update. Changes can be applied using either a fixed amount or a percentage increase, with the option to control when the changes take effect based on your payroll calendar.

By following this guide, you will learn how to:

- Select and filter staff for bulk updates
- Apply pay changes using fixed amounts or percentage increases
- Set effective dates for when changes should apply
- Control how existing payroll entries are handled
- Adjust individual staff members where required

This process helps ensure pay updates are applied accurately, consistently, and in line with your organisation’s payroll structure.

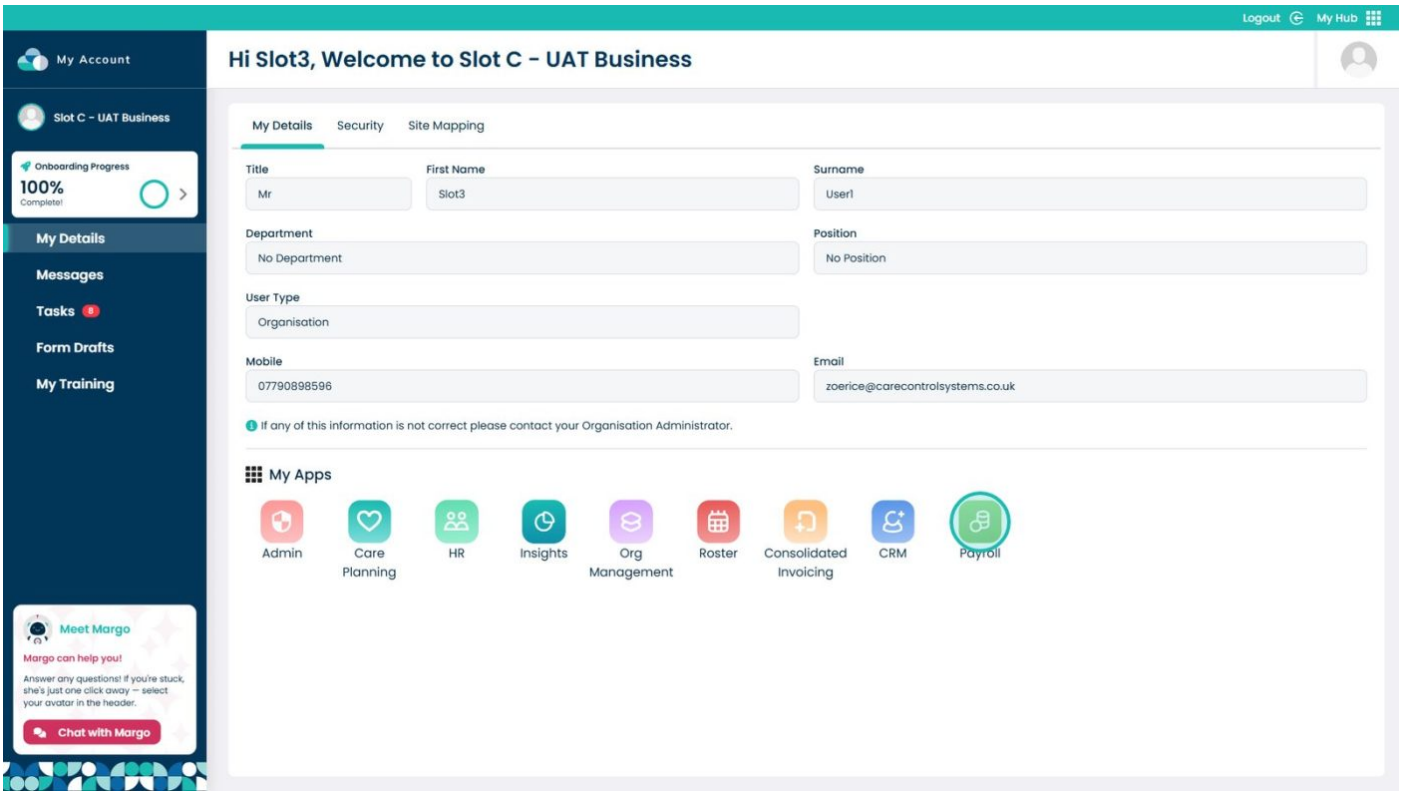
Interactive Guide

Embedded media:

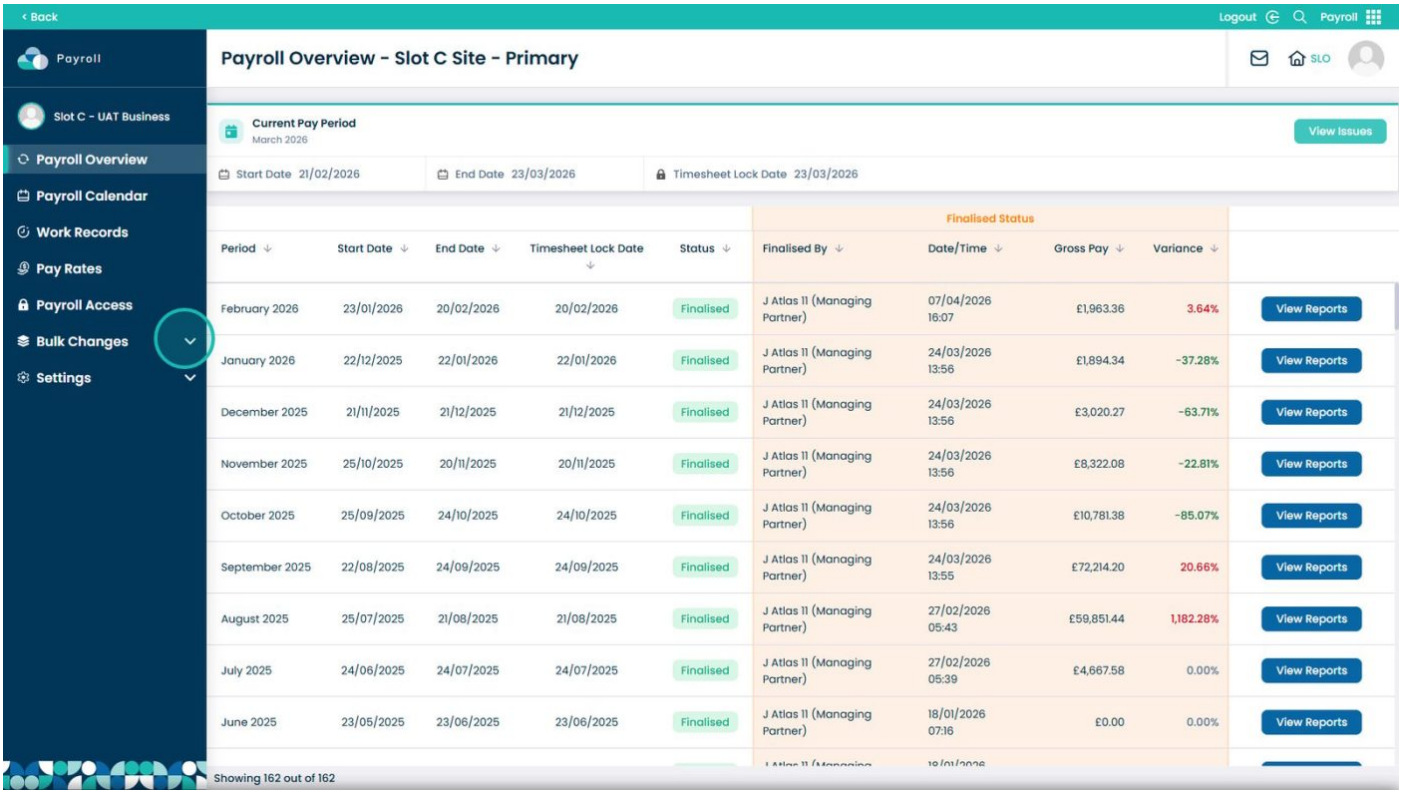
https://demo.arcade.software/EhMkOWEdec1HxElBPORa?embed&embed_mobile=tab&embed_desktop=inline&show_copy_

Text based guide

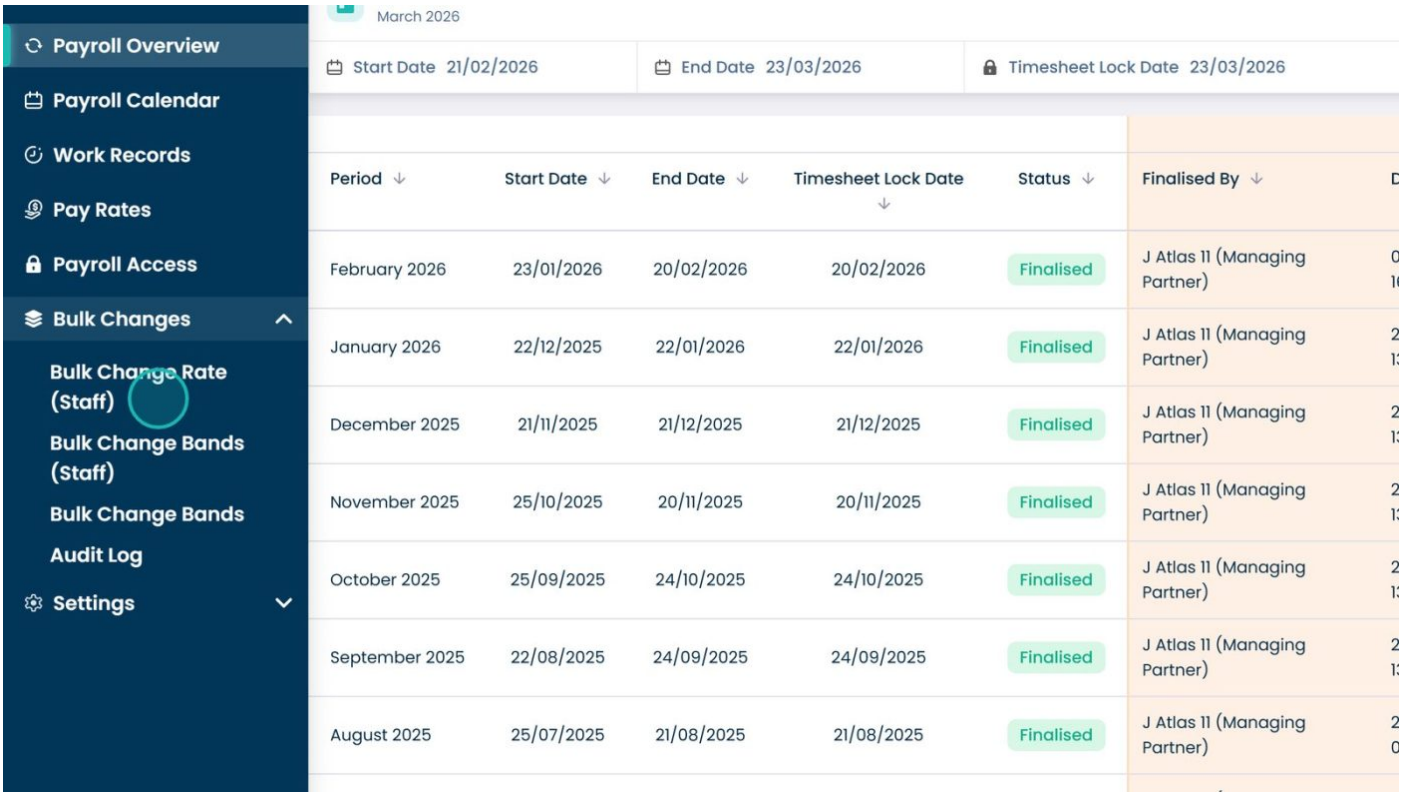
Enter the Payroll app



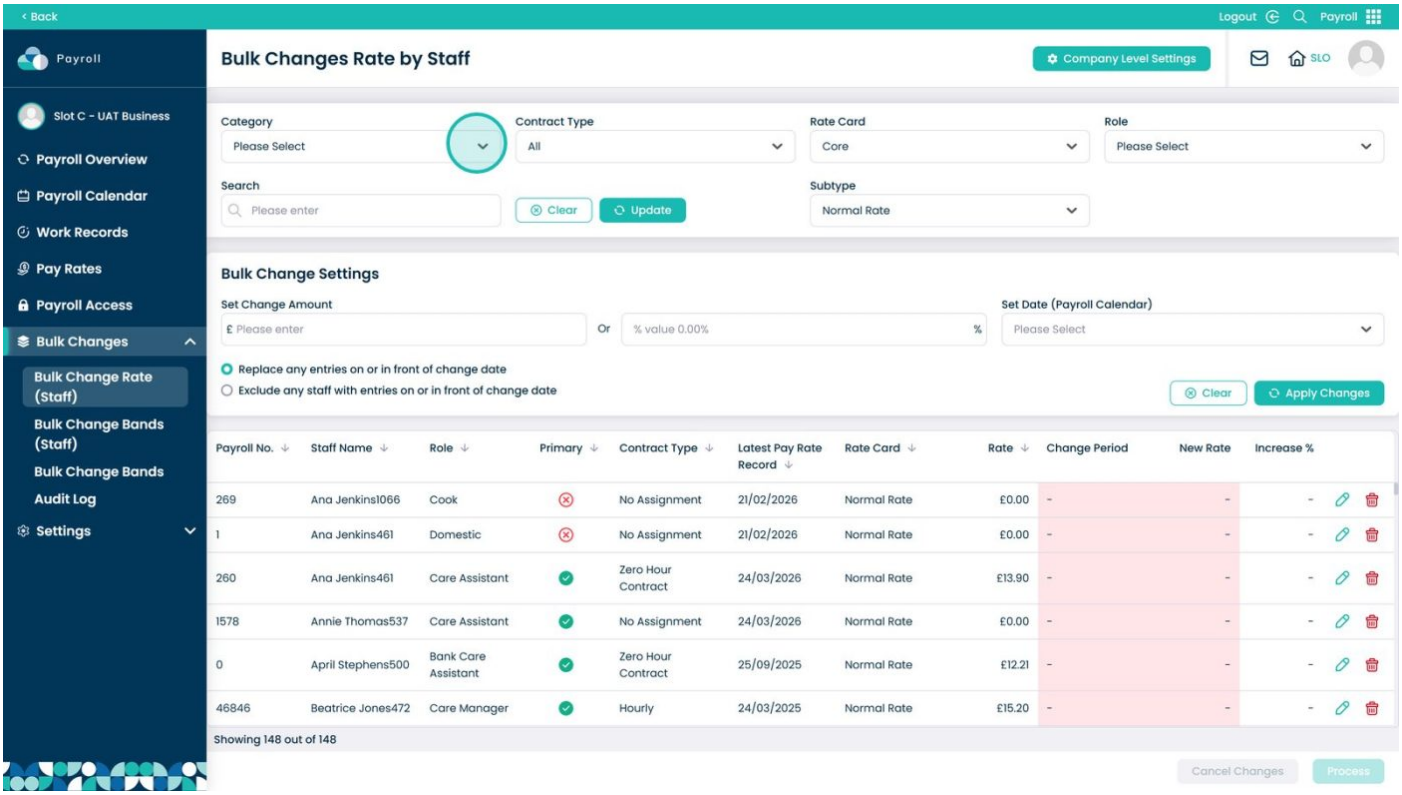
Click the Bulk Changes dropdown



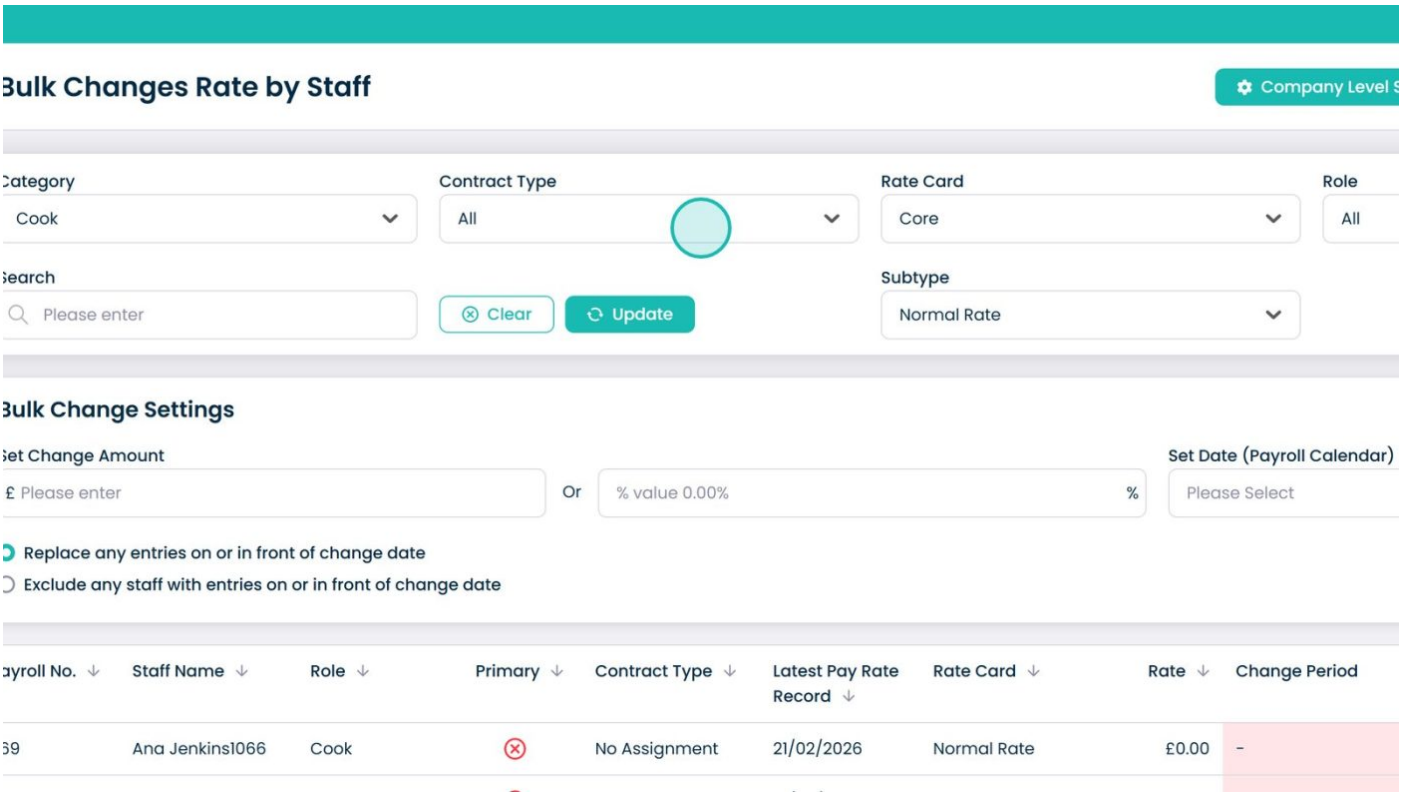
Select Bulk Change Rate (Staff)



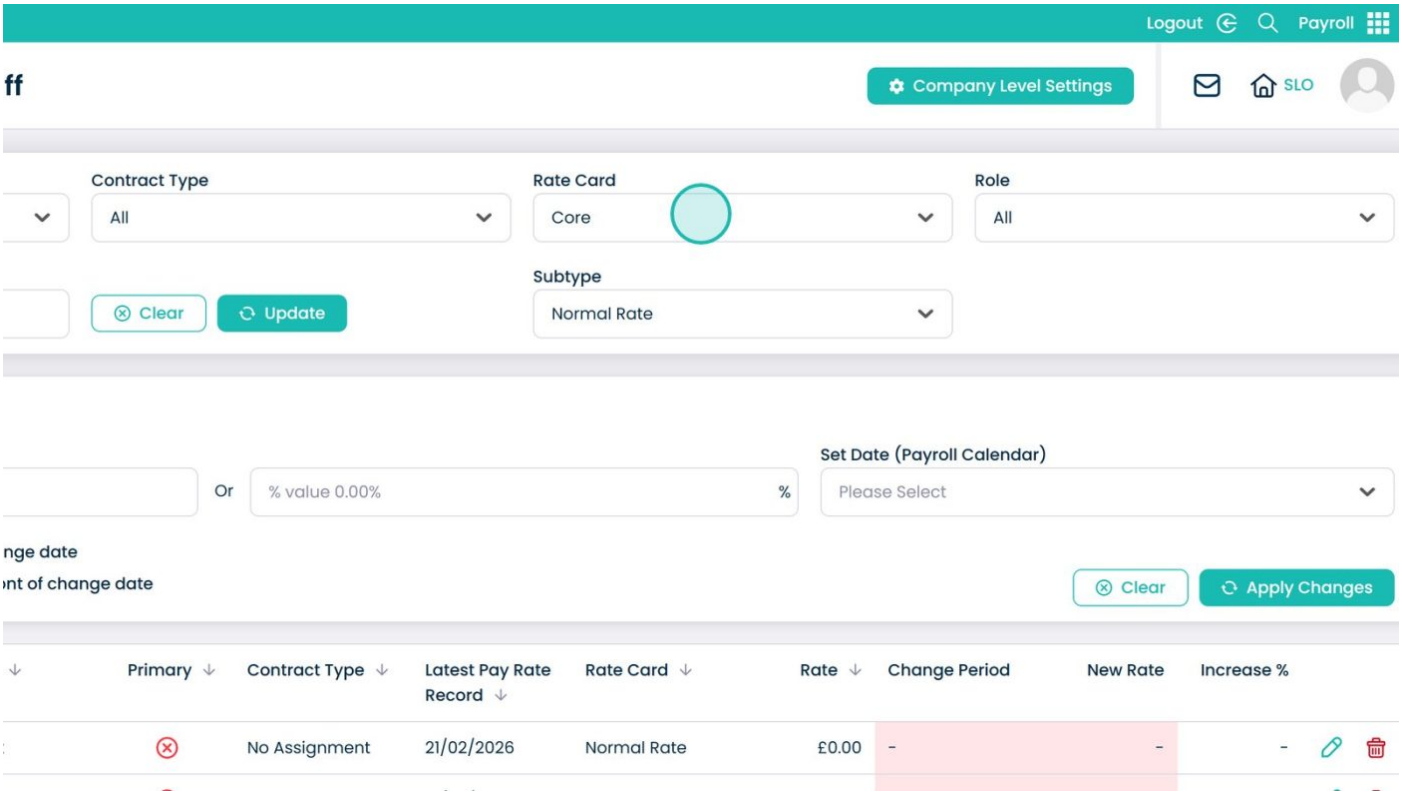
Select the staff category you want to modify



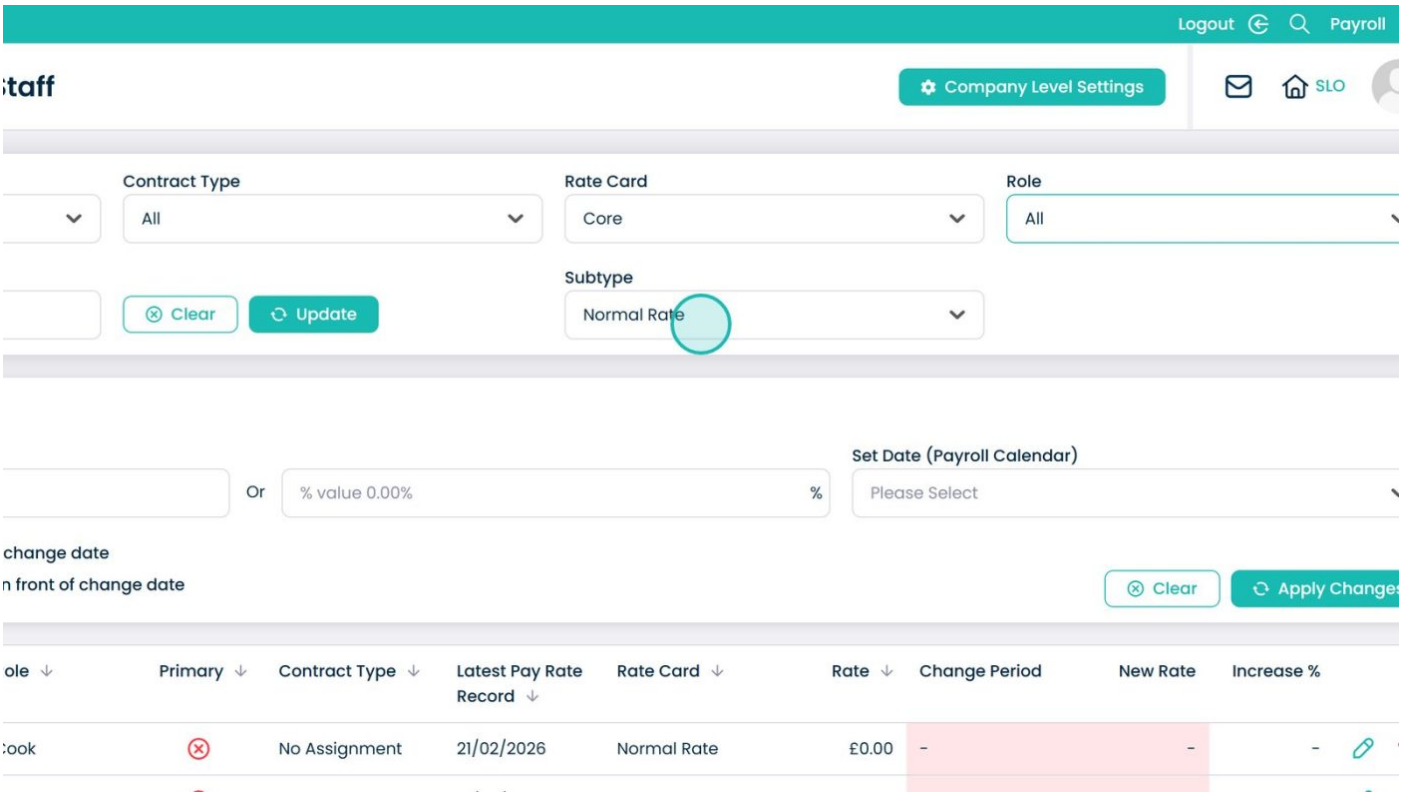
Filter by contract type if required



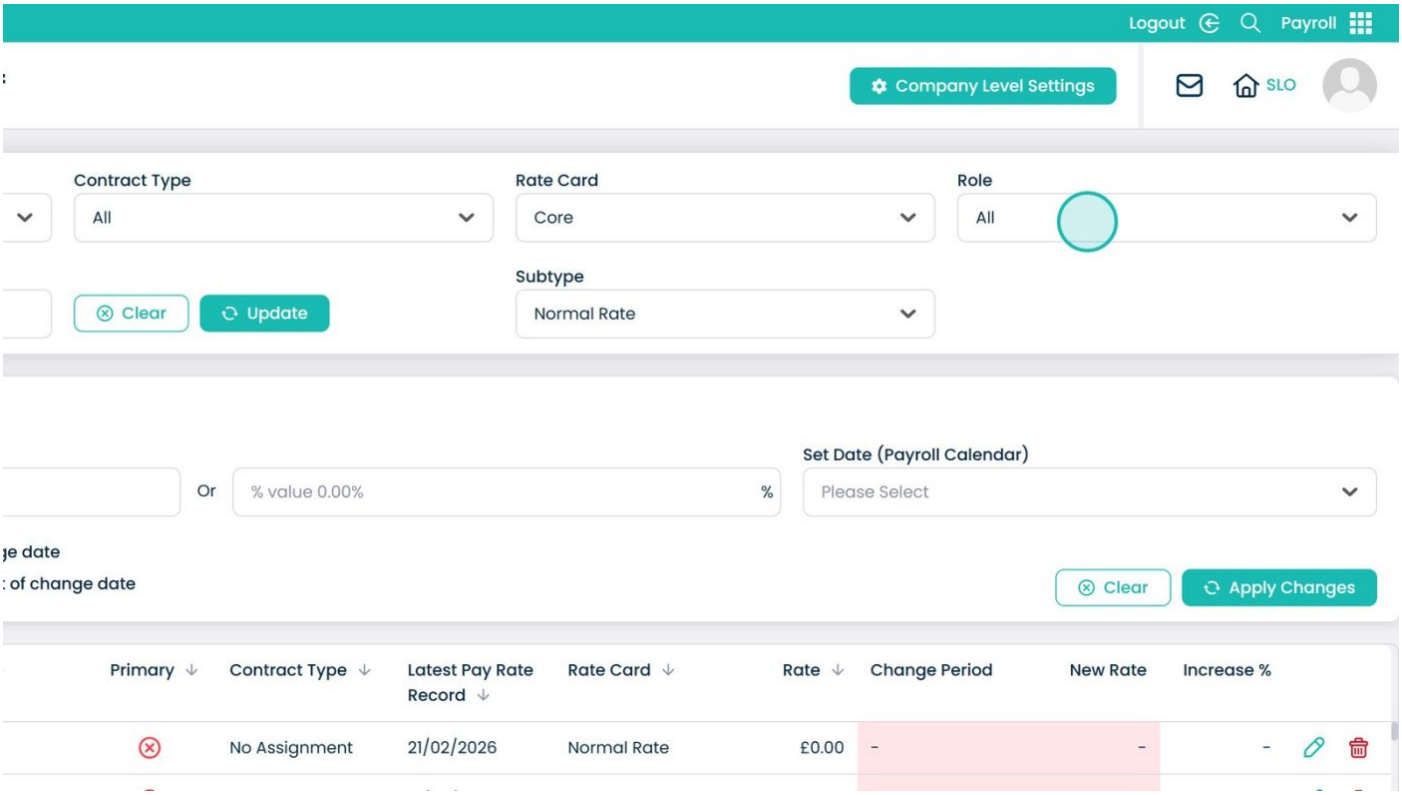
Select the rate card type to modify



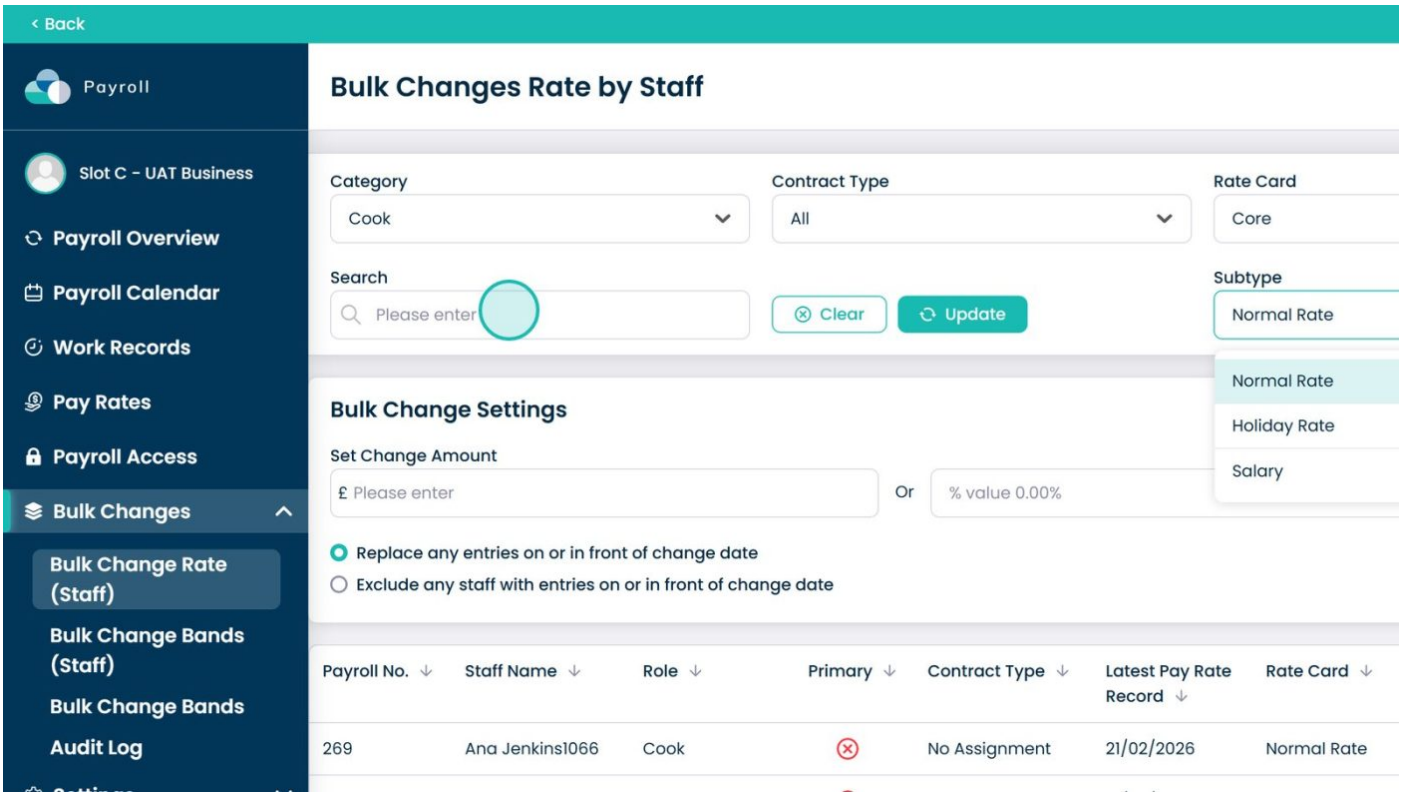
Select a rate card subtype if required



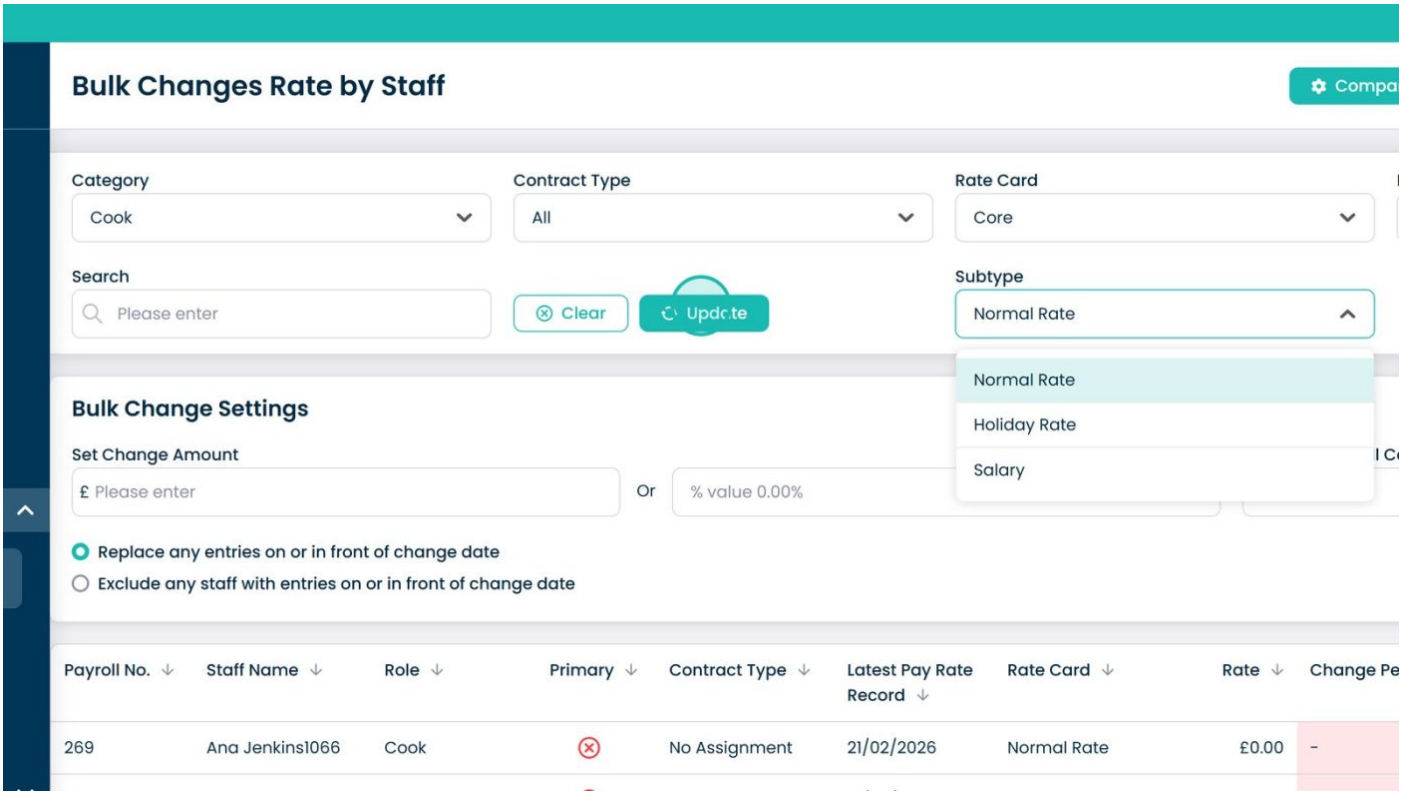
Filter further by role



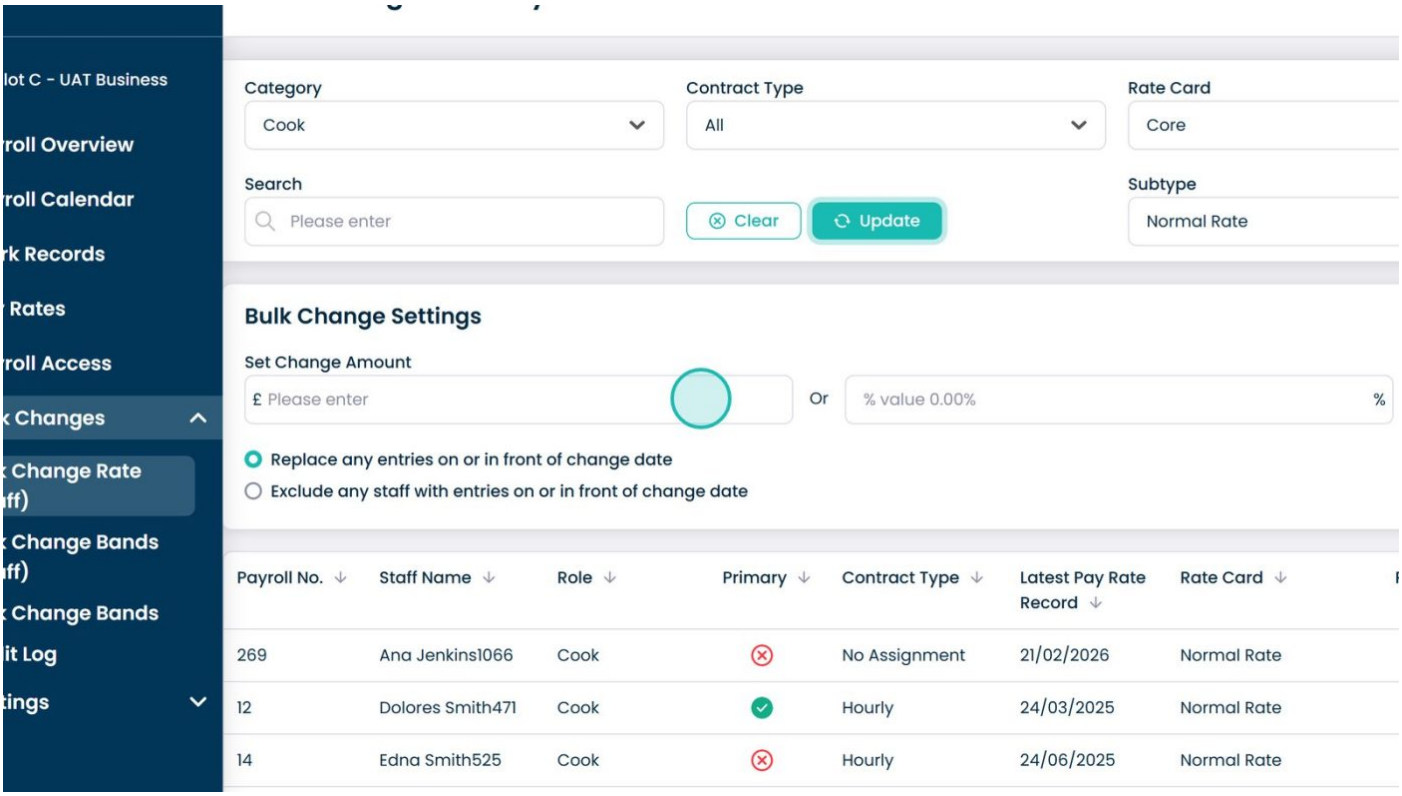
Use the search to refine results further



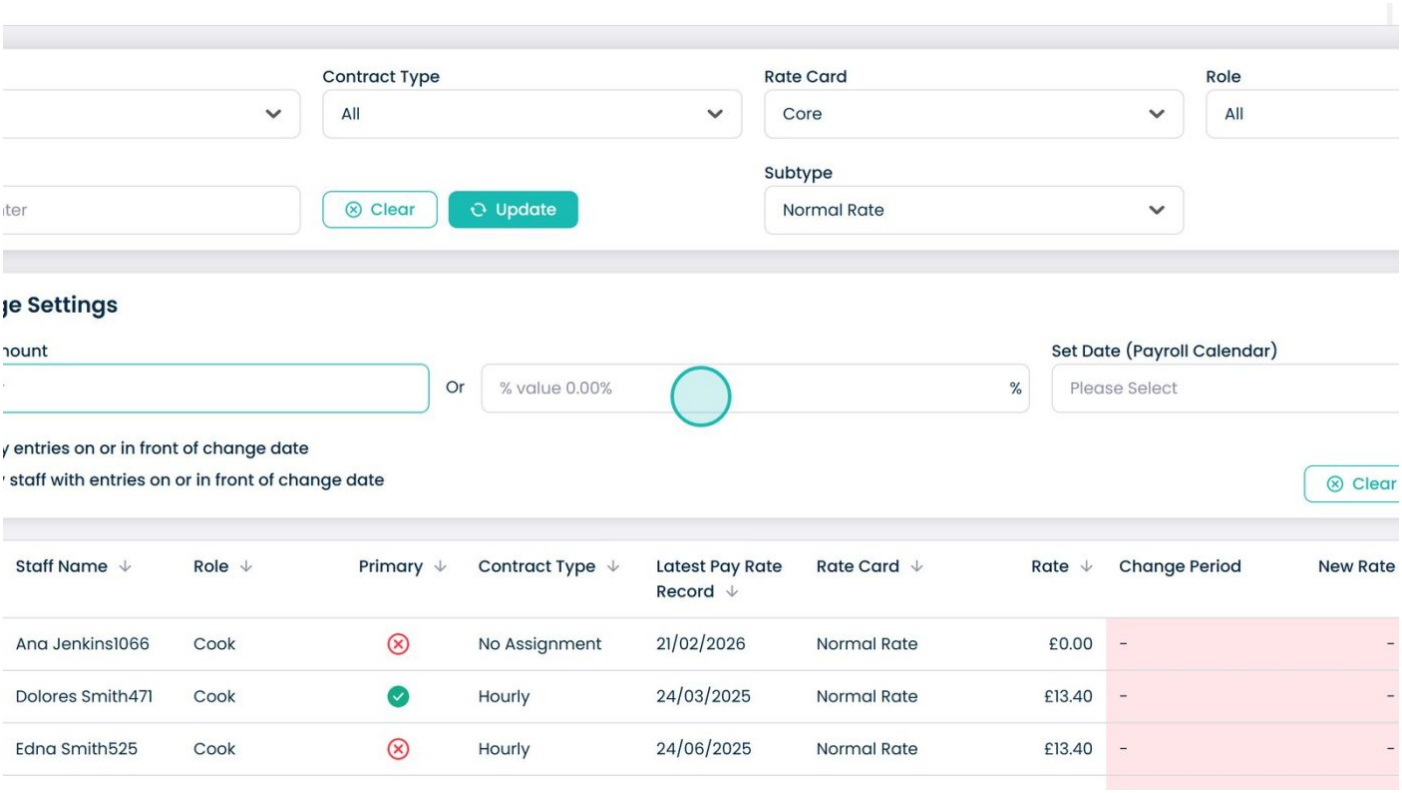
Click Update to apply the filters



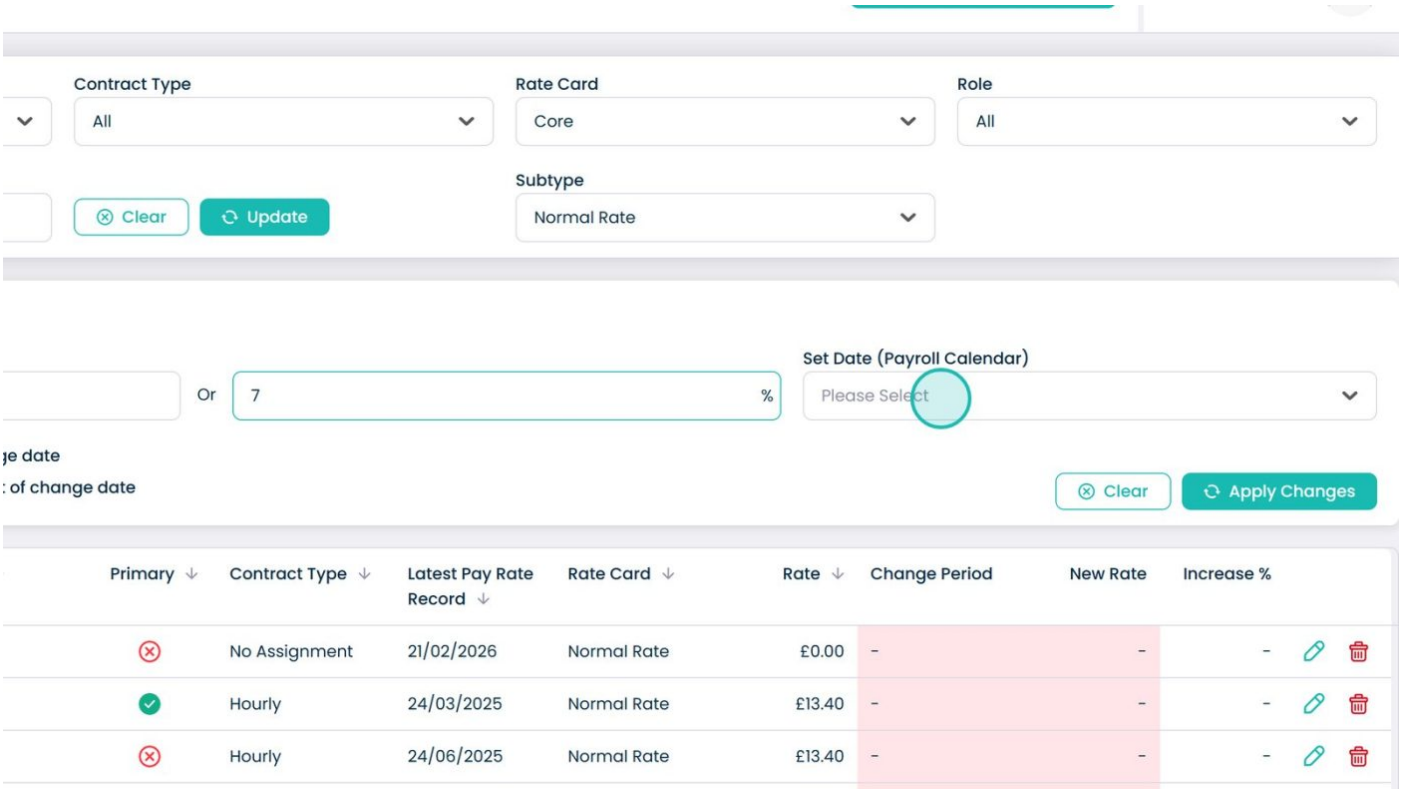
Enter a fixed amount to change rates



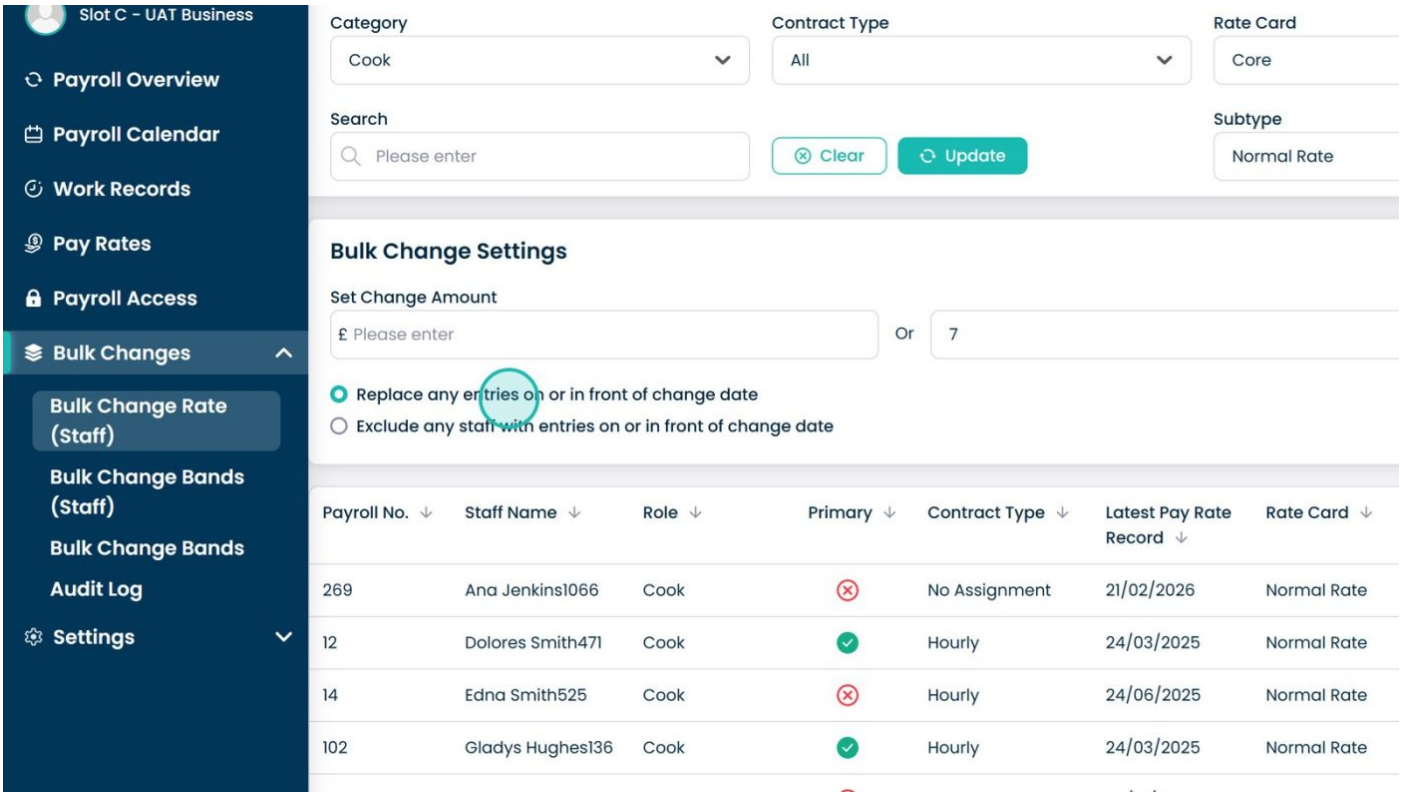
Or use a percentage to adjust rates



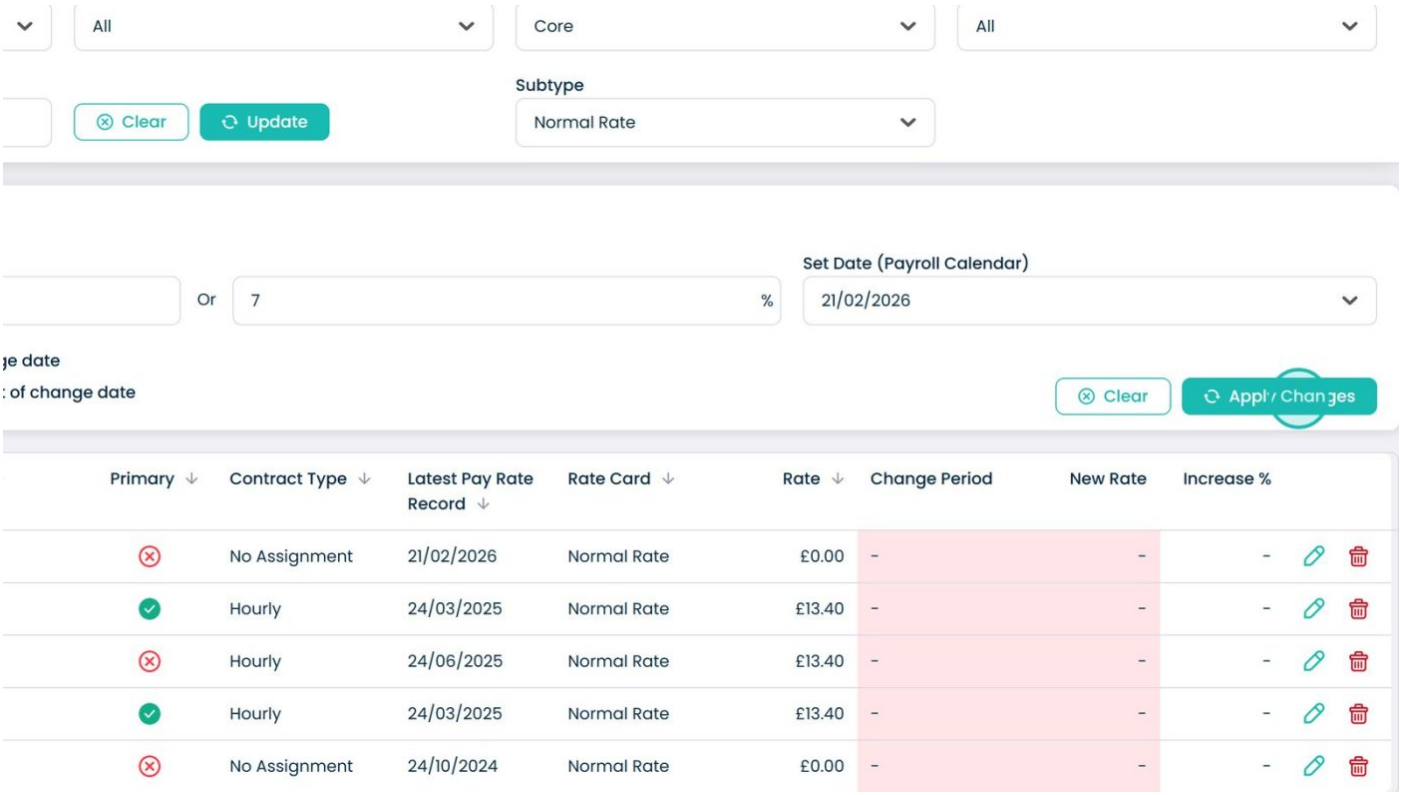
Select the effective date for the new rates



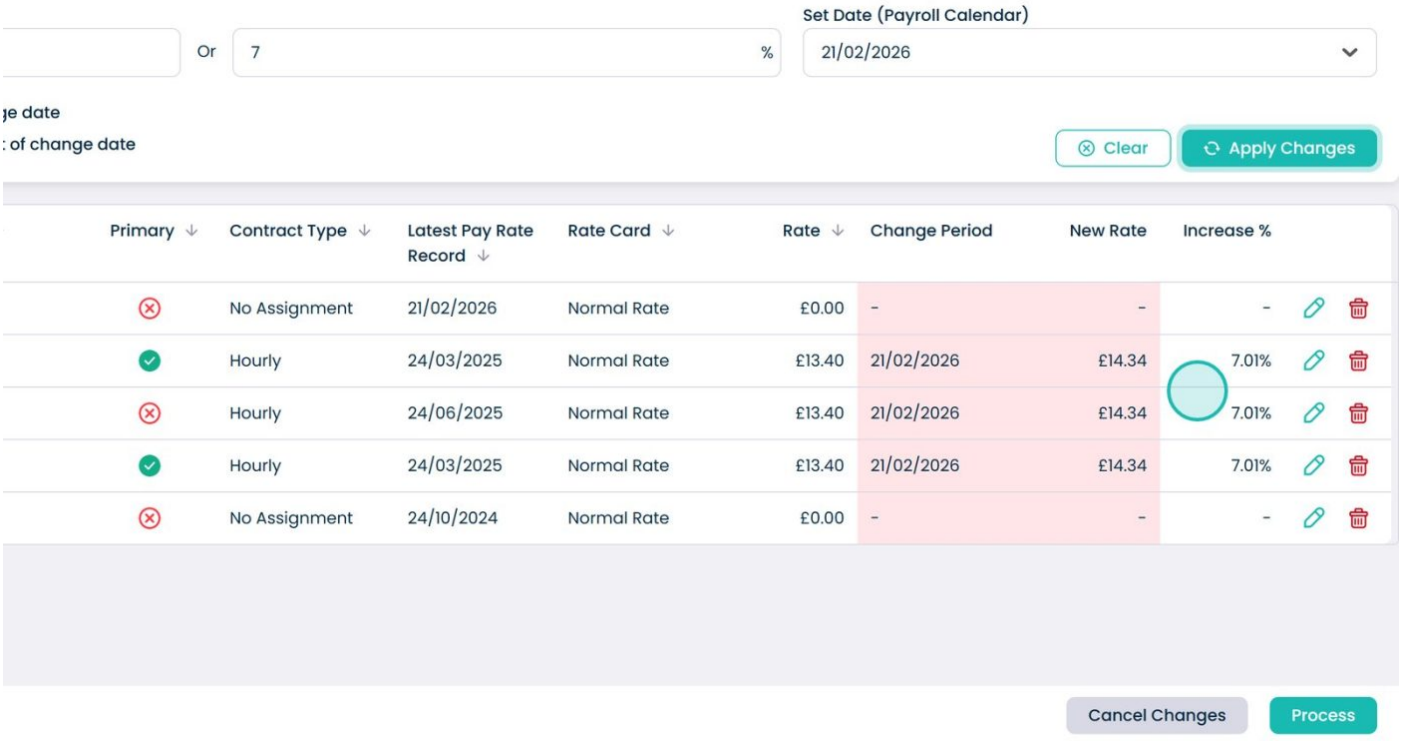
Choose how to handle existing entries around the change date



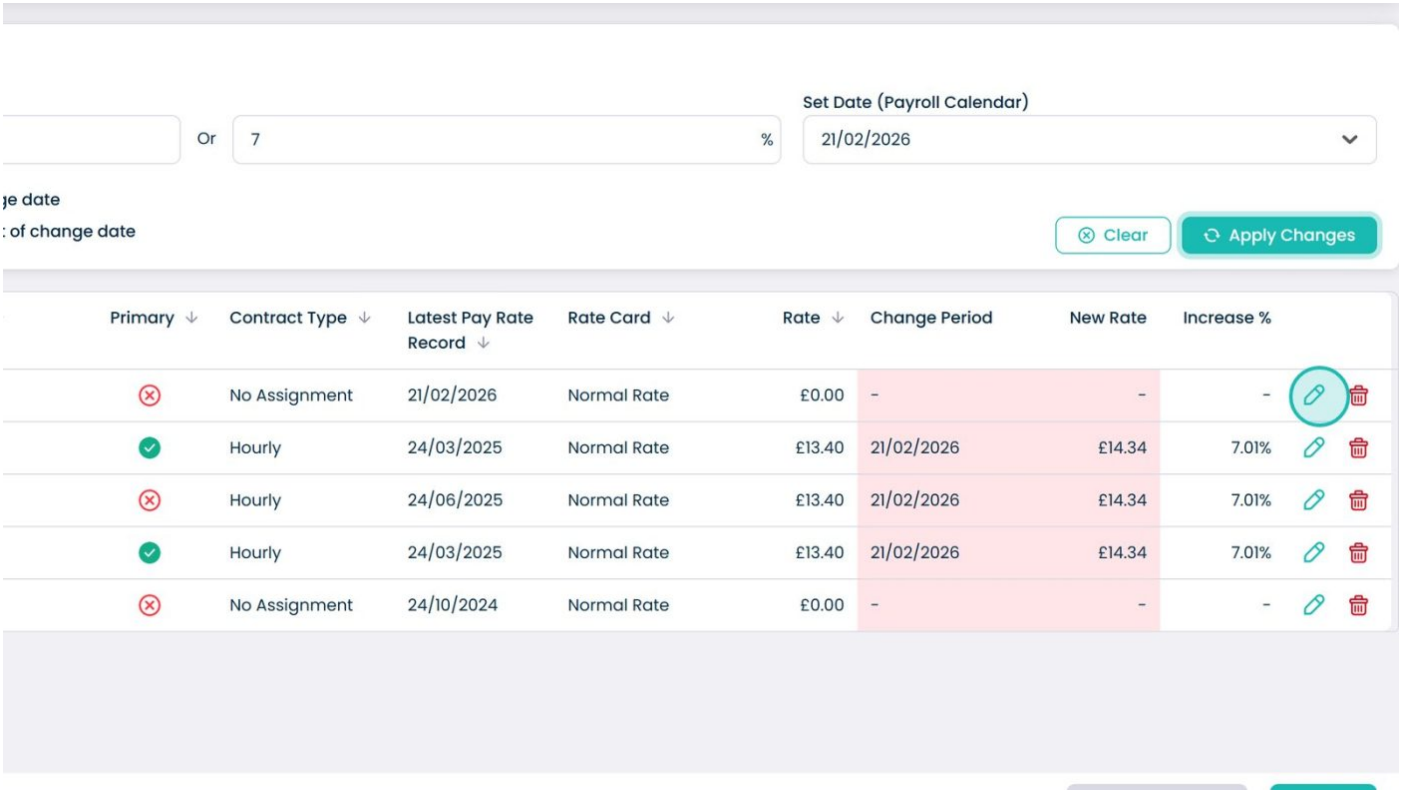
Click Apply Changes



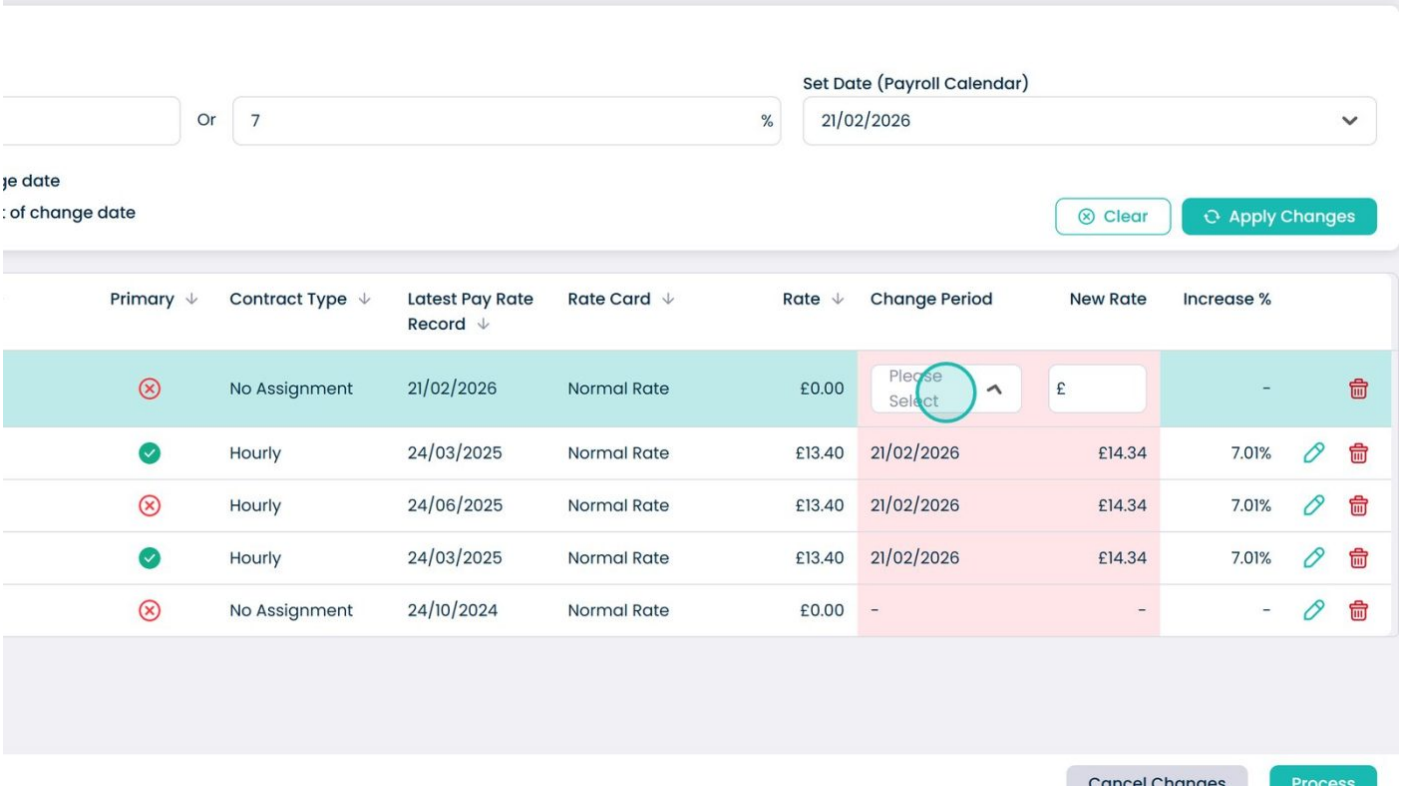
Review the new rates and percentage changes



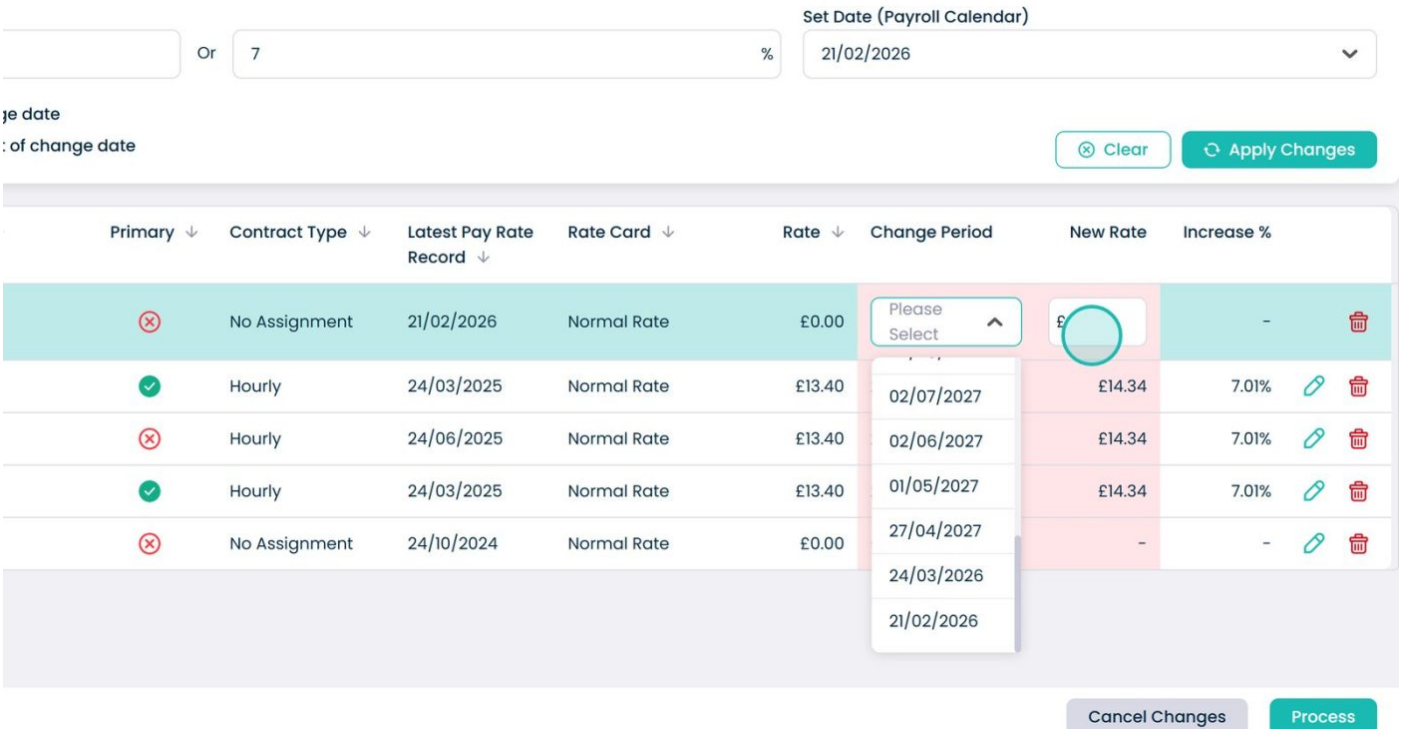
Use the pencil icon to adjust individual staff if needed



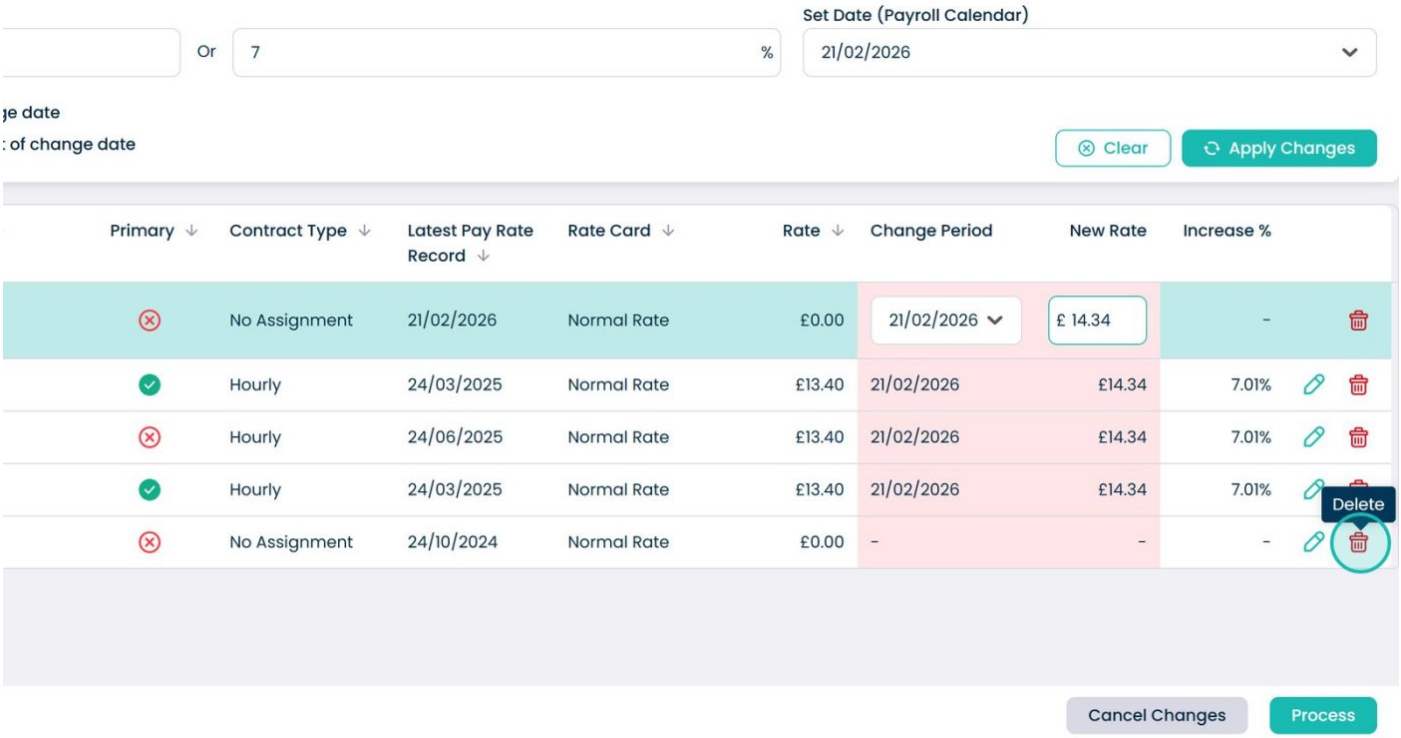
Select a different change period if required



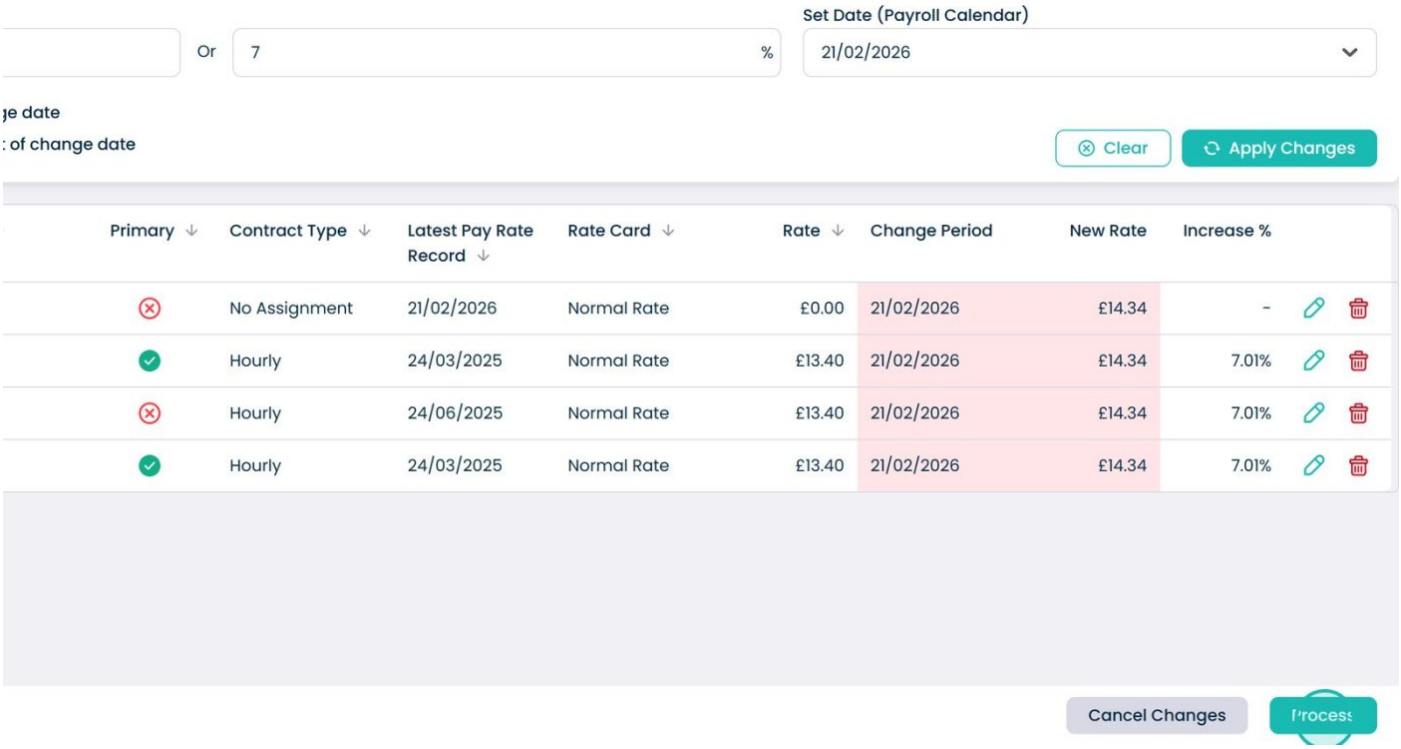
Enter specific rates if required

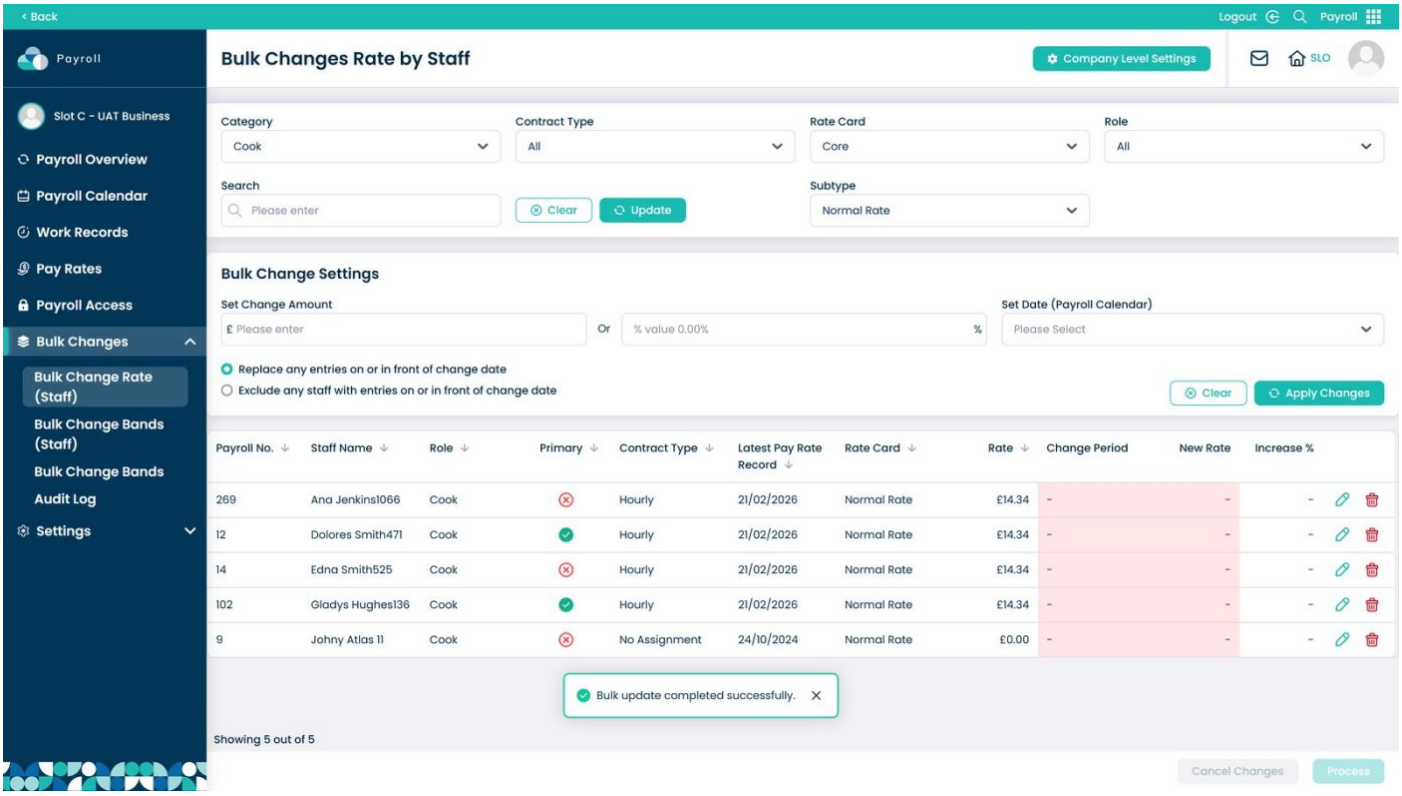


Remove staff using the bin icon if needed



Click Process to apply the changes





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- Normal

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