How to Create and Modify a Pay Band

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How to Create and Modify a Pay Band



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This guide explains how to create and manage pay bands within the Payroll app in Care Control Cloud. Pay bands allow you to define how staff are paid across different roles, including base rates, holiday rates, and salary options. You can also configure advanced pay rules such as incremental increases, shift-based indicators, day-specific rates, date-specific overrides (e.g. bank holidays), and break payment settings.

The Pay Band Builder provides a flexible way to structure pay, ensuring accuracy and consistency across your organisation. It also allows you to apply different pay conditions depending on time, role, or specific working scenarios, helping you reflect real-world payroll requirements.

By following this guide, you will learn how to:

- Create new pay bands for specific roles
- Define base, holiday, and salary rates
- Apply incremental increases using percentages or fixed amounts
- Configure shift indicators such as overtime or enhancements
- Set different pay rates by day or specific dates
- Manage how breaks are paid across shifts

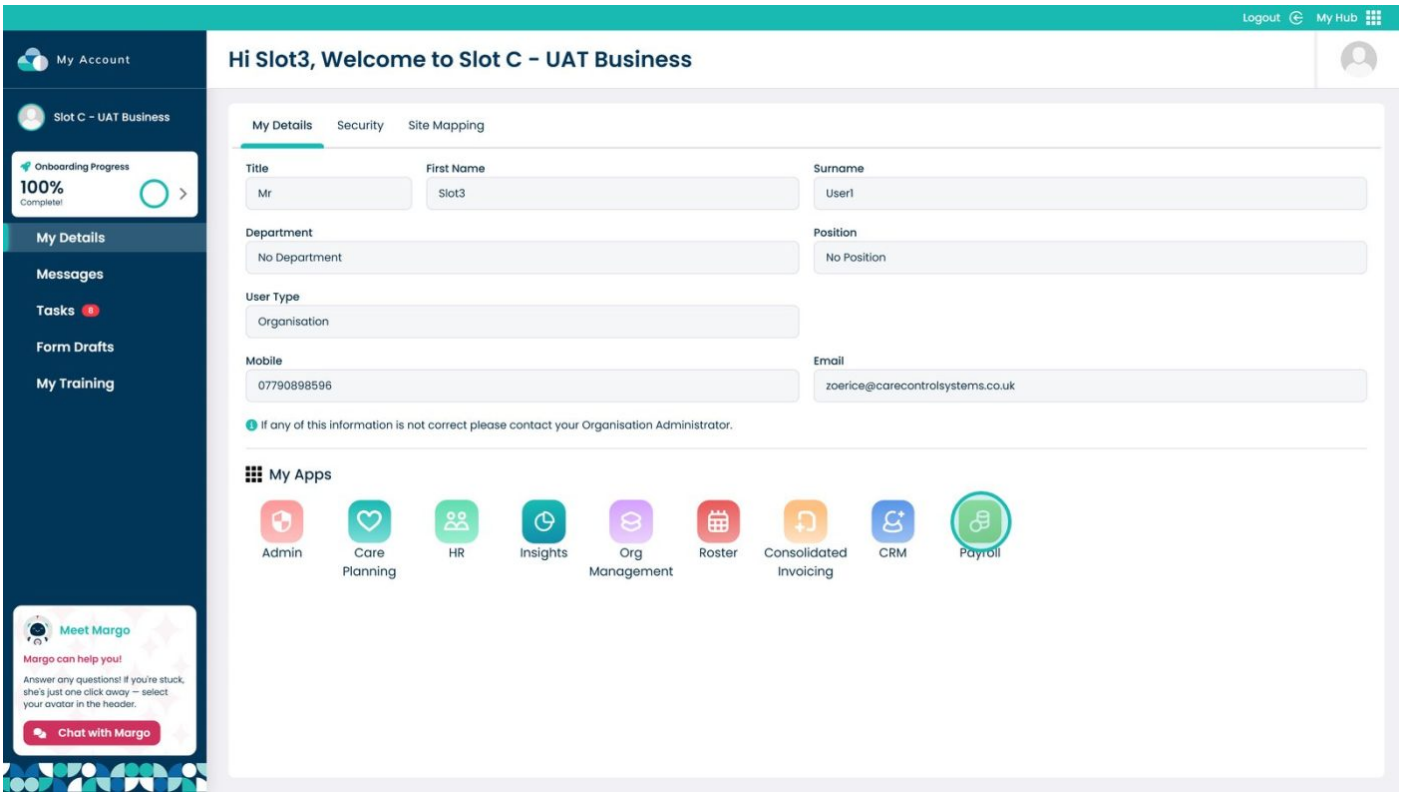
This process ensures that payroll calculations are automated, consistent, and aligned with your organisation’s pay structure.

Interactive Guide

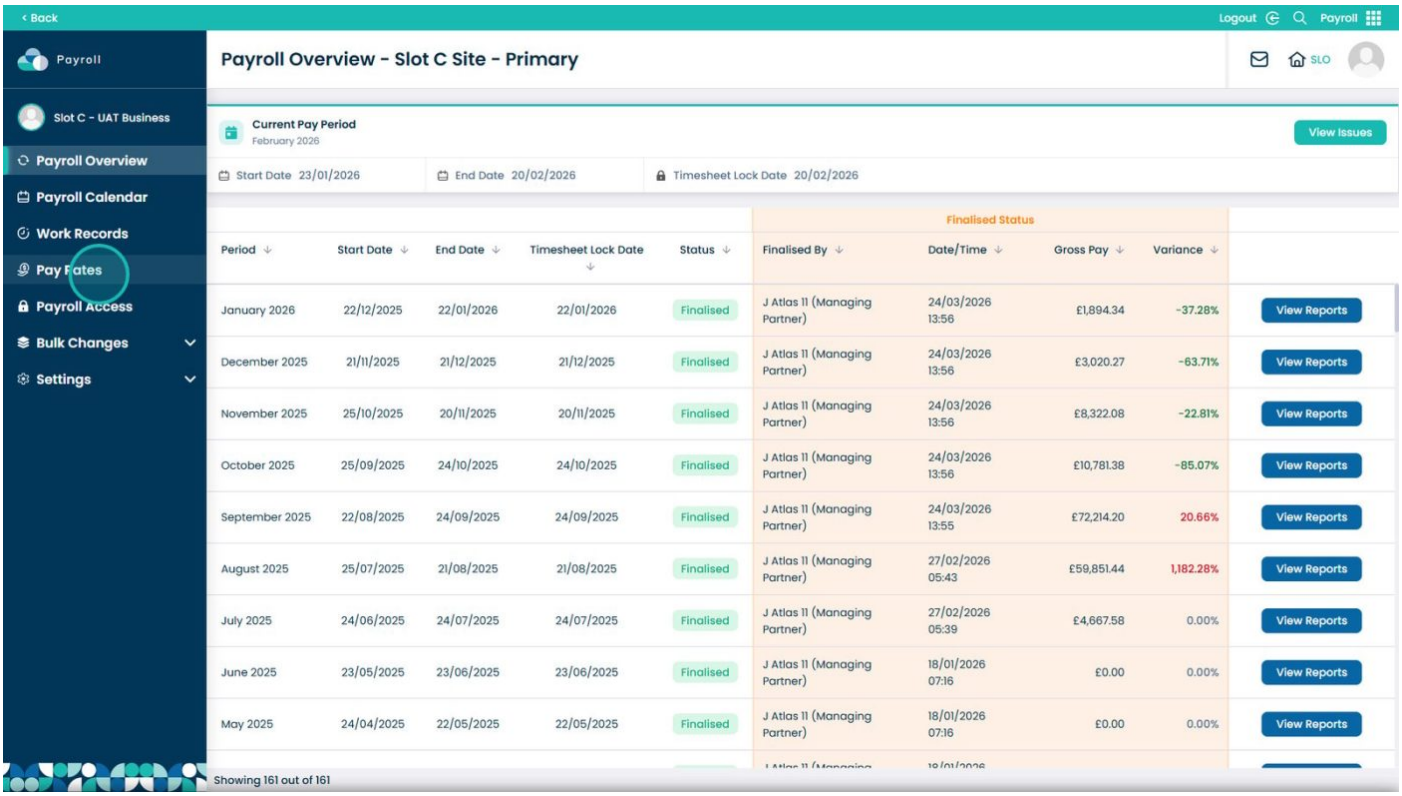
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Text based guide

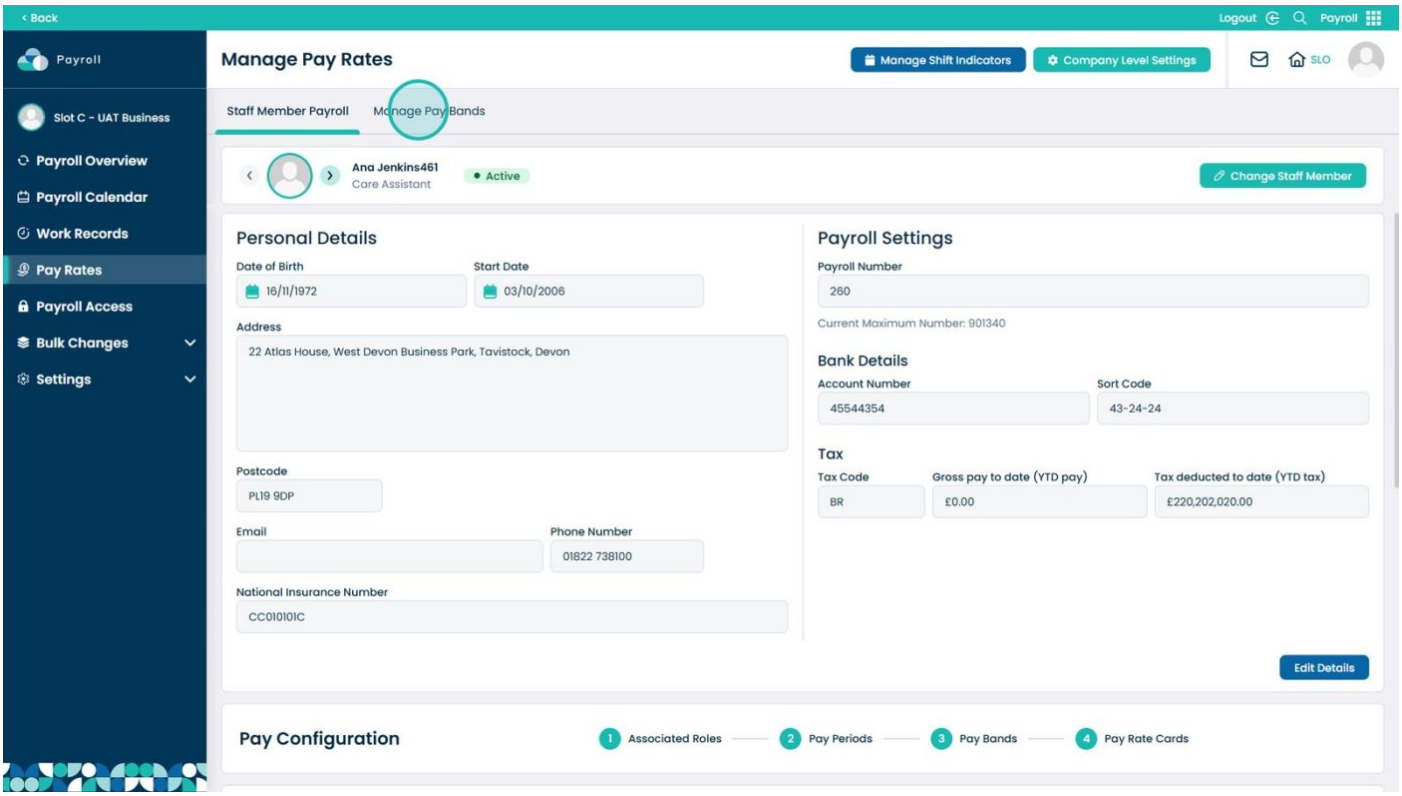
Enter the Payroll App



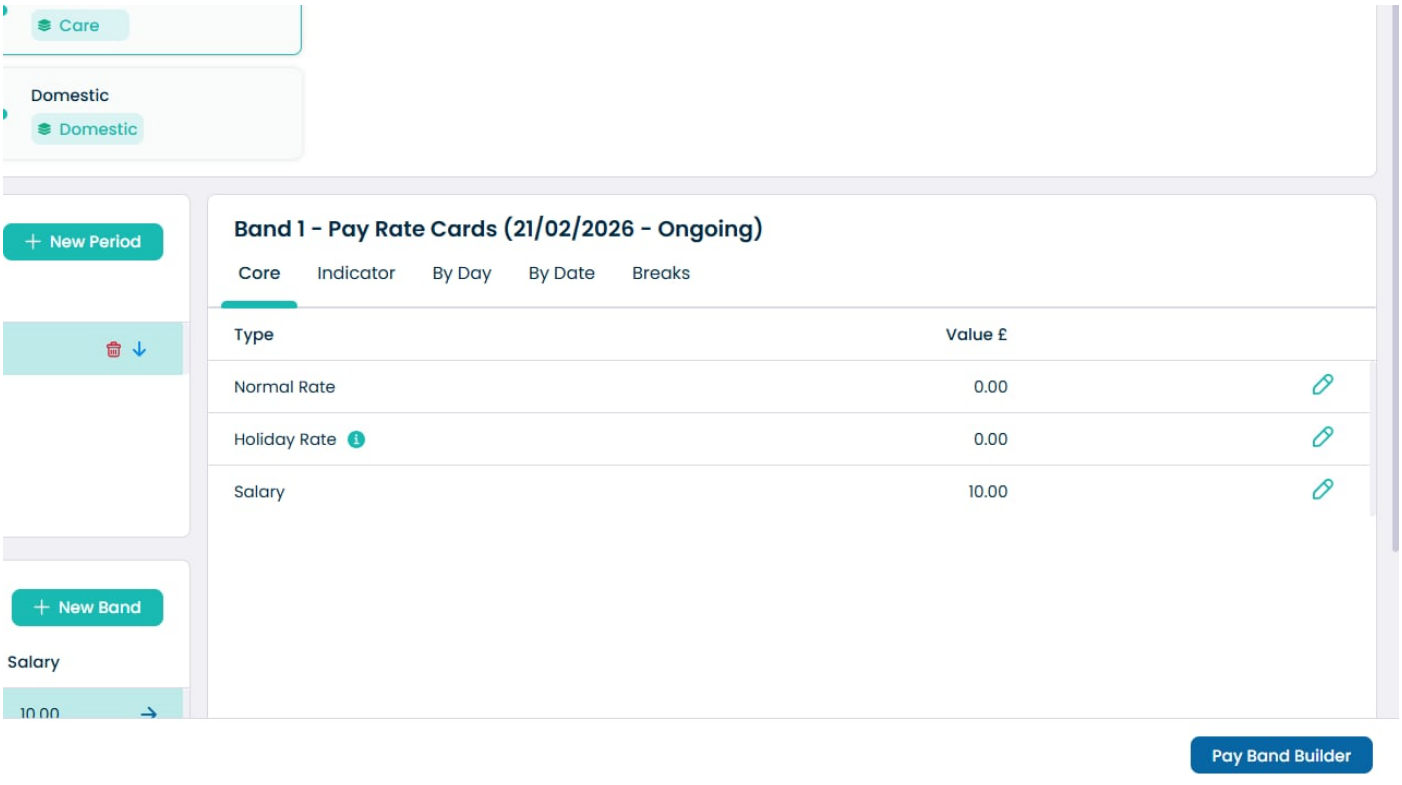
Open Pay Rate from the left-hand menu



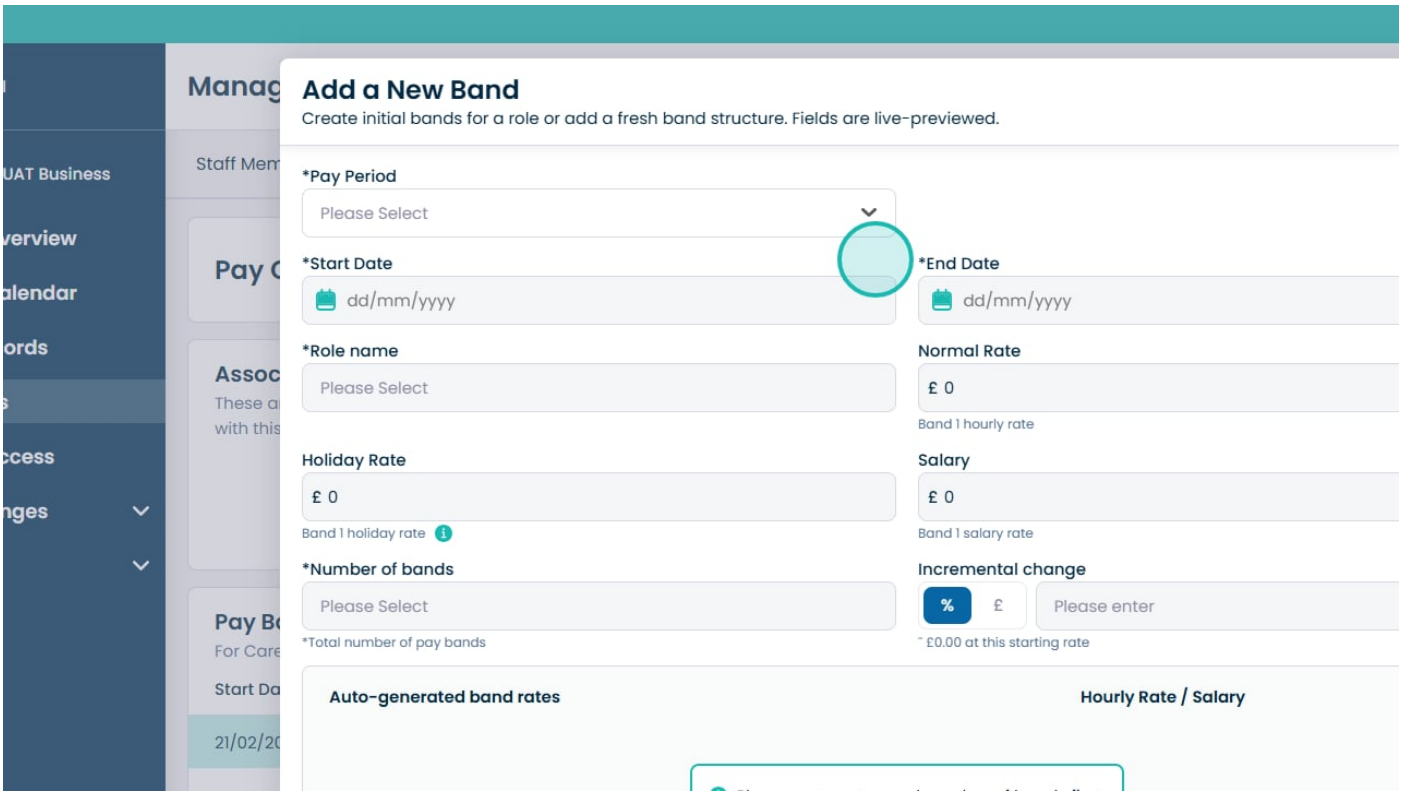
Select Manage Pay Bands



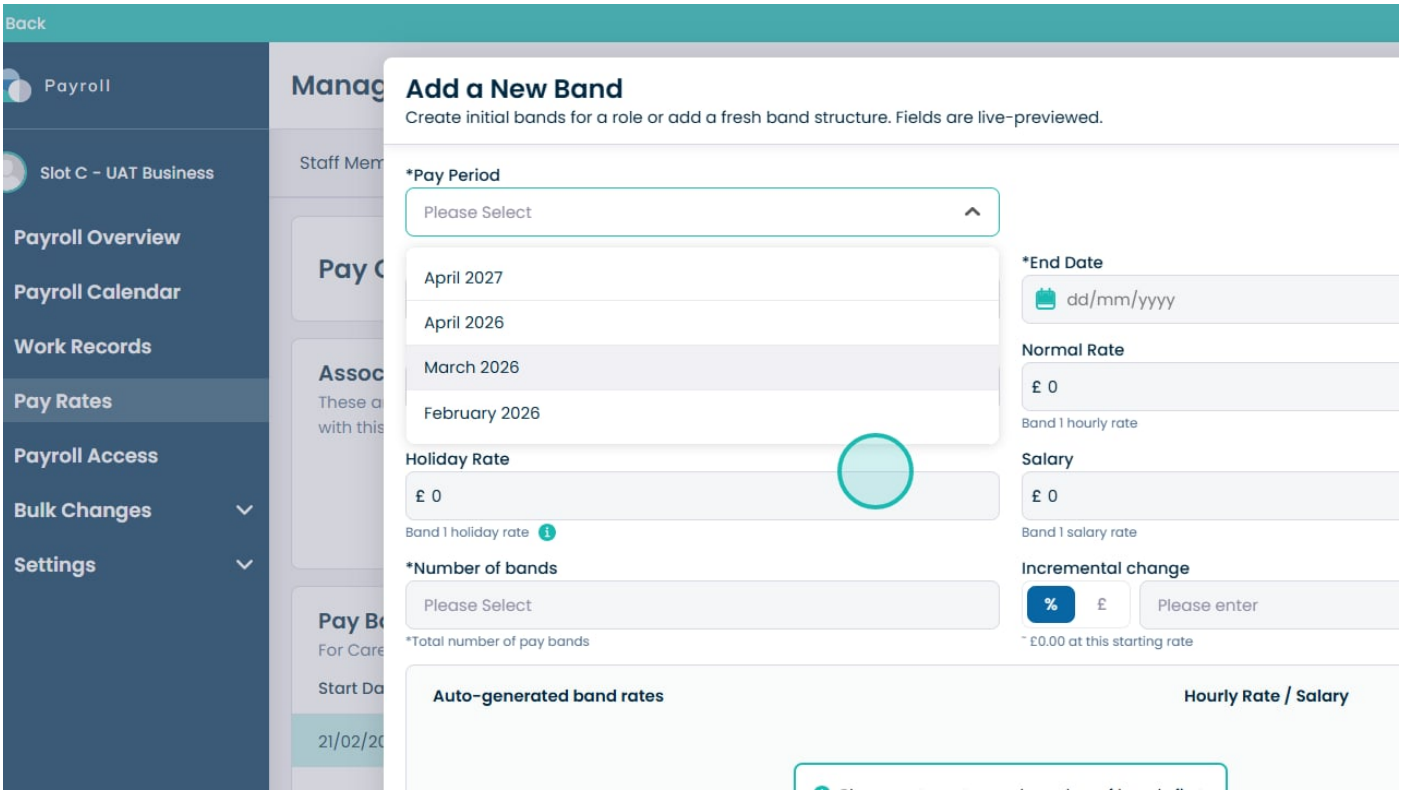
Open Pay Band Builder



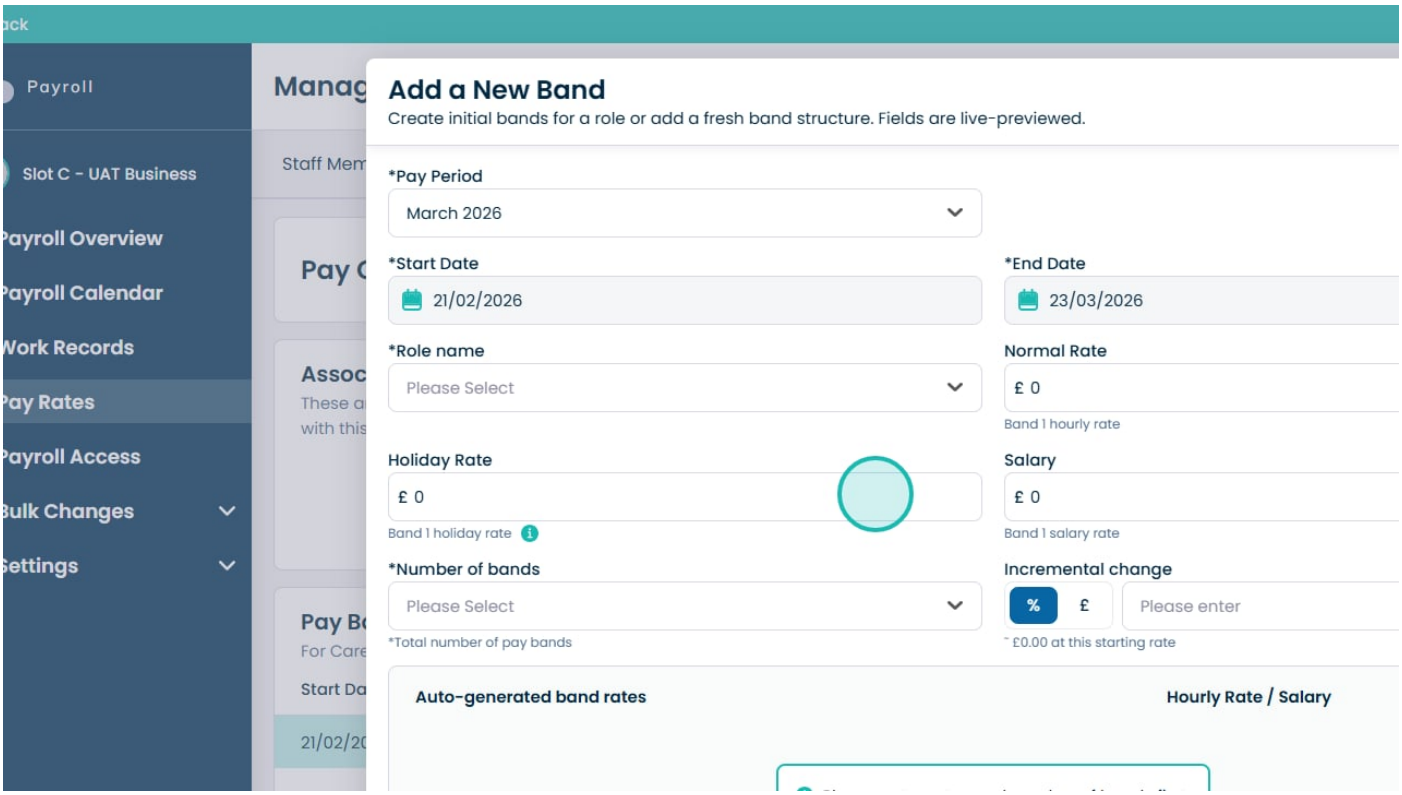
Select the pay period



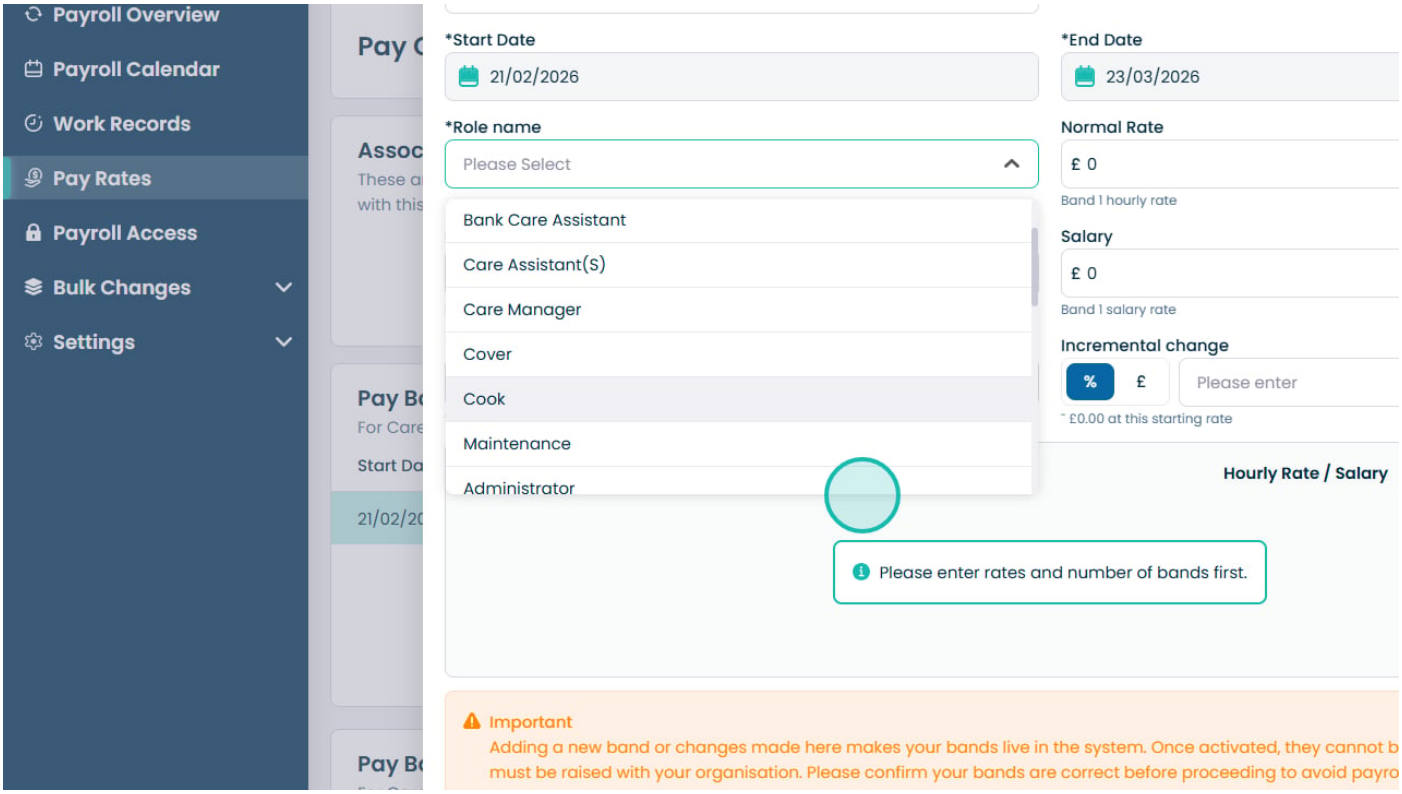
Choose when the pay band will start



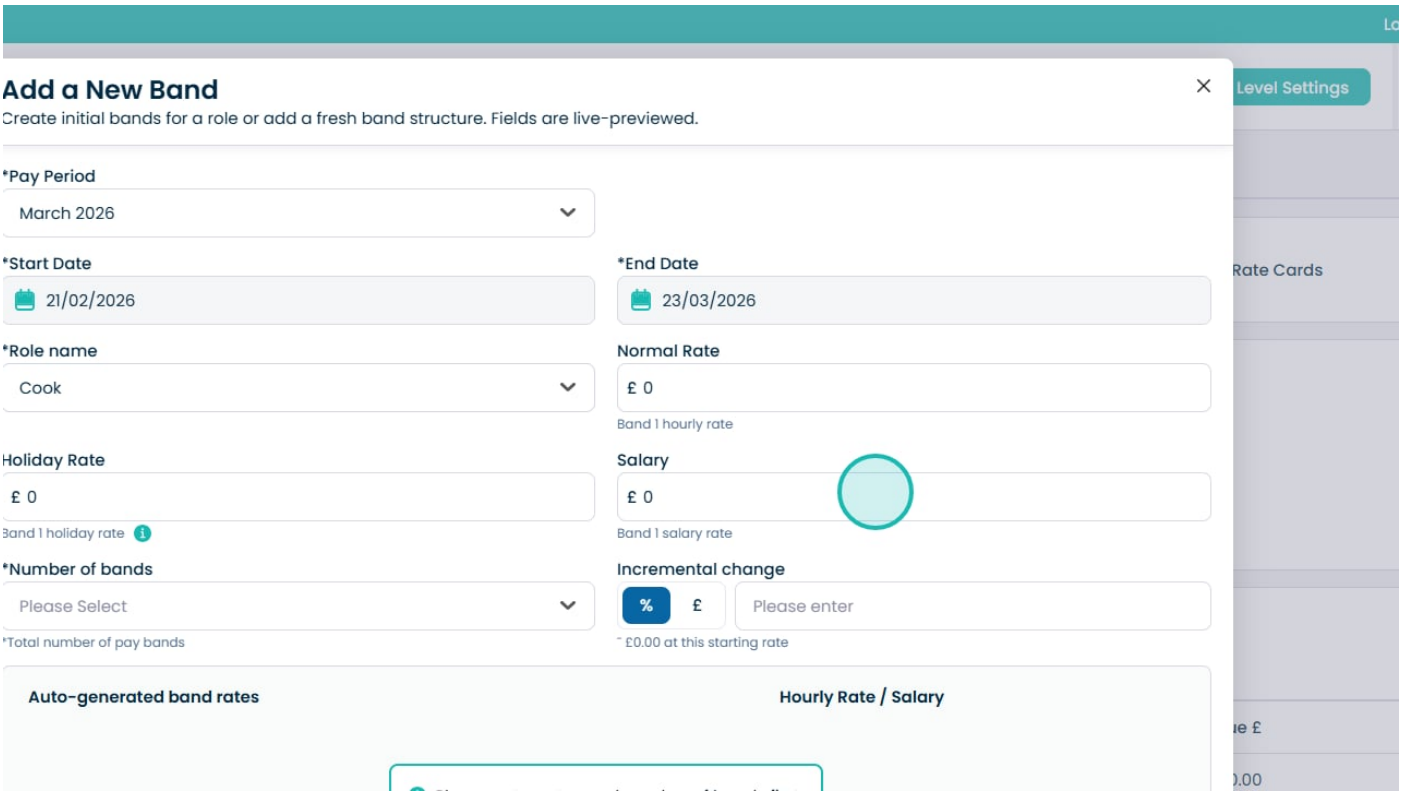
Open the role dropdown



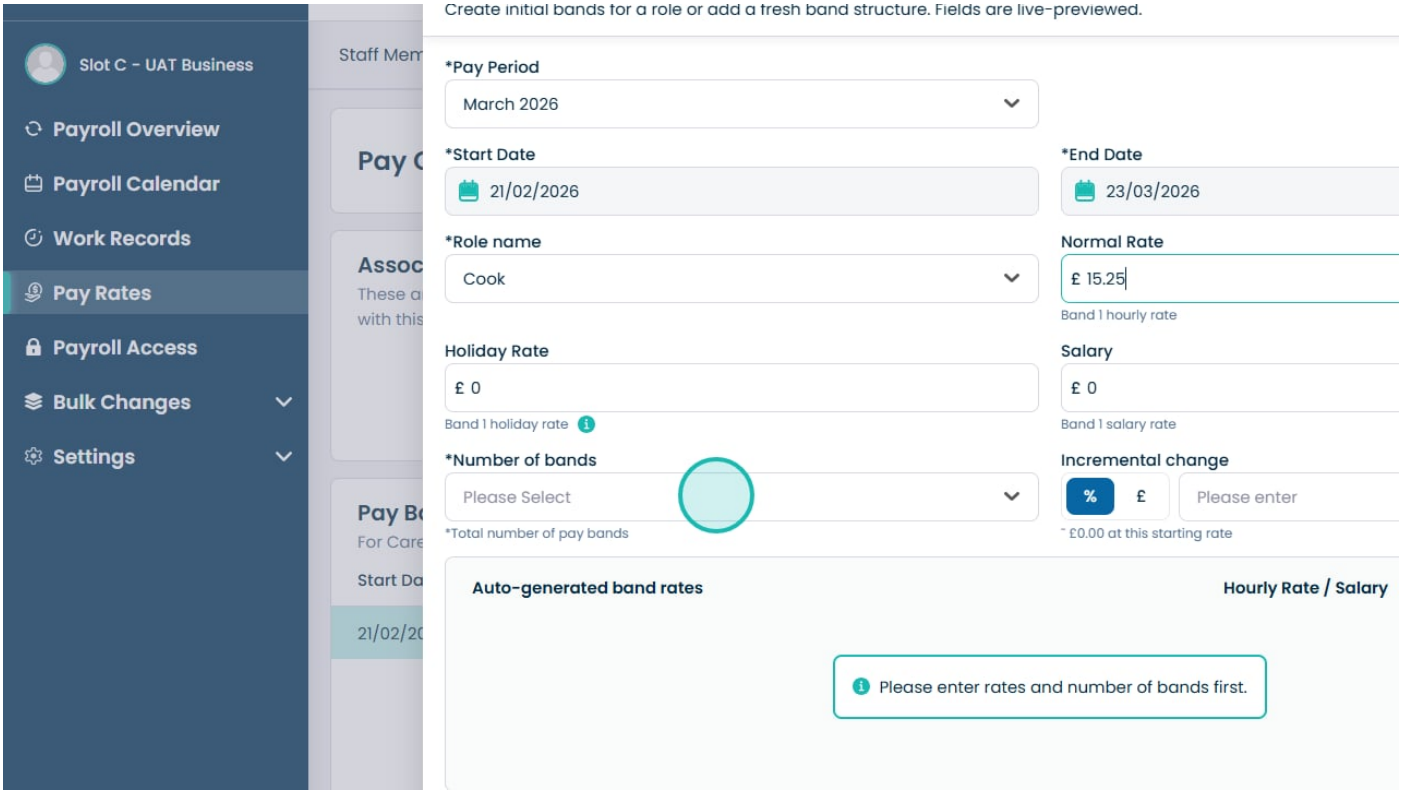
Select the role for the pay band



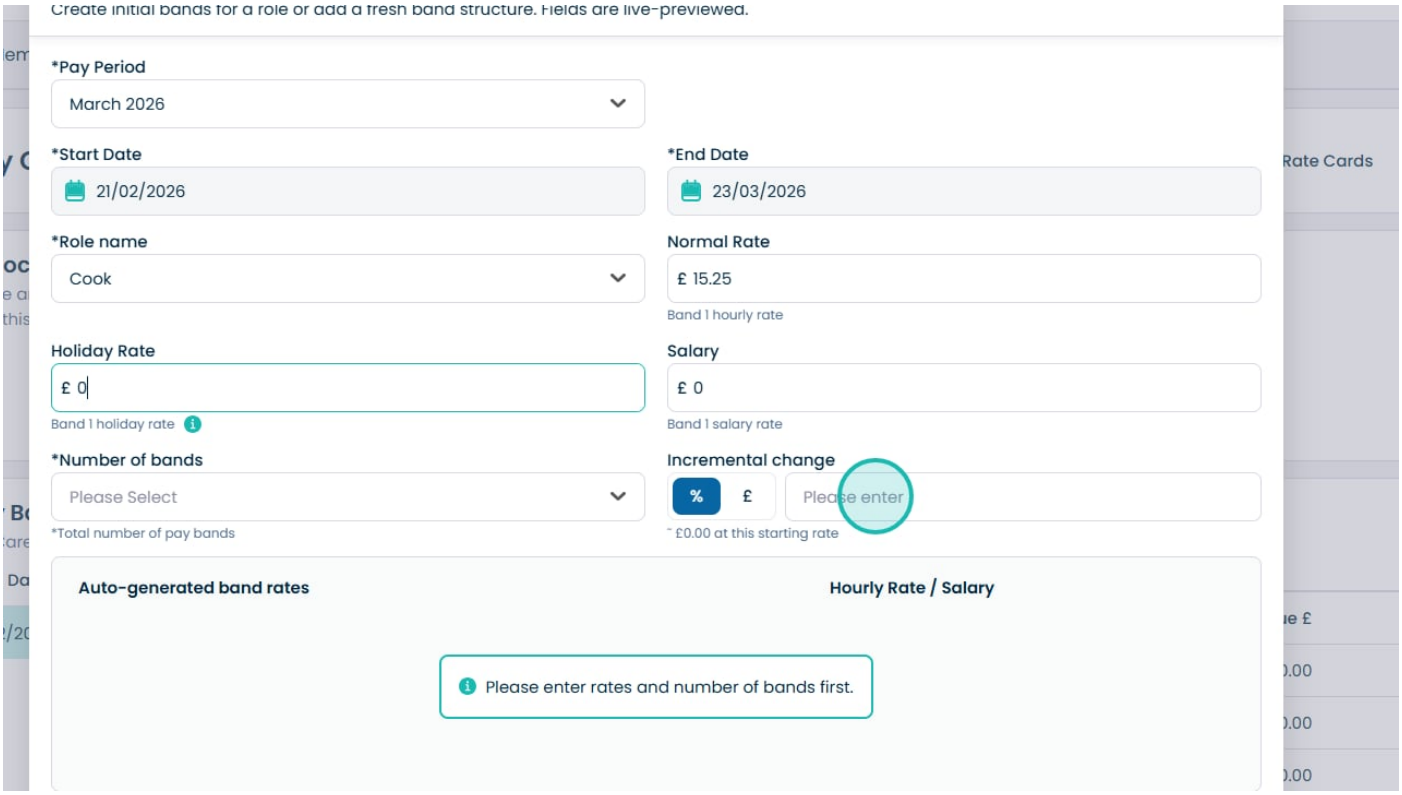
Enter the base (normal) hourly rate



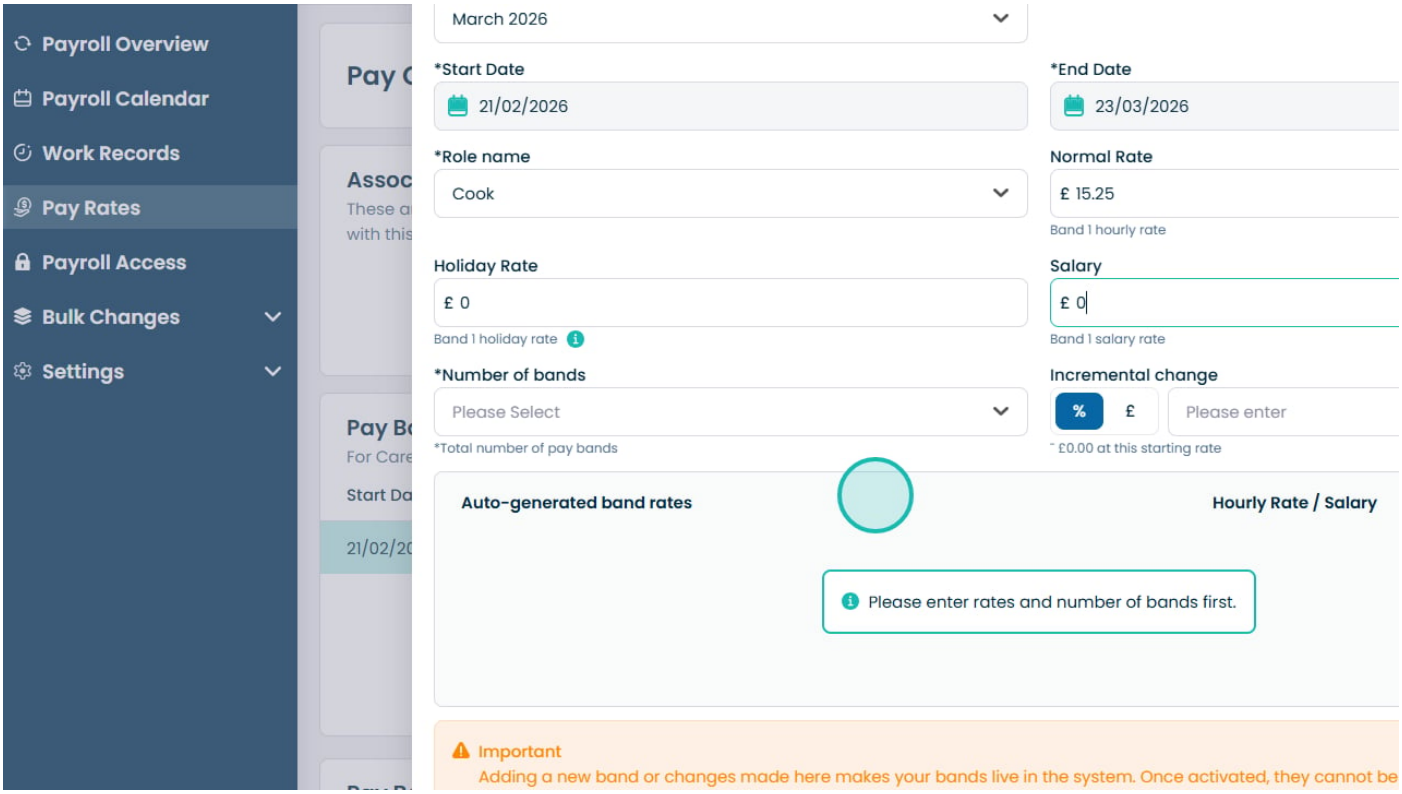
Optional: enter a holiday rate



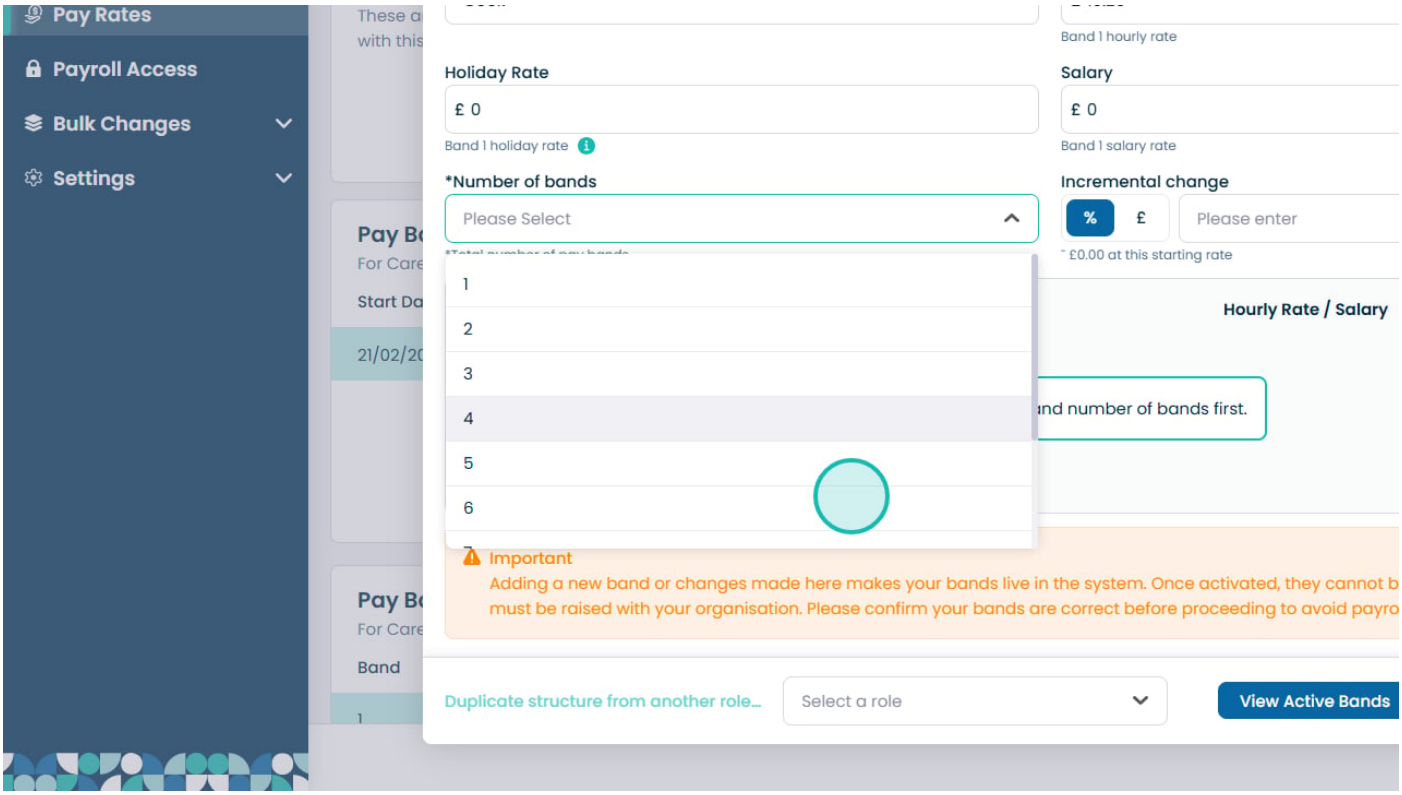
Optional: enter an annual salary



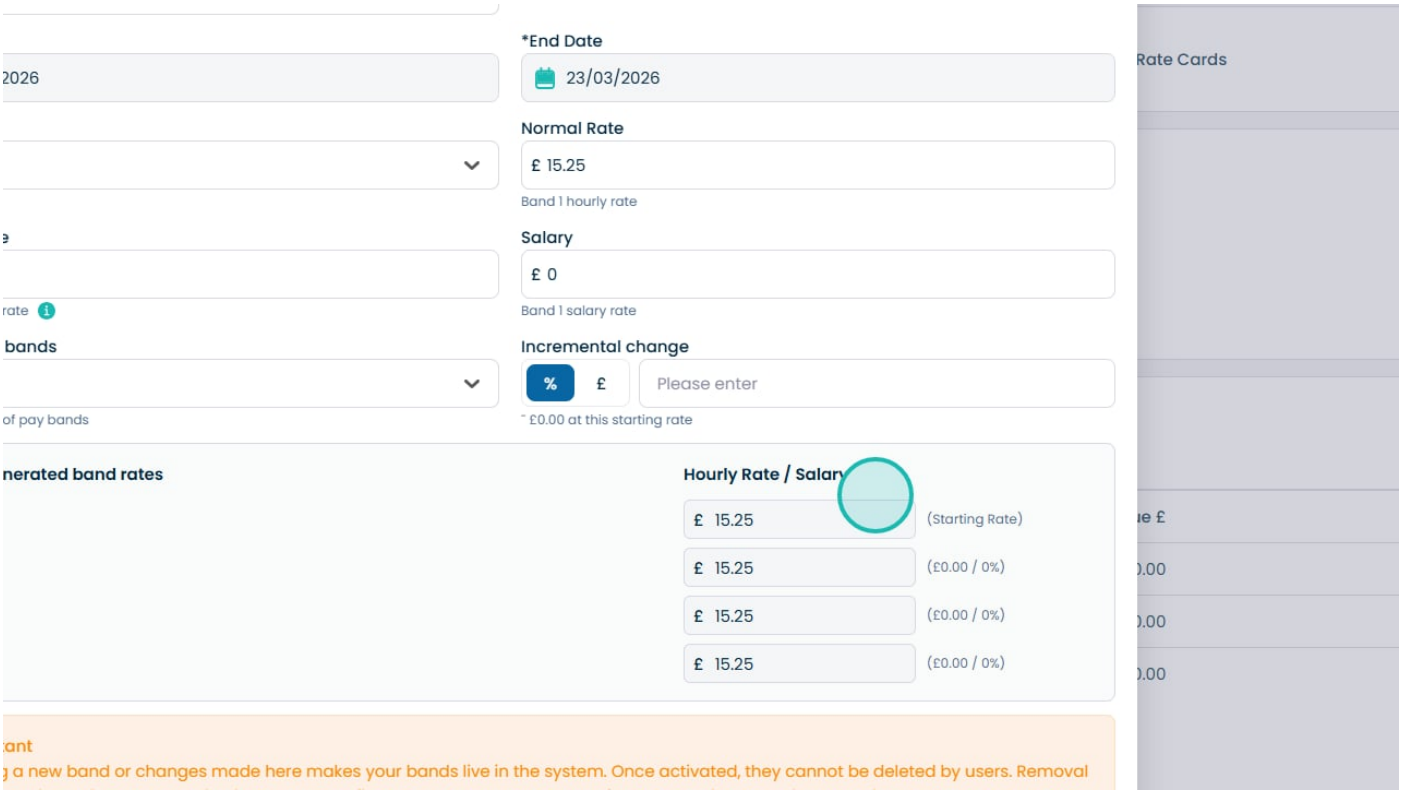
Select the number of pay bands



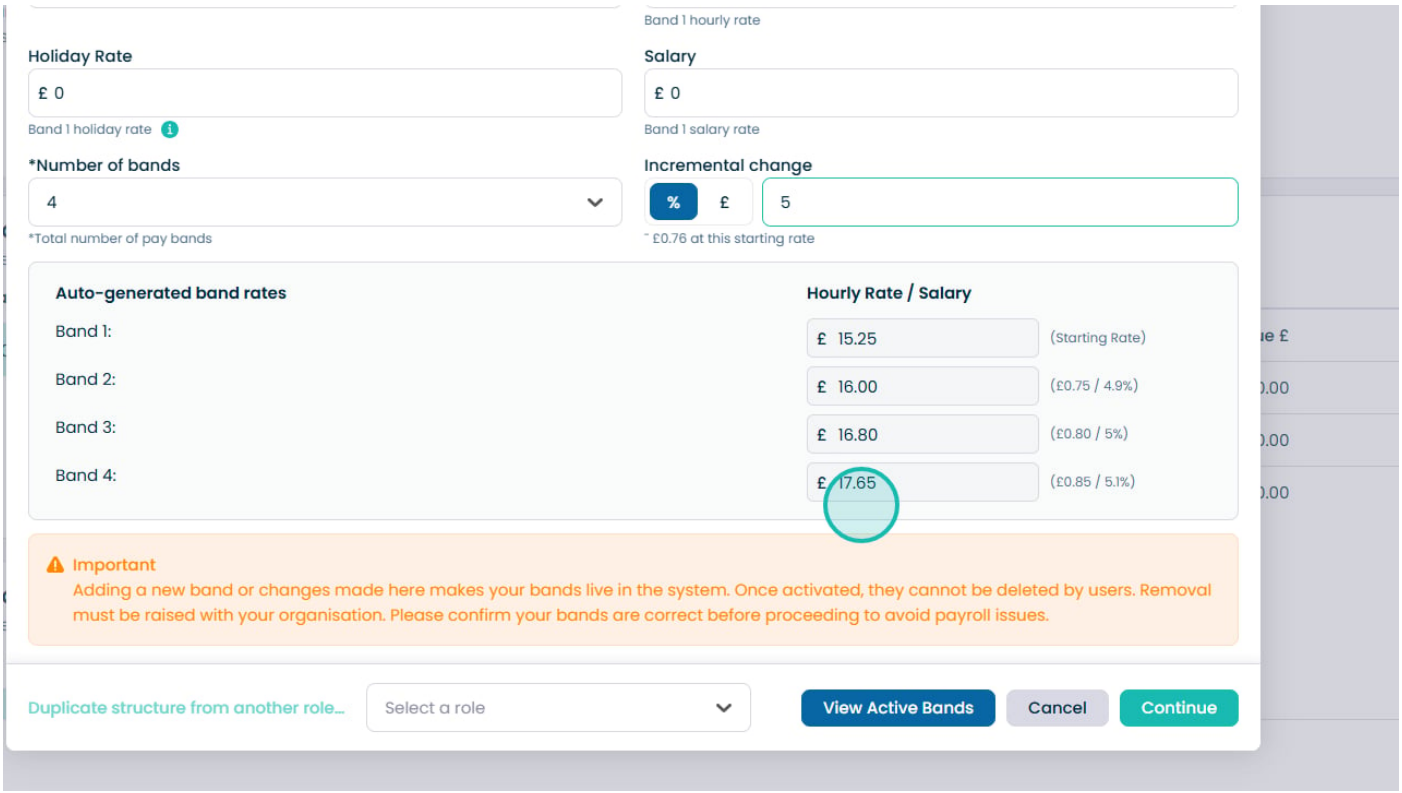
Choose how many pay bands to create



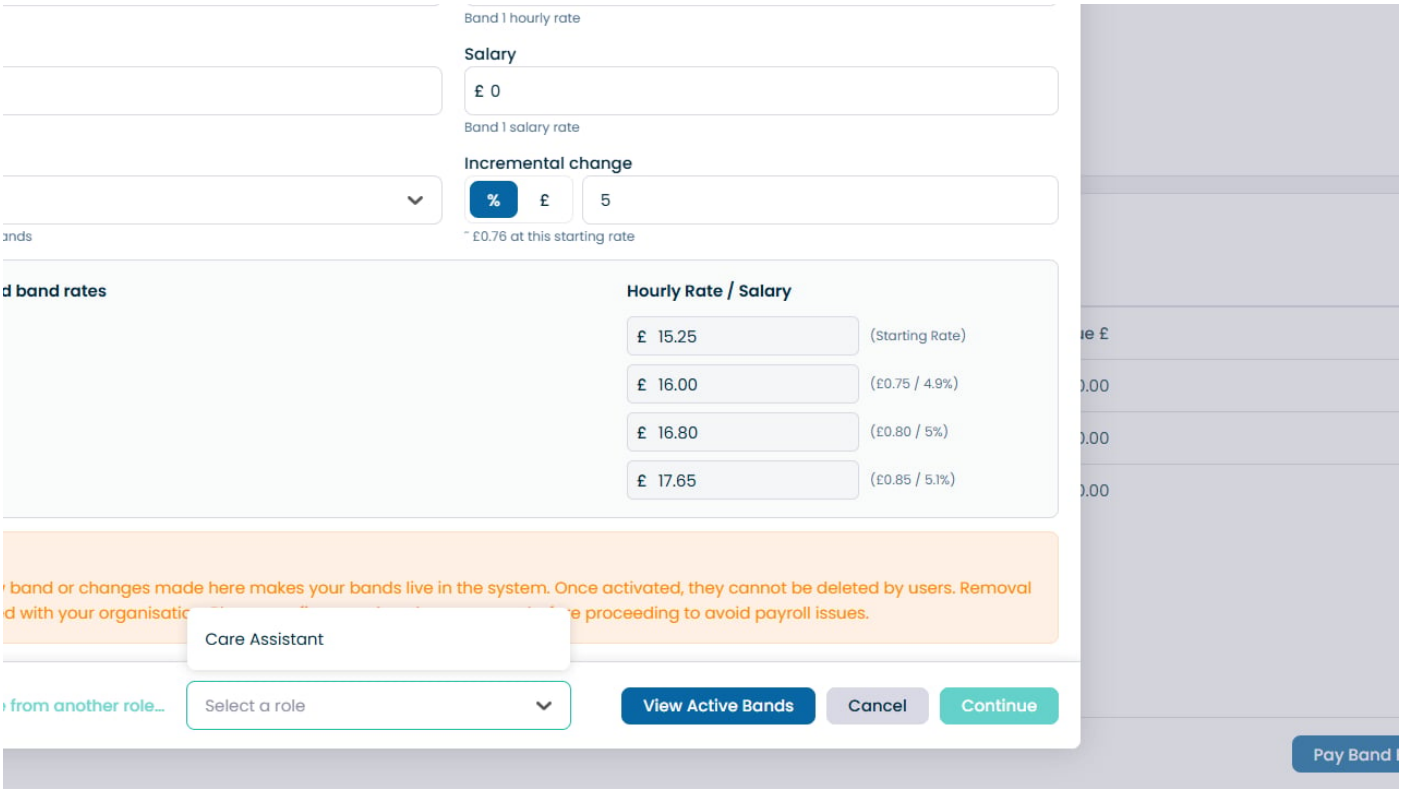
Define how band increments change (percentage or fixed amount)



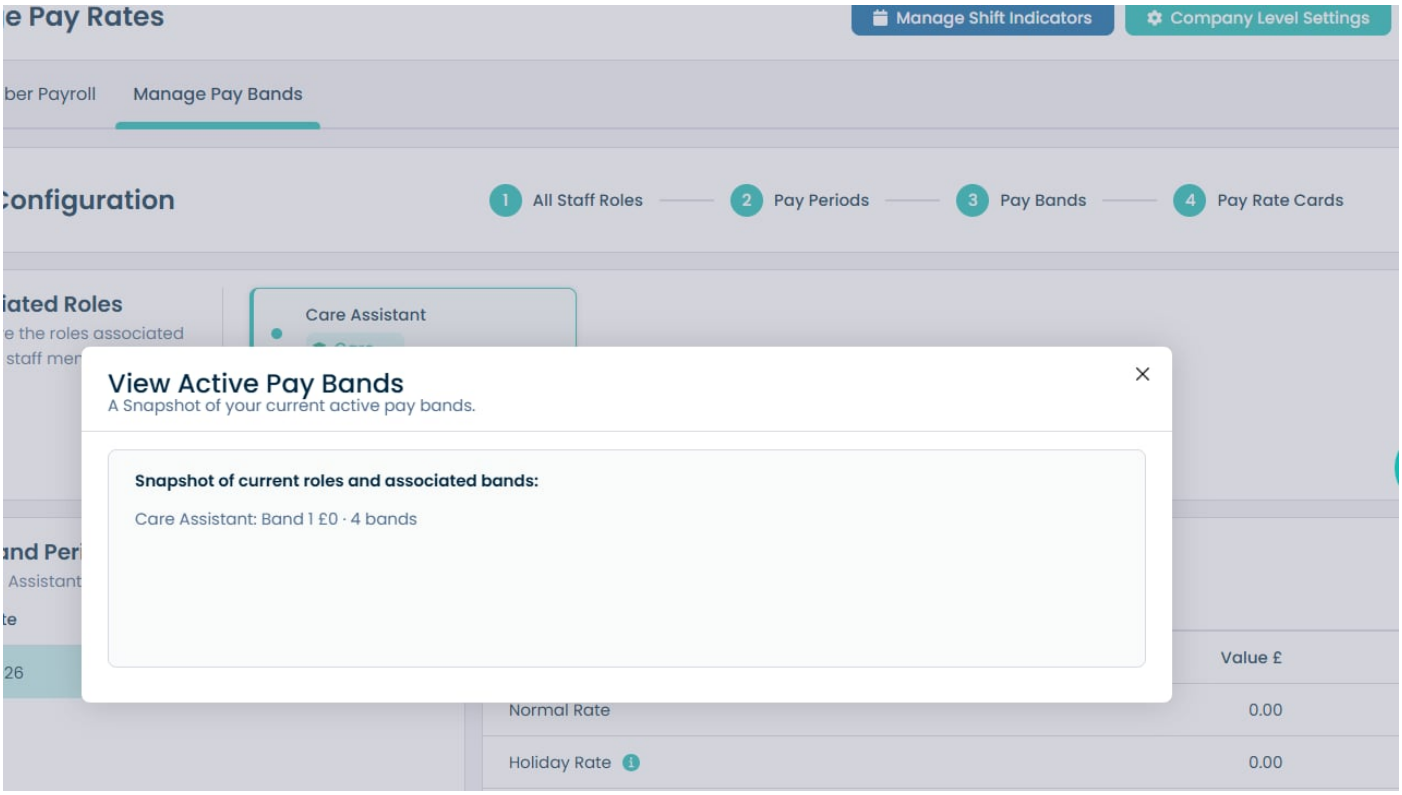
Review automatically calculated hourly rates



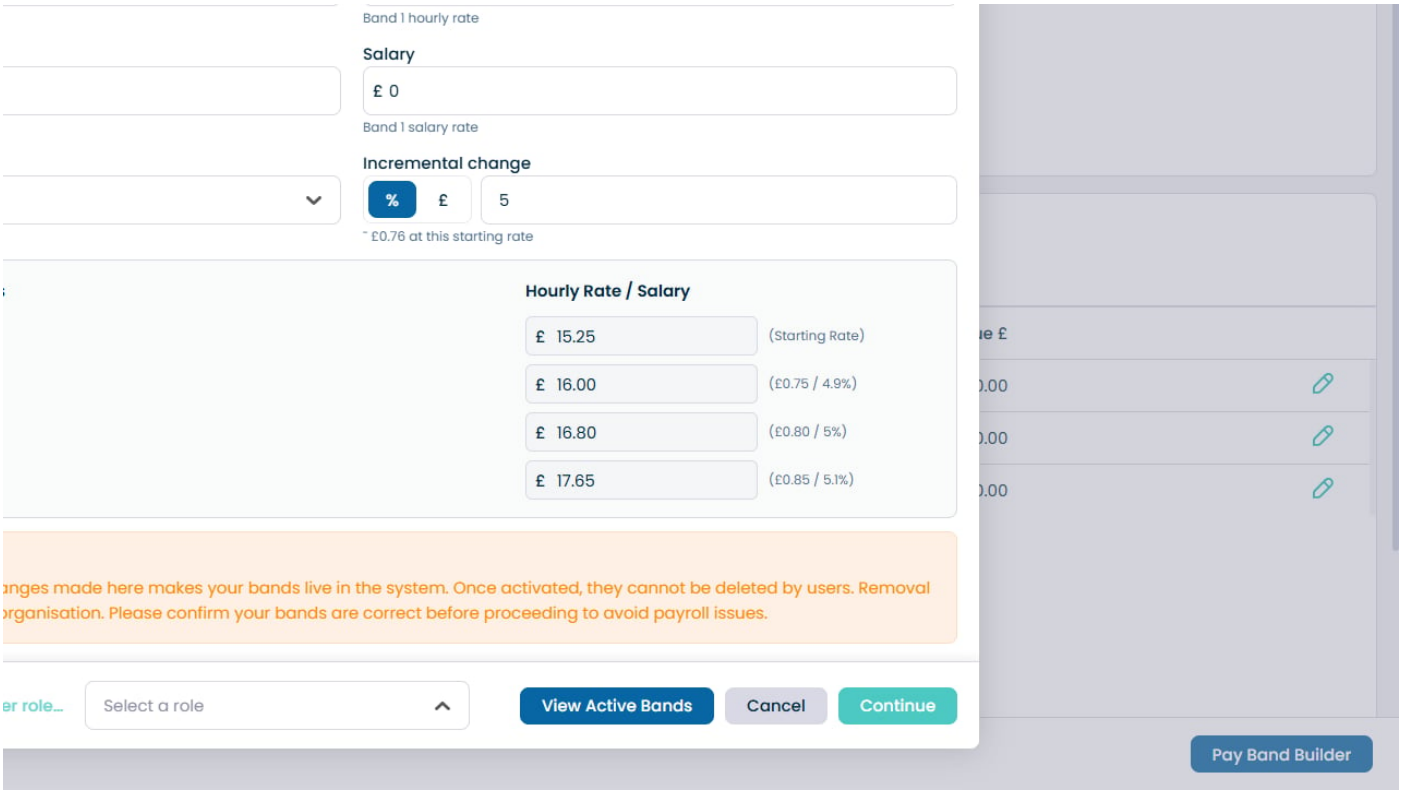
View current active pay bands



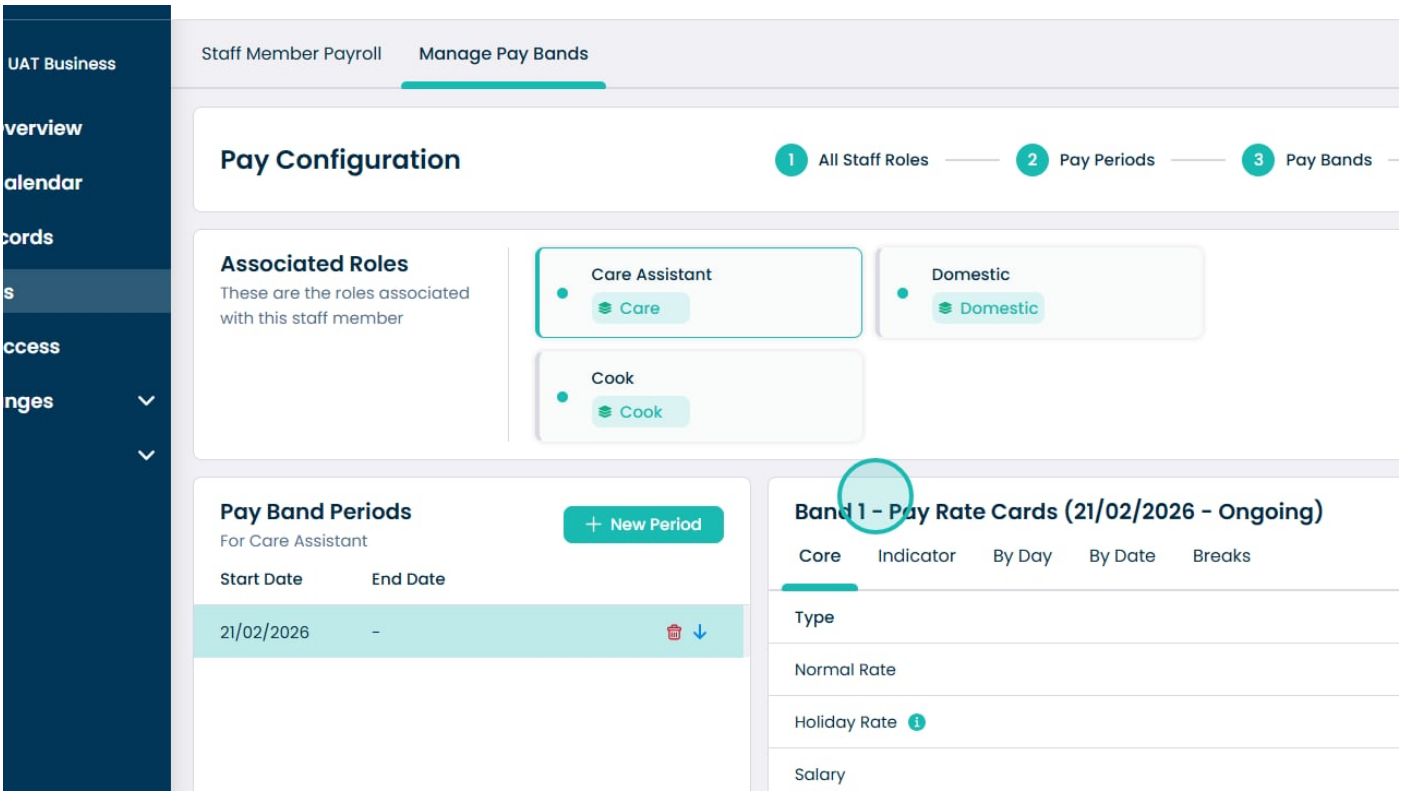
Close the preview window



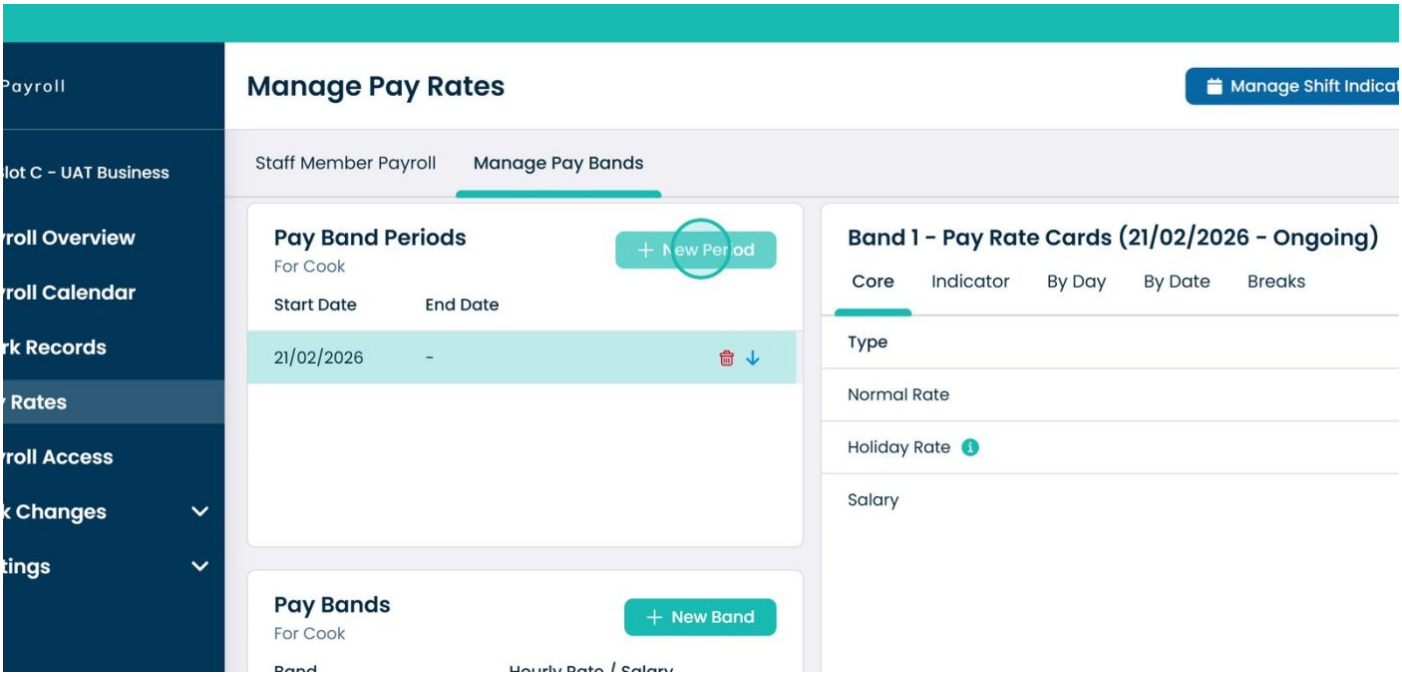
Click Continue to create the pay bands



Select the role you created the band for



Create a new pay band period



Choose increase or decrease (percentage or amount)

Enter the rate change

Select the effective start date

Choose when the new period starts

Apply the changes

Create a new pay band

Choose how the band changes (percentage or fixed amount)

Confirm and create the pay band

Open the Indicator tab

Add a new shift indicator

Select an indicator type

Choose the indicator from the list

Enter the pay rate for this indicator

Understand indicator options

Supplement: adds extra pay on top of the base rate.

Multiplier: applies a multiple of the base rate (e.g. ×1.5 or ×2).

Ignore Hours: pays a flat amount regardless of hours worked.

Save the indicator

Open the By Day tab

Add a new day-based rate

Select the weekday

Set the start time

Set the end time

Enter the rate for this day

Add a description for the rate

Save the day rate

Open the By Date tab

Add a new date-specific rate

Select the date

Enter the rate

Add a description (e.g. Bank Holiday)

Save the date-specific rate

Open the Breaks tab

Configure break payment settings

Was it helpful ?

- Happy
- Normal
- Sad

Table of Contents

↑ Top