Manage Pay Rates

Payroll Windows · https://cclearninghub.co.uk/docs/manage-pay-rates/

Manage Pay Rates

This guide will cover how to access and amend staff pay rates on Care Control Windows. These can be different for the different roles a staff member might cover. For example, if a Care Assistant also works Kitchen shifts.





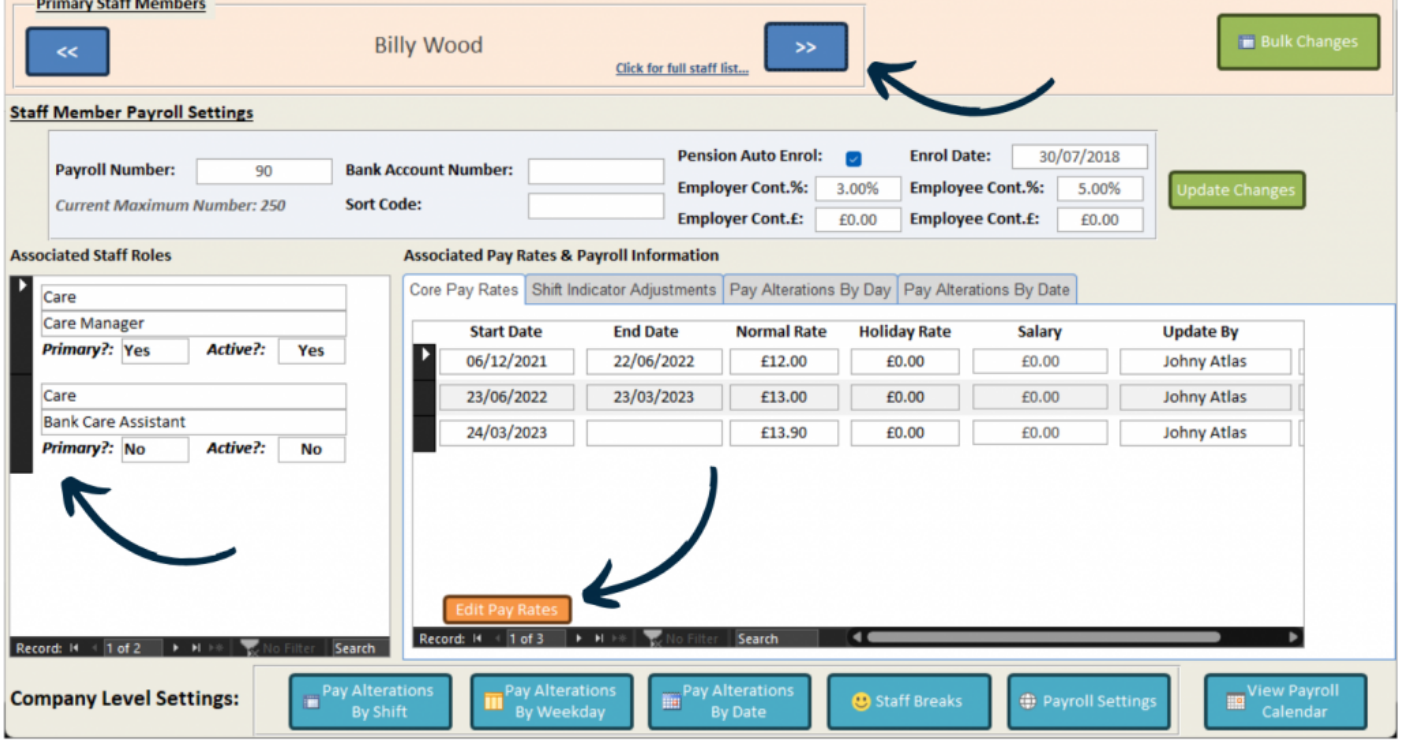
1

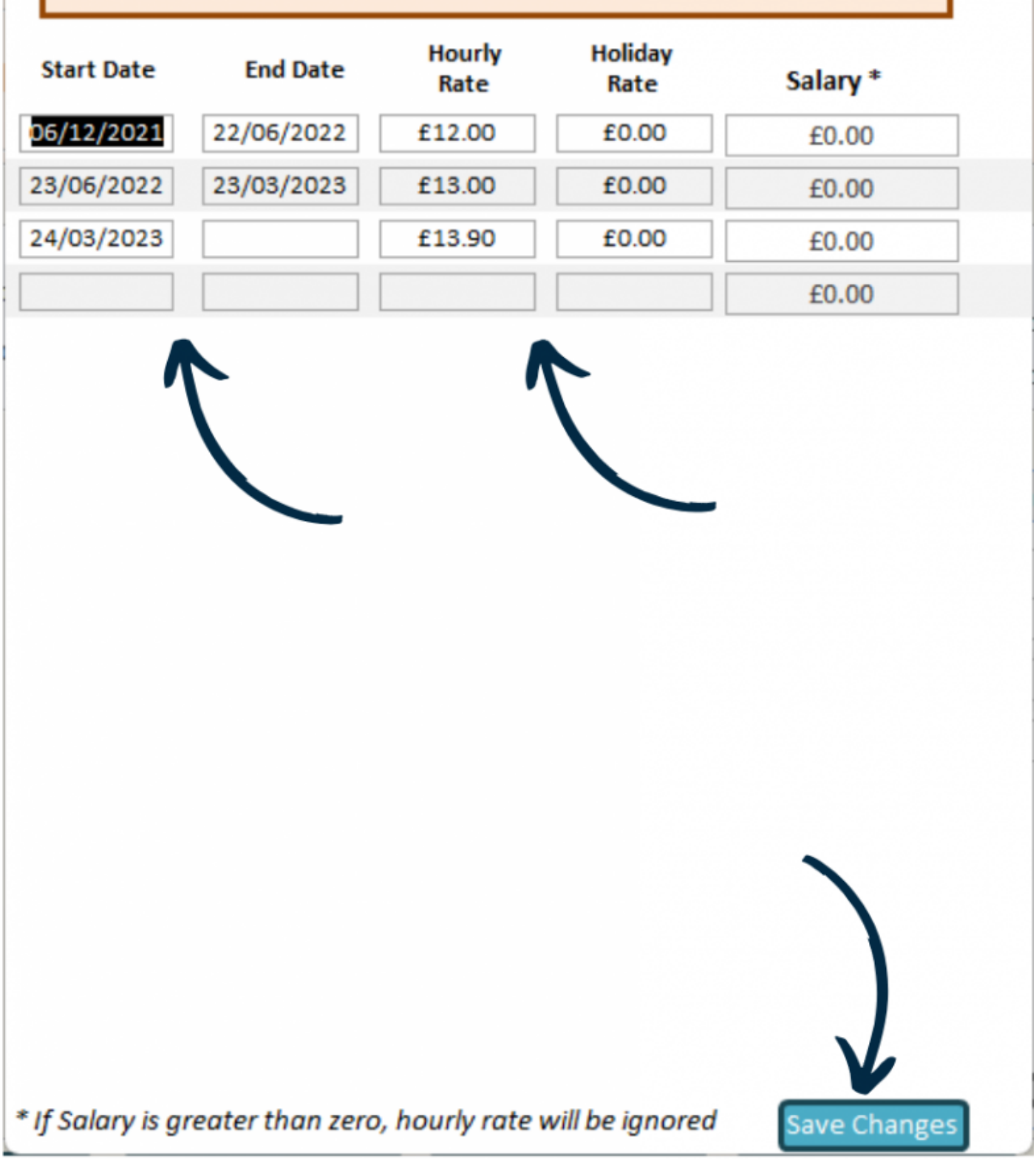
In the Administration of Care Control Windows, navigate to the **Manage Pay Rates** tool, which can be found under the Time & Attendance tab.

2

A new window will open. First, find the staff member whose pay rate you wish to amend. You can flick through the staff via the **blue arrows** or **click to view full staff list**.

Next, select the role from the left hand list and press **Edit Pay Rates**.


Primary Staff Members
<<
Billy Wood
Click for full staff list...
>>
Bulk Changes
Staff Member Payroll Settings
Payroll Number: 90
Current Maximum Number: 250
Bank Account Number:
Sort Code:
Pension Auto Enrol:
Enrol Date: 30/07/2018
Employer Cont.%: 3.00%
Employee Cont.%: 5.00%
Employer Cont.£: £0.00
Employee Cont.£: £0.00
Update Changes
Associated Staff Roles
Care
Care Manager
Primary?: Yes
Active?: Yes
Care
Bank Care Assistant
Primary?: No
Active?: No
Record: 1 of 2
No Filter
Search
Associated Pay Rates & Payroll Information
Core Pay Rates
Shift Indicator Adjustments
Pay Alterations By Day
Pay Alterations By Date
Start Date
End Date
Normal Rate
Holiday Rate
Salary
Update By
06/12/2021
22/06/2022
£12.00
£0.00
£0.00
Johny Atlas
23/06/2022
23/03/2023
£13.00
£0.00
£0.00
Johny Atlas
24/03/2023
£13.90
£0.00
£0.00
Johny Atlas
Edit Pay Rates
Record: 1 of 3
No Filter
Search
Company Level Settings:
Pay Alterations By Shift
Pay Alterations By Weekday
Pay Alterations By Date
Staff Breaks
Payroll Settings
View Payroll Calendar


Start Date
End Date
Hourly Rate
Holiday Rate
Salary *
06/12/2021
22/06/2022
£12.00
£0.00
£0.00
23/06/2022
23/03/2023
£13.00
£0.00
£0.00
24/03/2023
£13.90
£0.00
£0.00
£0.00
* If Salary is greater than zero, hourly rate will be ignored
Save Changes

3

A table will open. This will display the current and historic rates of pay this staff member has had for this role.

The **Start – End Dates** show the period for which the staff member received the rate. Notice how the bottom row doesn’t have an end date because it is the current rate.

If you wish to update this, begin by entering an **end date** for the current rate. On the next row, enter a **start date** and **hourly rate** for the new rate of pay. Please note, the end date of a rate cannot be the same date as the new start date, it must be the following, consecutive day. For example if one rate of pay was ending 29/11/2023 then the next rate must start 30/11/2023.

Press **Save Changes** after making any amendments.