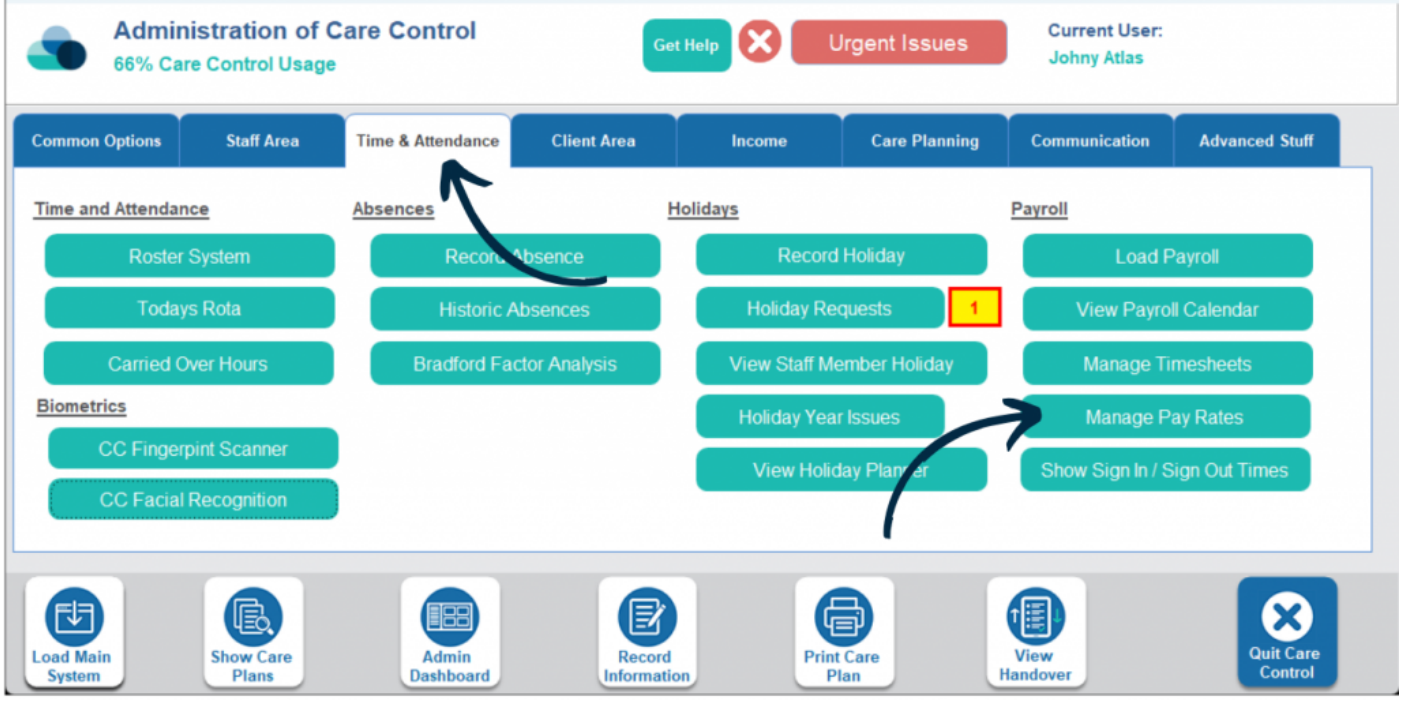
Pay Alterations by Date

Payroll Windows · https://cclearninghub.co.uk/docs/pay-alterations-by-date/

Pay Alterations by Date

This guide will cover how to set up different pay rates for certain dates of the year. For example, staff might receive a higher rate on days like Christmas, New Year or other bank holidays.



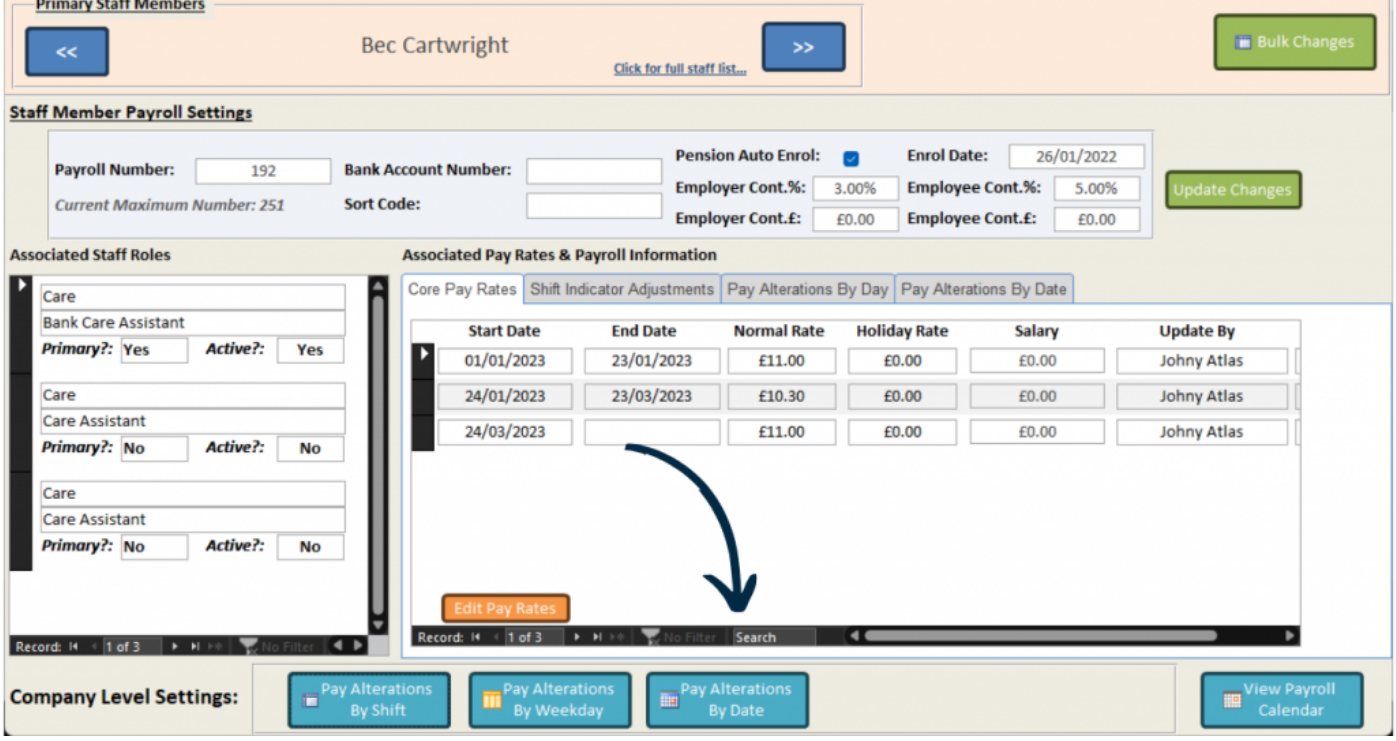


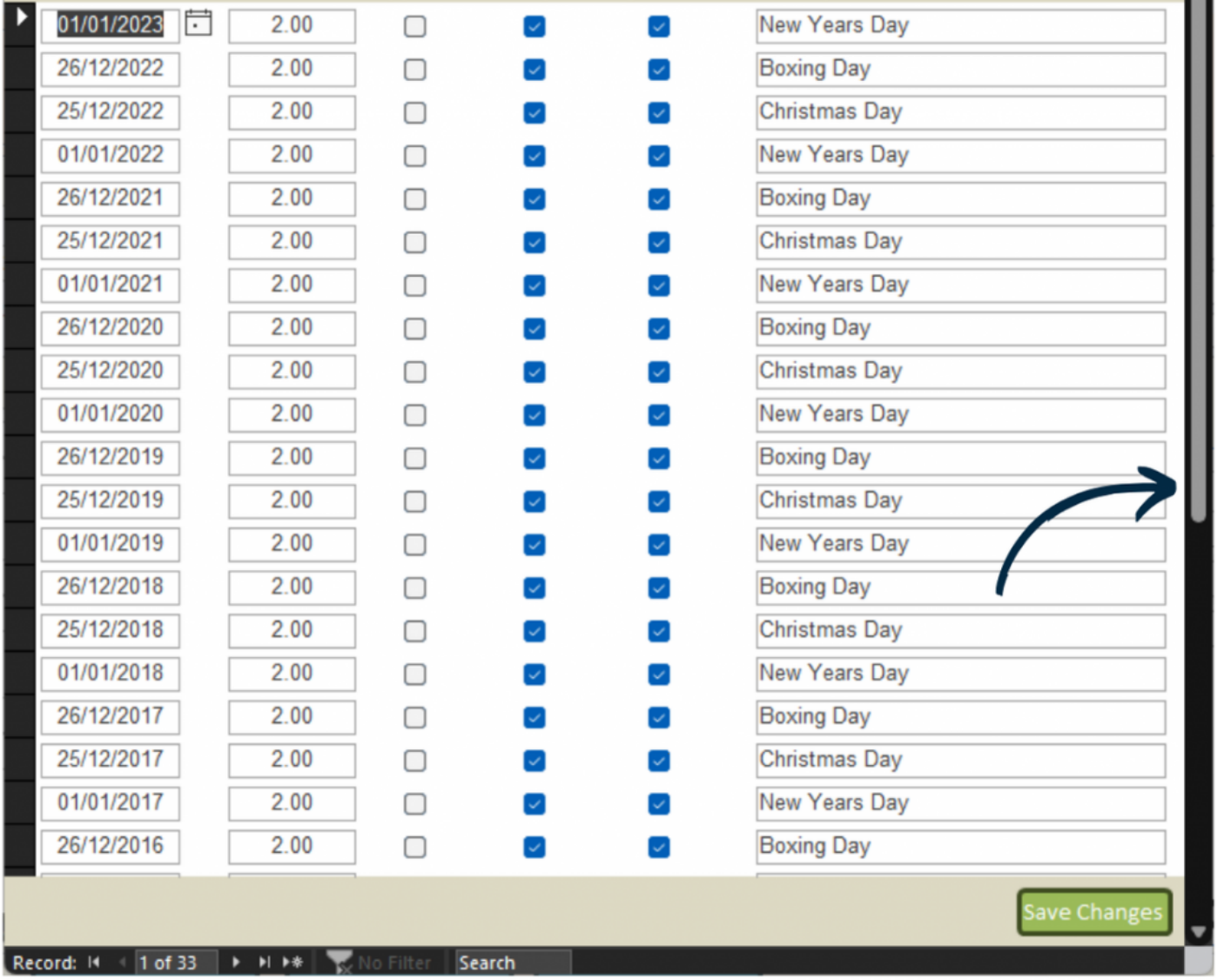
1

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, here, select **Pay Alterations by Date** from the options at the bottom.


Primary Staff Members
<<
Bec Cartwright
Click for full staff list...
>>
Bulk Changes
Staff Member Payroll Settings
Payroll Number: 192
Current Maximum Number: 251
Bank Account Number:
Sort Code:
Pension Auto Enrol:
Enrol Date: 26/01/2022
Employer Cont.%: 3.00%
Employee Cont.%: 5.00%
Employer Cont.£: £0.00
Employee Cont.£: £0.00
Update Changes
Associated Staff Roles
Care
Bank Care Assistant
Primary?: Yes
Active?: Yes
Care
Care Assistant
Primary?: No
Active?: No
Care
Care Assistant
Primary?: No
Active?: No
Record: 1 of 3
No Filter
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
01/01/2023
23/01/2023
£11.00
£0.00
£0.00
Johny Atlas
24/01/2023
23/03/2023
£10.30
£0.00
£0.00
Johny Atlas
24/03/2023
£11.00
£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
View Payroll Calendar



3

Any previous dates you have set up will be displayed.

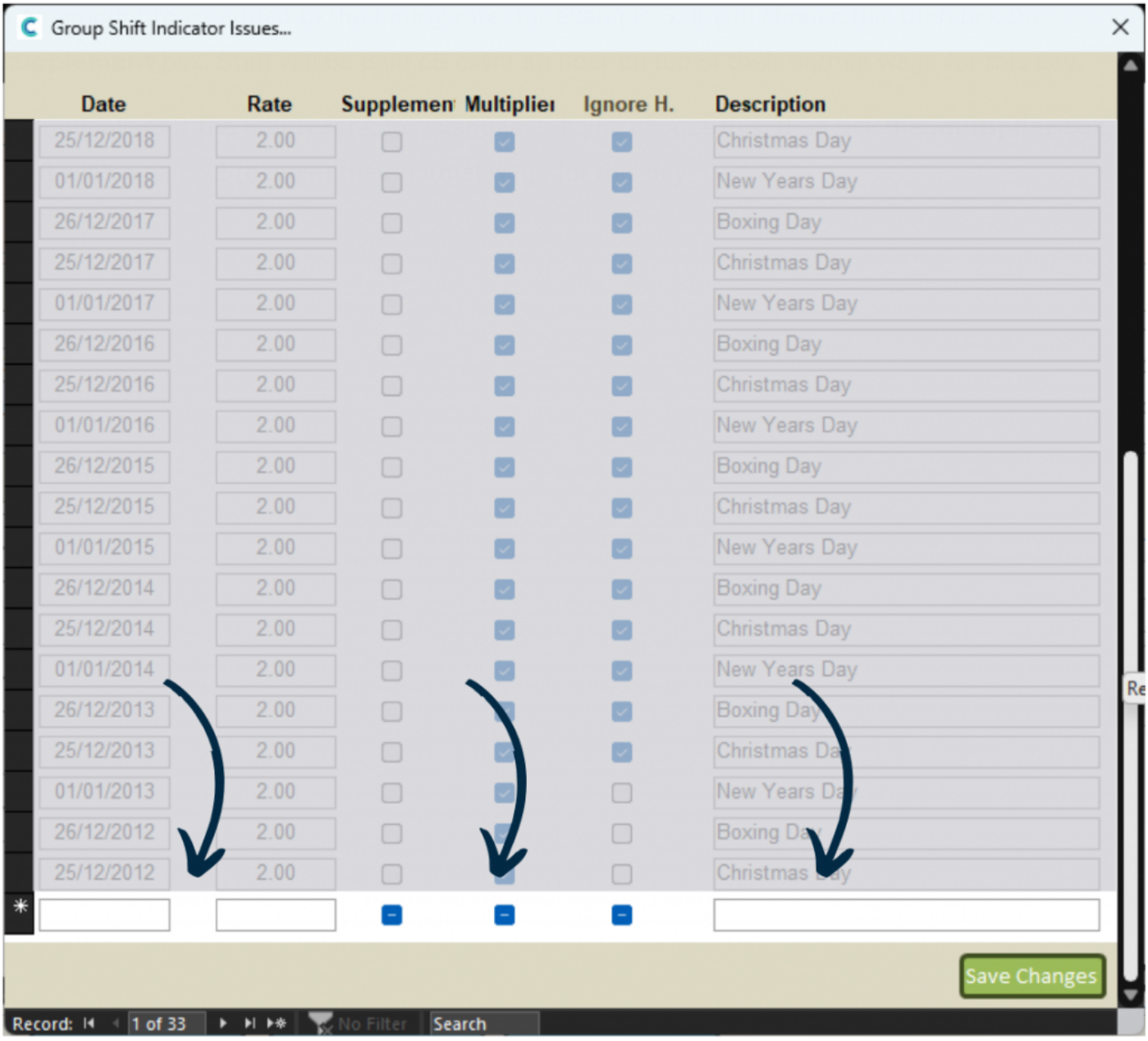
Scroll to the bottom of the list to add a new one.

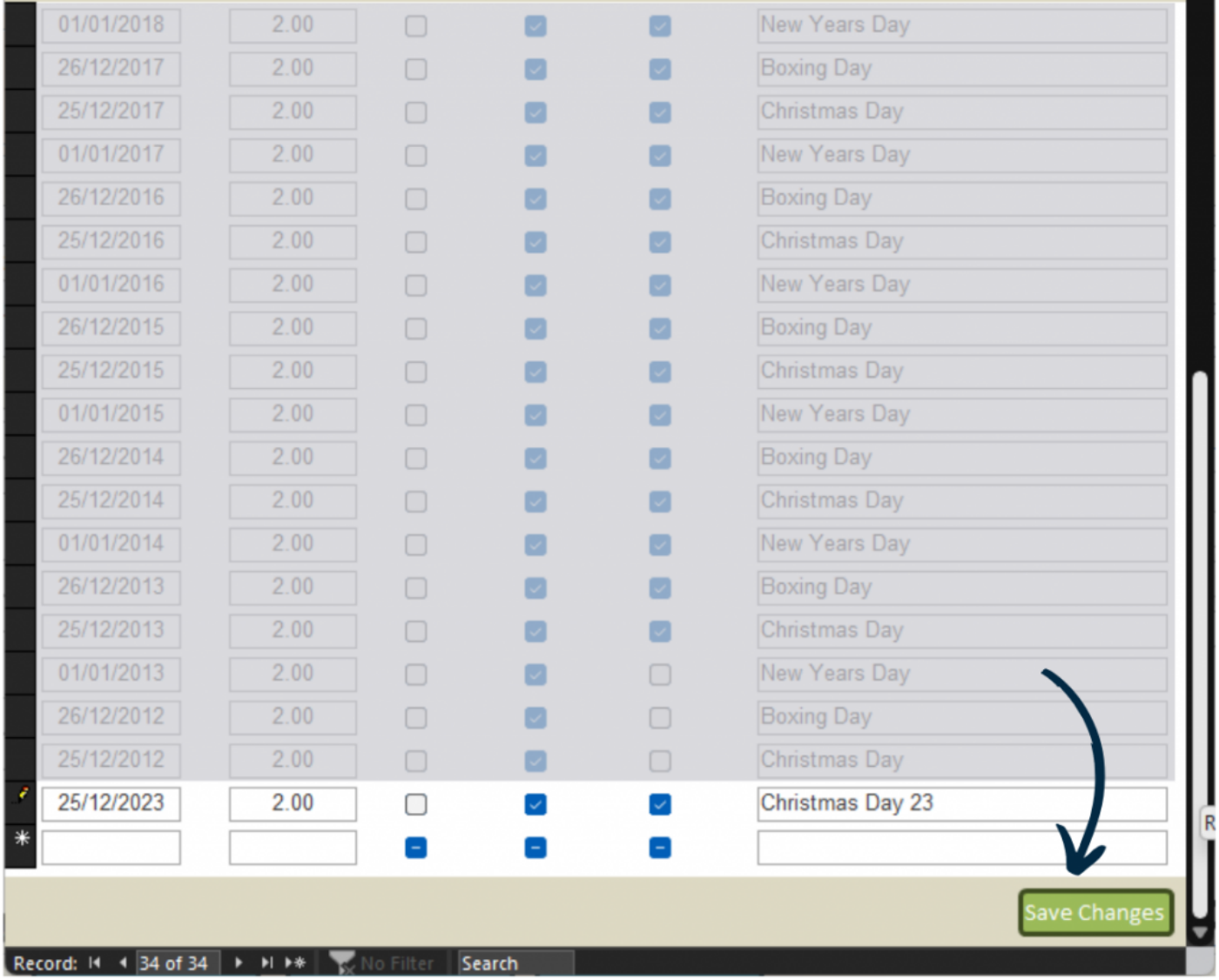
4

First, enter the **date** which the pay alteration is for. Then, enter a **rate** and select whether its a **supplement** or **multiplier** if necessary.

You can enter 3 things into the **rate** box:

– An hourly rate amount, for example 15. If you choose this then leave the supplement and multiplier boxes unticked. Staff will be paid £15 an hour for this day.





5

The **Ignore Holidays** checkbox will decide whether staff who have booked holiday on this day will receive the pay alteration. When ticked, those staff members will be ignored and receive their normal rate.

Finally, add a **description** and press **Save Changes**.

In the example on the left, we have added a pay alteration for the 25th of December – Christmas Day. We have a rate of 2 and the multiplier option selected. This means that staff working will receive double their normal rate on this day. Staff members with holiday booked on this day will not receive the pay alteration.