Identifying and Updating Employee Rates

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Running Report to Identify Current Pay Rates

1. Log into ADP TotalSource®.
2. Click the **Reports** tab.
3. Click the **Standard** tab.
4. Under the Standard Reports menu to the left, click on **Personal & Employment**.
5. Click on **Employee Roster** from the list of informational reports.
6. Select the company that you want to run the report on.
7. Skip down to **Select List** and select **Eligible Active and on Leave**.
8. Select **MS Excel (XLS)** as the **Output Format**. Then, click **Run**.
9. The report will show Completed when it is done running.
10. Click on the blue circle and select **View as XLS** to view the download as a CSV file.
11. The report will identify the below data so you can validate your employees' rates of pay:
    a. **Employee Name**
   b. **Salary or Hourly**
    c. **Rate of Pay**

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There are many factors to be considered when determining what rate of pay you are required to pay your employees. As the employer, you are in the best position to make that determination on behalf of your employees, and your HR Business Partner is here to assist you by answering any questions you may have.
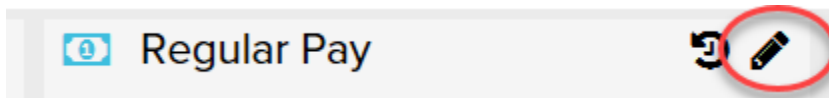
Below are instructions on how to update your employees' rates. Feel free to contact your Payroll Service Representative for assistance.

Steps to Modify Employee Pay Rates

1. Log into ADP TotalSource®.

2. Navigate to **People > Employment > Employment Profile**

3. Select the appropriate employee under **Employee Search**.
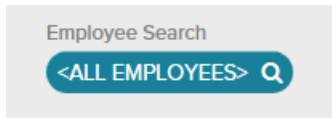
4. Click on the pencil in the **Regular Pay** title.

5. Modify the below fields
   a. **Effective date** should be equal to the date increase is mandated or earlier.
   b. Select a pay **Change Reason** from the drop down menu.
   c. **Regular Pay Rate** should be equal or greater than the new required minimum hourly or salaried/exempt rate.

6. Click **Done**

7. Complete the above steps for any additional employees who need to have their rates increased.