

# Identifying and Updating Employee Rates

## Running Report to Identify Current Pay Rates



1. Log into MyTotalSource®.
2. Click the Reporting tab.
3. Click on HR Reports to access standardized report.
4. At top, change your current filter to "All Active & LOA Emp" to be sure to capture all employees who may need adjusting.
5. Click on "Indicative Employee Download" from the list of informational reports.
6. The report will generate as a .csv file.
7. Locate the following column headers:
  - a. "WorkIn State" (column BR) to identify the employee's work state
  - b. "FLSA Status" (column AO) listing exempt and/or non-exempt status
  - c. "Rate" (column BC) to identify the employee's current rate of pay
8. The report may be saved as an excel document and any unnecessary columns may be deleted.

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 MyTotalSource®.
2. Click the HR tab.
3. Click Employment Profile and select the employee from the drop down menu.

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4. “Effective date” should be equal to the date increase is mandated or earlier.

**Position** **Pay Rates**

Effective Date: 02/11/2019

Payroll Start Date 12/26/2004 Payroll End Date 01/15/2019

**Job Profile**

Title 848991562

Officer Designation None

EEO Class Craftworkers

EEO/Work Location 10 Test [Add Location](#)

Works From Home ☒ Does this Employee work from home? ☐ Yes ☐ No

5. Select EEO/Work Location where employee works. If none listed, Click on “Add Location” and enter the fields shown below.

Add New Company Location

Location \* Description \*

Address 1 \* Address 2

Street / P.O.Box etc. Suite / Floor / Bldg / Landmark etc.

City \* State \* Zip \*

Select a State

6. Click the Pay Rates tab.
7. “Compensation” should be equal or greater than the new required minimum hourly or salaried/exempt rate.
8. Select “Pay Rate Change” as the Pay Change Reason.

**Position** **Pay Rates**

Effective Date: 01/01/2018

Payroll Start Date 12/01/2017 Payroll End Date 12/14/2017

**Pay Profile**

Compensation 13.5 per Hourly ☐ Tipped

Hourly Rate 2 0.0

Pay Frequency Biweekly

Basis of Pay HOURLY

Hourly Rate 3 0.0

Pay Change Reason Pay Rate Change

9. Click SAVE ALL TABS to update the rate.

SAVE ALL TABS

RESET

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