

Changing an Employee to AutoPaid

Overview: Full time and part time employees who always work the same hours may be set up as autopaid so that their regular hours do not need to be entered and approved each week. This is typically applied to salaried staff, but not normally to hourly employees. Autopaid employees will need their timesheets approved only if there are exceptions to their regular hours (overtime, sick, vacation).

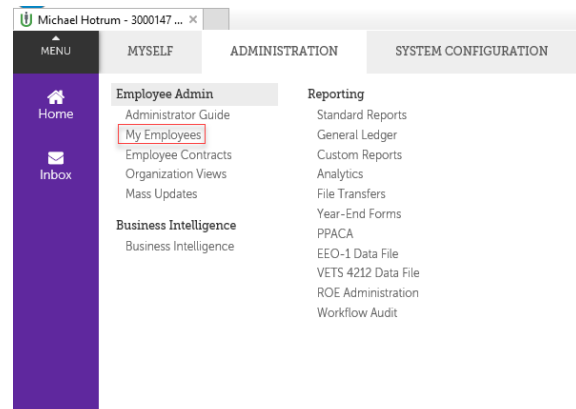
Employee Administrators can change people to autopaid status so that time entry is not required for daily hours. However, this must be done correctly – it involves more than just checking one box. Other relevant fields must be changed at the same time to avoid problems, including:

- Pay group
- Hourly/salaried status
- Earnings group

Before you make this change, consider that it will change the person to the salary pay cycle which pays one week in advance. There will be a 3-week delay until the next pay while the person is switched to the salaried pay cycle. You will be approving nearly a week's worth of time in advance since salaried time includes time worked through the week of pay. Therefore, if an hourly person works varying hours, autopay is NOT recommended.

When changing from (salaried/hourly) autopaid to timesheet, they are only paid for one week until the pay cycle realigns with the hourly schedule.

1. Click **Menu**.
2. Select **Administration Menu**.
3. Select **My Employees**.



4. The search criteria defaults to **Last Name**. Click the down arrow to select different search criteria if needed. In our example we typed in a last name.
5. Click **Search**.

My Employees



Find by starts with

Actions

| Name | Employee Number | Work Phone | Extension | Status | Job | [Ca] Div/District |
|------------------------|-----------------|------------|-----------|--------|-----|-------------------|
| Enter Find by criteria | | | | | | |

6. The **Employee List** displays. Click on the **employee name**.

My Employees

Find by starts with

Filtered by Last name - starts with admin

Actions

| Name | Employee Number | Work Phone |
|-----------|-----------------|------------|
| admin.cal | 3000151 | |

7. Click **Jobs**. The **Job Summary** page displays.
8. Click **Edit** to edit the **Job Summary** page.

ZTEST
cal admin - 3000151

Navigation: Personal | **Jobs** | Time & Attendance | Pay | Benefits | Taxes | Documents

Sub-navigation: **Job Summary** | Compensation | Organization | Work Location | Job History | Allocations

Job Summary

9. Click the calendar icon in the **Effective** field and select the date when this change is to take effect.

10. Click the down arrow in **Reason** field to select the reason for this change.

Navigation: Personal | **Jobs** | Time & Attendance | Pay | Benefits | Taxes | Documents

Sub-navigation: **Job Summary** | Compensation | Organization | Work Location | Job History | Allocations | Other

Change Job

| | |
|-------------|---|
| General | |
| Effective | <input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/> |
| Reason | <input type="text" value="Reason"/> <input type="button" value="Down Arrow"/> |
| Current job | 61000005 - Bookkeeper |
| Job group | JG006 - Finance <input type="button" value="Down Arrow"/> |

11. Select Pay Group and modify Hourly/Salaried as appropriate.

Change Job

save
cancel

Payroll

| | | | |
|-----------------|---|-------------------|--------------------------|
| Pay group | • ONTPAY - Ont/THQ Payroll Hrly TE <input type="text"/> | Time clock | <input type="text"/> |
| Pay frequency | Biweekly | Pay automatically | <input type="checkbox"/> |
| Scheduled hours | • 80.0000 <input type="text"/> | | |
| Employee type | • REG - Regular <input type="text"/> | | |
| Hourly/Salaried | • Hourly <input type="text"/> | | |
| Full/Part time | • Full Time <input type="text"/> | | |

Valid combinations:

Pay group: ONTPAY (or another regional selection)
 Hourly/Salaried: Hourly
Pay Automatically: Unchecked
 New Earning Group: Hourly Empl. - Time Entry
 Effective Date: As required

Pay group: SALPAY
 Hourly/Salaried: Salaried
Pay Automatically: Checked off
 New Earning Group: Salaried Employees
 Effective Date: As required

Not Valid combinations:

Pay group: ONTPAY
 Hourly/Salaried: Hourly
Pay Automatically: Checked off
 New Earning Group: No change
 Effective Date: No change

Pay group: SALPAY
 Hourly/Salaried: Hourly
Pay Automatically: Unchecked
 New Earning Group: No change
 Effective Date: No change

12. Scroll down to the **Pay automatically** field and click the checkbox.

13. Click **Save**.

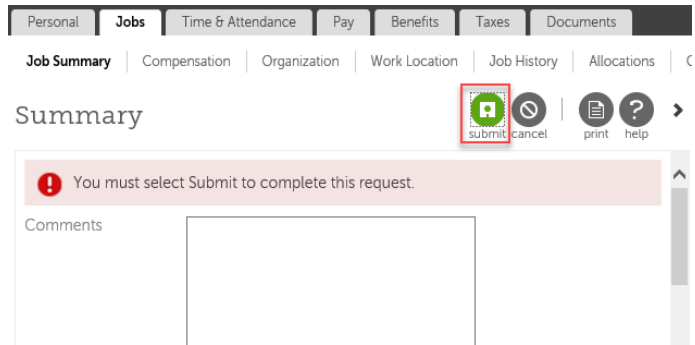
Job Summary
Compensation
Organization
Work Location
Job History
Allocations

Change Job

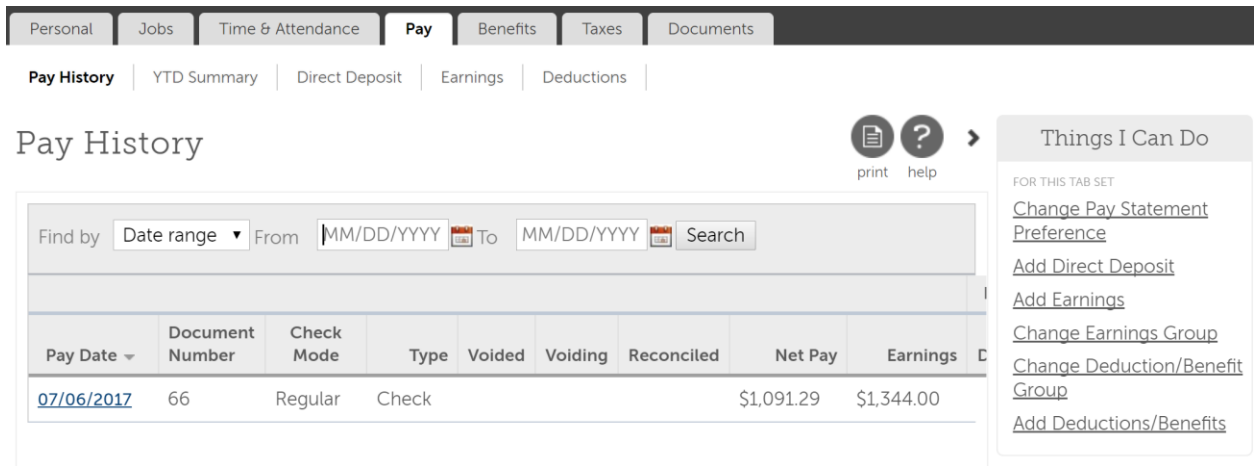
save
cancel
print
help

| | | | |
|-------------------|--------------------------------------|--|--|
| Pay frequency | Biweekly | | |
| Scheduled hours | • 80.0000 <input type="text"/> | | |
| Employee type | • REG - Regular <input type="text"/> | | |
| Hourly/Salaried | • Salaried <input type="text"/> | | |
| Full/Part time | • Full Time <input type="text"/> | | |
| Time clock | <input type="text"/> | | |
| Pay automatically | <input checked="" type="checkbox"/> | | |

14. Click **Submit** to complete the change.



15. Click the Pay tab.



| Pay Date | Document Number | Check Mode | Type | Voided | Voiding | Reconciled | Net Pay | Earnings |
|----------------------------|-----------------|------------|-------|--------|---------|------------|------------|------------|
| 07/06/2017 | 66 | Regular | Check | | | | \$1,091.29 | \$1,344.00 |

16. Click **Change Earnings Group** under Things I Can Do.

17. Change the **New earning group** as needed and **Save**.

