

Staff Pay Rate Report

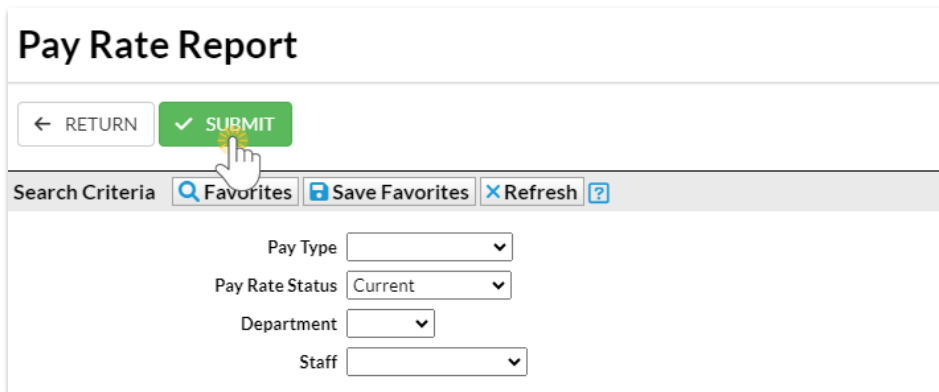
The **Pay Rate** report provides you with a list of staff pay rates based on filters (Search Criteria) you select.

Get to this report from the **Staff** menu > **Staff Reports** > **Pay Rate Report**.

- ★ Customize your report to list employee pay rates based on Pay Type, Pay Rate Status (Current/Future), and Department.
- ★ Review your employee's current pay rate and the effective dates.
- ★ Review pay rates to determine if you can increase the rates for your employees.

Search Criteria

You can filter your list of staff pay rates using any or all of the Search Criteria and Jackrabbit will compile the report to meet ALL of the criteria chosen.



The screenshot shows the 'Pay Rate Report' interface. At the top, there are two buttons: 'RETURN' with a left arrow and 'SUBMIT' with a checkmark. Below these is a 'Search Criteria' section with a search icon, 'Favorites', 'Save Favorites', 'Refresh', and a help icon. The search criteria are: 'Pay Type' (dropdown), 'Pay Rate Status' (dropdown with 'Current' selected), 'Department' (dropdown), and 'Staff' (dropdown).

Report Results

The report results can be further customized with the ability to show or hide columns of information, sort columns, or modify column widths.

- Click the **Show/Hide Columns** button, to select which columns of information you want displayed.
- Click a staff member's name to open their **Staff** record > **Compensation** tab.

Pay Rate Report

Use this button to **Show/Hide Columns** in the report.

← RETURN

View 1 - 9 of 9

Print

Export

Refresh

1 columns hidden

Show/Hide Columns

Restore Columns

	Staff ID	Staff Name	Pay Type	Department	Regular Rate	Effective From
	Search	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	
1	281684	Amy Smith	Base Hourly Rate		21.00	1/5/2017
2	281684	Amy Smith	Department Rate	Private	25.00	3/1/2021
3	311276	Erma Barnhardt	Base Hourly Rate		15.00	1/1/2018
4	293809	Fran Barnhardt	Base Hourly Rate		30.00	3/16/2017
5	288095	Heather Barnhardt	Base Hourly Rate		20.00	5/1/2017
6	288095	Heather Barnhardt	Department Rate	Office	17.00	5/1/2017
7	291498	Kendra Barnhardt	Base Hourly Rate		20.00	3/1/2021
8	281685	Maxwell Barnhardt	Base Hourly Rate		20.50	1/10/2017
9	2700	Tory Bath	Base Hourly Rate		30.00	1/2/2017