

# Staff Pay Rate Report



Last Modified on 09/27/2023 11:09 am EDT

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.



Save this as a frequently used report! Click the **Heart** icon  next to a report name, the heart will change to red  and the report will be listed under the **Reports menu** > **My Reports** for quick and easy access!

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## 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 bar with a magnifying glass icon and the text 'Search Criteria'. To the right of the search bar are three buttons: 'Favorites' with a heart icon, 'Save Favorites' with a plus icon, and 'Refresh' with a circular arrow icon and a help icon. Below the search bar are four dropdown menus: 'Pay Type', 'Pay Rate Status' (set to 'Current'), 'Department', and 'Staff'.

## 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	<a href="#">Amy Smith</a>	Base Hourly Rate		21.00	1/5/2017
2	281684	<a href="#">Amy Smith</a>	Department Rate	Private	25.00	3/1/2021
3	311276	<a href="#">Erma Barnhardt</a>	Base Hourly Rate		15.00	1/1/2018
4	293809	<a href="#">Fran Barnhardt</a>	Base Hourly Rate		30.00	3/16/2017
5	288095	<a href="#">Heather Barnhardt</a>	Base Hourly Rate		20.00	5/1/2017
6	288095	<a href="#">Heather Barnhardt</a>	Department Rate	Office	17.00	5/1/2017
7	291498	<a href="#">Kendra Barnhardt</a>	Base Hourly Rate		20.00	3/1/2021
8	281685	<a href="#">Maxwell Barnhardt</a>	Base Hourly Rate		20.50	1/10/2017
9	2700	<a href="#">Tory Bath</a>	Base Hourly Rate		30.00	1/2/2017