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 \$earch Criteria) you select.

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

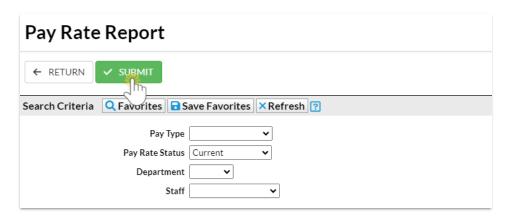
- Customize your report to list employee pay rates based on Pay Type, Pay Rate Status (Current/Future), and Department.
- Review your employee's current pay rate and the effective dates.
- Review pay rates to determine if you can increase the rates for your employees.



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

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.



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

← RETURN

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

View 1 - 9 of 9 ■ Print ☑ Exp			oort & Refresh 1 colu	mns hidden Show/Hid	le Columns 2	Restore Columns
	Staff ID	Staff Name	Pay Type	Department	Regular Rate	Effective From
	Search	Search	Search	Search	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	<u>Fran Barnhardt</u>	Base Hourly Rate		30.00	3/16/2017
5	288095	Heather Barnhardt	Base Hourly Rate		20.00	5/1/2017
6	288095	<u>Heather Barnhardt</u>	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