

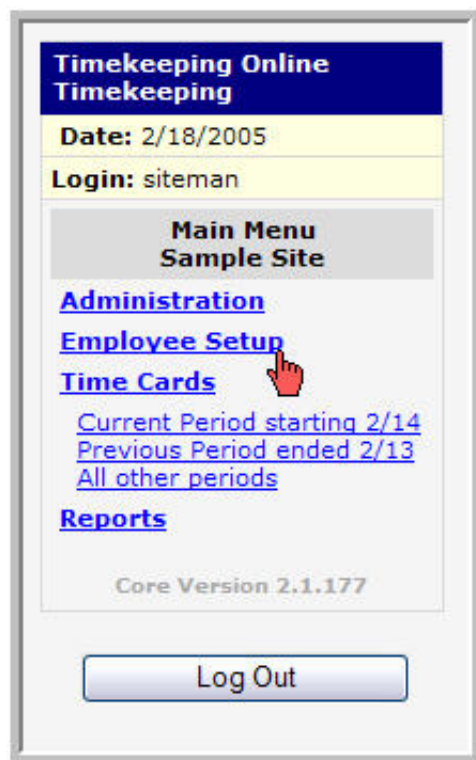
Client Account Tasks

Track Salary Employees



Salary employees, those not assigned to an hourly wage, may render times to be tracked for accounting and reporting purposes.

- 1 Establishing time tracking for a salary employee is setup in the employee's personal setup file. To access the file, click on the [Employee Setup](#) link from the *Main Menu* (see illustration).



- 2 From the setup screen you may operate in one of two ways: work with an individual employee by clicking on the desired name or work with multiple employees simultaneously by checking each individual's corresponding check-box along with the *work with selected employees* button provided below the table (see illustration).
- 3 For the *Default Pay Rate*, enter \$0.00 so the system will not attribute any pay rate calculations. The system will continue to include the employee in all operations without an awarded pay rate (see illustration).
- 4 The changes will be available once saved.

Employee Setup

Choose Field Choose Action

	Employee Name	SSN	Dept.	Hire Date	Code	Card #1
	(add new)					
<input checked="" type="checkbox"/>	Richardson, Richard	999332222	Bakery		C121	1234
<input type="checkbox"/>	Noggin, Richard		Deli	1/1/2005	1234	12345
<input type="checkbox"/>	Else, Someone		Grocery	5/1/2004	FUP	22223
<input checked="" type="checkbox"/>	Guy, Another	987654321	Grocery	7/26/2004	SUP001	1111
<input type="checkbox"/>	Guy, Some		Grocery	7/26/2004	KMCG001	4321

5 employees shown.

[Check All](#) | [Clear All](#) |

Employee Setup

* denotes required fields.

First Name*	Another
Title	Bagger
Location	Hillfield Parkway
Home 1	999
Home 3	
Web Password	testeer
Start Date	7/26/2004
Employee Code	SUP001
Pay Rate 1	0
Pay Rate 3	0
Card Number 2	
Schedule	07:30 - 15:00

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