

## How do I Calculate Rate Details?

Rate Details store the current pay class and pay rate details for the employee, including fields for Other and Award rates.

On the Rate Details screen it is possible to automatically calculate rates based on Yearly Salary, Auto Pay Amount or Normal Rate. For example, you can enter a Yearly Salary amount and use the Calculate button to work out the Auto Pay Amount and the other rates.

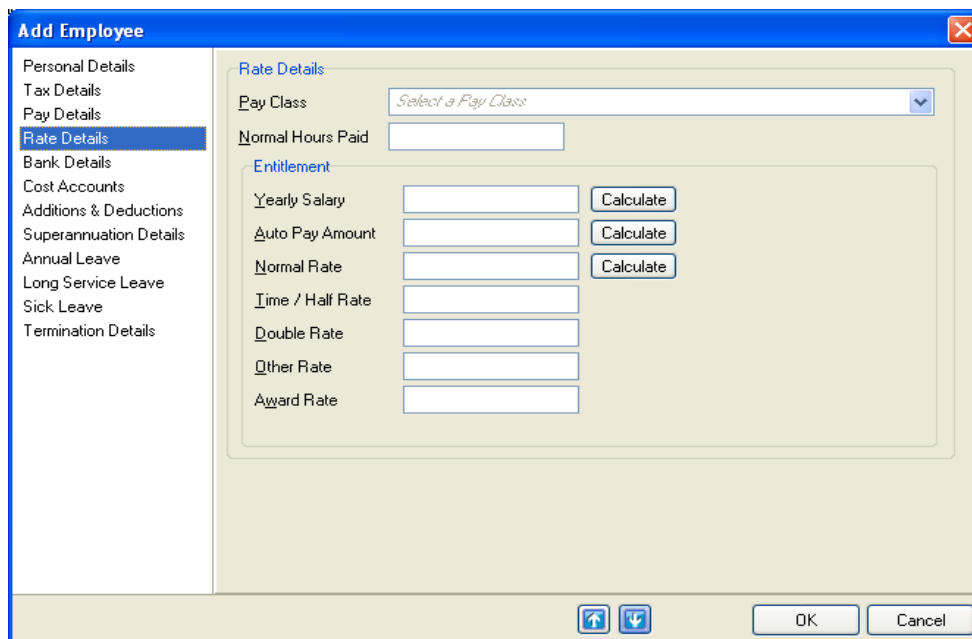
Alternatively, you can manually calculate the Auto Pay amount or Normal Rate and calculate all other rates based on this amount.

### Calculating Rate Details for a Yearly Salary

To access Employee Details from the menu, select [Maintenance](#) > [Employees](#) > [Employees](#).

To add Rate Details for an employee:

- 1 Select the employee record.
- 2 Click on the Rate Details option in the employee record.



**NOTE:** If you are using rates of pay from a Pay Class, information from the Pay Class will populate the fields in this window. The fields in the Entitlement section will be greyed out (not accessible).

- 3 Enter the number of **Normal Hours Paid** for the employee. The **Normal Hours Paid** field contains the number of normal hours paid in the specified pay period. For example, 40.00 hours per week, 80.00 hours per fortnight. This field will store the hours to a maximum of two decimal places only. If the employee is a Casual, you may leave this value blank.
- 4 Enter the amount of the employee's **Yearly Salary**. The Yearly Salary field defines the employee's yearly base gross salary.
- 5 Click on the **Calculate** button next to the Yearly Salary field. The **Calculate** button can be used to automatically calculate and populate the other fields based on the value entered in this field.

**Edit Employee " 016 - Inghram Joseph Ryan "**

Personal Details  
Tax Details  
Pay Details  
**Rate Details**  
Bank Details  
Cost Accounts  
Additions & Deductions  
Superannuation Details  
Annual Leave  
Long Service Leave  
Sick Leave  
Termination Details

**Rate Details**

Pay Class *Select a Pay Class*

Normal Hours Paid 37.50

**Entitlement**

Yearly Salary	\$55,000.00	Calculate
Auto Pay Amount	\$1,057.69	Calculate
Normal Rate	\$28.2051	Calculate
Time / Half Rate	\$28.2051	
Double Rate	\$28.2051	
Other Rate	\$28.2051	
Award Rate	\$28.2051	

Transactions exist for this Employee

OK Cancel

- 6 Click on the **OK** button to save the employee record or continue to the next screen to complete further employee details.

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NOTE: It is possible to use the calculate option based on the Auto Pay Amount or the Normal Rate.

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