


Adjust Employee Rates

Navigate to the **Human Resources** section located under the **Administration** menu.



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Employees

Current View: Active Employees | Add Employee | View Employee | Refresh List | Export List | Enter Search Criteria...

Drag a column header here to group by that column

Name	Hire Date	Active	Crew Leader	Supervisor
VERONICA ALVAREZ	2/25/2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JACOB LEWANDOWSKI
CARLOS ARMENDARIZ ROCHA	3/16/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JACOB LEWANDOWSKI
STACEE BAGNASCO	4/4/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JACOB LEWANDOWSKI
JACSEP BASBA	8/10/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ELIZABETH GARCIA
ALEJANDRO CARRANCO JR	9/21/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JACOB LEWANDOWSKI
LISSETTE CASTILLO PERMANEZ	9/12/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BARBARA GAEBE
MARCO CEA	7/21/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JACOB LEWANDOWSKI
AZUCENA DE LOS SANTOS TRUJILLO	11/8/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ELIZABETH GARCIA
DAVID DELEON	11/14/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JACOB LEWANDOWSKI
LUKE DWYER	11/14/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ELIZABETH GARCIA
VERONICA ESPINOZA	10/16/2008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JACOB LEWANDOWSKI
ISAAC FERNANDEZ	8/2/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JACOB LEWANDOWSKI
BARBARA GAEBE	1/4/2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DENNIS OSHER
ELIZABETH GARCIA	10/24/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DENNIS OSHER
CHRISTIAN GRAFF	7/1/2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JACOB LEWANDOWSKI
MARLEN GUZMAN ORTIZ	11/14/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ELIZABETH GARCIA
CHRISTOPHER JOHNSON	1/4/2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DENNIS OSHER
JACOB LEWANDOWSKI	4/1/2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DENNIS OSHER
ROBERT LOVENBERG	1/4/2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BARBARA GAEBE
LIZET MORENO	1/24/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DENNIS OSHER
ARACELI MURILLO	3/8/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JACOB LEWANDOWSKI
ARACELE ORTIZ SALGADO	2/5/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ELIZABETH GARCIA
DENNIS OSHER	1/4/2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
LUIS PEREZ	11/16/2008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JACOB LEWANDOWSKI

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Select the employee you wish to edit by clicking on their name.

Sections

- Employee Details
- Address
- Notes
- Job Assignments
- Training
- Benefits
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- Contacts
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- HR Budget Data
- Finance Budget Data

Edit Employee
TAYLOR SHULTZ, EmployeeID - 1588

Employee Details

Name:
First Name Middle Name Last Name

Current Position:
Job Description Department

Current Position(2):
Appointment Type Exempt/Non-Exempt

Social Security Number:

Date of Birth:

VM Code/Crew Leader: ☒ Crew Leader? ☐ Manager?

Address

Address:
Address Street/PO Box

City/Zip/State:
City Zip Code State

Organizational Data

Supervisor:

Hire/Update Dates:
Hire Date Anniversary Date Benefit Elig Date PTO Next Update Date

Phone Numbers:
Home Phone Personal Cell # Work Cell #

Other Info:
PTO Accrual Rate Gender Marital Status Language Preference

Email Address:

To adjust an employees pay rate due to incorrect entry edit the existing Job assignment. Otherwise, create a new job assignment if the employee's salary has changed.

To add a new job assignment click on the + icon under job assignments and complete a new entry with the new hourly rate and effective date.

Job Assignments

	Job Description	Effective Date	Department	Supervisor	Note	Pay Type	Pay Rate	Appointment Type	Action
Job Description	ENVIRONMENTAL SERVICES TECHNICIAN I	Effective Date	6/1/2015						
Department	ENVIRONMENTAL SERVICES CREW	Supervisor	CHRISTOPHER JOHNSON						
Note		Pay Type	HOURLY/NON-EXEMPT						
Pay Rate	12	Appointment Type	REGULAR						
Action	SALARY ADJUSTMENT/NO EVAL								




	Job Description	Effective Date	Department	Supervisor	Pay Type	Pay Rate	Appointment Type	Action
	ENVIRONMENTAL SERVICES CREW LEADER I	5/1/2015	ENVIRONMENTAL SERVICES CREW	CHRISTOPHER JOHNSON	EXEMPT	\$10.00	REGULAR	NEW HIRE

