SynergySuite Adding/Adjusting Pay Rates

Adjusting Pay Rates:

1) To adjust payrates, you will go to HRM, Employee Management and then choose the employee.
2) Open the employee, and on the left, you will see the below options: Click on payrates
   a. Once in payrates, you will see all the Job Codes/Sections that are assigned to that employee. (Note: Job Codes should not overlap)
      i. To end a job code, edit the Pencil icon to edit it. Enter an end date (can be in the future)

Section	Start Date	End Date	Rate	Options
Server	Jan 1, 2025		11	✎
Training	Jan 1, 2025	Dec 28, 2024	16.5	✎
Fountain	Jan 1, 2025		16.5	✎
Server	Mar 27, 2023	Feb 6, 2024	10	✎
Training	Mar 27, 2023	Feb 6, 2024	15	✎
Fountain	Mar 27, 2023	Feb 6, 2024	15	✎

Left navigation:
- Personal
- Payroll
- Pay Rates
- Absences
- History
- Security

   i. To start a new job code/ payrate, click the blue +Add sign and fill in the below information. SKIP the 2nd date field as that is the end date field, it should remain blank when starting a job code.
   ii. Note: Payroll Column should be Standard

Pay Rate | Rate Bands

Section — Section

Pay Rate — Rate *

Valid dates — Please enter date / Please enter date — ☐ Disabled

Payroll Column — Payroll Column

Comments — Comments