

### To Change a Pay Rate:

Go to: [helpside.com](https://helpside.com) -> Employee -> Employee Portal and login with your username and password.

Step 1: Click on **Manager Portal**.

Step 2: Click on **Employee Management**.

Step 3: Find the employee and click **Change Pay Rate** next to their information.

The screenshot shows the 'Employee Management' page. At the top, there is a header with contact information (801-555-0145, jennmill@test.com) and a search bar. Below the header, there are navigation tabs for 'Employee Portal', 'Manager Portal', and 'Company Portal'. The 'Manager Portal' is selected, and 'Employee Management' is highlighted with a red circle '2'. A table lists employees with columns for 'Employee', 'Form I-9 Status', and 'Employment Status'. Each row has a 'Change Pay Rate' link highlighted with a red circle '3'. A red circle '1' is also present near the 'Manager Portal' dropdown.

Employee	Form I-9 Status	Employment Status	Actions
Boys, Cow • <a href="#">Employee Details</a>	Electronic System Not Available	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Pay Rate</a> <a href="#">View Signed Documents</a>
Brown, XXX10ion • <a href="#">Employee Details</a>	Electronic System Not Available	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Pay Rate</a> <a href="#">View Signed Documents</a>
Crandall, Skyler • <a href="#">Employee Details</a>	Electronic System Not Available	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Pay Rate</a> <a href="#">View Signed Documents</a>
Cron, Chris • <a href="#">Employee Details</a>	Electronic System Not Available	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Pay Rate</a> <a href="#">View Signed Documents</a>
Davis, Patricia • <a href="#">Employee Details</a>	Electronic System Not Available	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Pay Rate</a> <a href="#">View Signed Documents</a>

Step 4: Enter the new pay rate

Step 5: Enter the pay period (Frequency the employee should receive the pay rate. Ex. Hourly, Weekly, Bi-Weekly, Semi-Monthly, Monthly, or Yearly).

Step 6: Click **edit** to adjust the employee's standard hours, if needed.

Step 7: **Select Reason for Pay Change.**

Step 8: Enter the effective date.

Step 9: Click **Submit** when form is complete.

Your payroll specialist will receive an email notification about the change.

### Pay Rate Change for Patricia W Davis

\* Pay Rate **4** 12.00 Pay Period **5** Hourly

\* Standard Hours per Pay Period 80.00 [edit](#) **6**

\* Select Reason for Pay Change... **7**

\* Effective Date **8**

Pay Period Rate - Hourly:	\$12.00
Pay Period Rate - Weekly:	\$480.00
Pay Period Rate - Bi-Weekly:	\$960.00
Pay Period Rate - Semi-Monthly:	\$1,040.12
Pay Period Rate - Monthly:	\$2,079.96
Pay Period Rate - Annually:	\$24,960.00

Calculations will vary due to Pay Period, Standard Hours, and Pay Rate. Hourly and Yearly are based on a 40 hour work week.

**9** CLOSE SUBMIT