

Rate of Pay Increase Report

How to print a Rate of Pay Increase report



Incident:

You require a report to view the rate of pay for employees.

Solution:

Rate of Pay Increase report:

1. Click on View...Payroll Reports...Rate of Pay Increase
2. On the filter screen, ensure that all employees reflect in the "Employees to Process" column.
3. On the next screen select the following:
 - a. Where to print the report
 - b. Select the applicable information you would like to see
4. Click on OK to view the report.