

Changing a Pay Rate in PeopleHub

1. From the Manager view of the portal, select the name of the employee from the **My Employee** list or use the search bar to locate the correct employee.

My Employees

Employee Name	Ext	Work	Mobile	Work Email
ADAMS, JOHN				jnwri80@gmail.com
AGATA, DANIEL				
ALANIZ, JAVIER				
ALDRIDGE, LILLY				lbrock@tandemhr.com
APPLE, ERIKA				sesmmom@gmail.com
APPLE, JAVIER				

2. Navigate to the **Pay** tab on the top menu.
3. Click the **Pay Rate Change** hyperlink.

HR / Change / Employee Pay Company: (10147) TANDEM DEMO PEO (CLIENT NAME)

Jay Apple

Employee: M92965

Pay

Compensation

Pay Group: BIWEEKLY - BIWEEKLY

Pay Period: Biweekly

Pay Method: Hourly

Standard Hours: 80.00

Auto Accept T/S:

Default T/S Hours:

Last Change Amount: 10400.00

Last Change Percent: 25.00

Comparative Ratio

Quartile

Rate Effective Date: 05/03/2022

Annual Pay Rate: 52,000.00

Monthly Pay Rate: 4,333.33

Semi-Monthly Pay Rate: 2,166.67

Bi-Weekly Pay Rate: 2,000.00

Weekly Pay Rate: 1,000.00

Hourly Rate: 25.0000

Benefit Salary:

Benefits Per Hour:

Per Diem:

Last Pay Date:

[Pay Rate Change](#)

4. Fill in the **New Pay Rate** and select an option from the **Per** drop-down menu to indicate if the rate is per hour, pay period, or year.
5. Enter the **New Standard Hours** that match the pay period.
6. Enter the **Effective Date**.
7. Choose the **Reason** from the drop-down menu.
8. Click **Save**.

HR / Action / Pay Rate Change Company: (1014

Pay Rate Change

Employee: M92965 APPLE JAVIER

Current Employment Status: ACT

Current Employment Type: FT

Current Pay Period: Biweekly

Current Pay Rate: 25.0000 Per Hour

Current Annualized Pay: 52,000.00

New Pay Rate: Per -- Select Period --

New Standard Hours: Per -- Select Period --

New Annualized Pay:

Auto Pay Time Card:

New Auto Time Card Hours:

Effective Date:

Reason: -- Select --