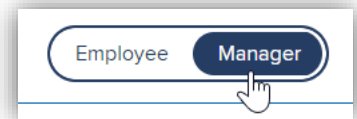


Changing a Pay Rate in PeopleHub

1. From the Manager view of the portal, select **My Employee** on the left navigation menu and click on the name of the employee you wish to change.
2. Click on **HR Actions** and **Pay Rate Change**.



Employee Details

<div style="display: flex; align-items: center;"> <div style="background-color: #00a651; color: white; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">A</div> <div> <p>AVA THATCHER Operations</p> </div> </div>	<p>Employee ID: A18675</p>	<p>Username: athatcher7777</p>	<p>Employee Type: FULL TIME</p>	<p>Employment Status: Active</p>
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< HR Actions

Pay Rate Change

DETAIL
HISTORY

Current Information

Pay Rate	Effective Date
\$20.00 per hour	07/01/2022
Pay Period	Annualized Pay
Bi-Weekly	\$41,600.00

Proposed Change

*** New Pay Rate**

Per

Select Period
▼

*** New Standard Hours**

Per

Select Period
▼

3. You can view the employee's current details and then fill out the **New Pay Rate**, **New Standard Hours**, **Effective Date** of the pay rate change, and the **Reason** for the change.
4. Click **Save** and verify your changes are correct.