# Setting up wage rate tables

**Goal:** Learn how to set up a wage rate table so you can pay individual employees multiple rates.

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Wage rate tables allow you to cost your projects and pay employees whose rate of pay fluctuates based on the project, the type of work performed, or the employee type.

After you set up a wage table, associate it with a project. Then, when you enter hours on the timesheet, Ajera can automatically calculate the employee pay by retrieving the appropriate pay rate from the wage table.

You can create as many wage rate tables as you want.

If you do not pay individual employees multiple rates, you can skip this lesson.

## Step 1: Set up a wage rate table

In this lesson, you want to create a wage rate table for entry-level staff who are classified as intern architects. When they do CAD work, you want to pay them at a higher rate.

Leave this as Active.

If you changed it to Inactive,

appear in lists but would still

be used for existing projects.

the rate table would not

**Note:** Before setting up a wage rate table, verify that the **Use wage tables** check box is selected in **Company > Preferences > Payroll**.

- 1. From the **Company** menu, click **Payroll** > **Wage Rate Table**.
- 2. Click the New button.

🙆 New Wage Rate Table

General Attachments Notes

Description Intern - CADD work

Status Active

3. Enter general information about the wage rate table.

Enter the start date for this wage rate table. You can leave the Through field blank if you do not know when you will stop using this table.

Date

Through

From

I 11/01/11

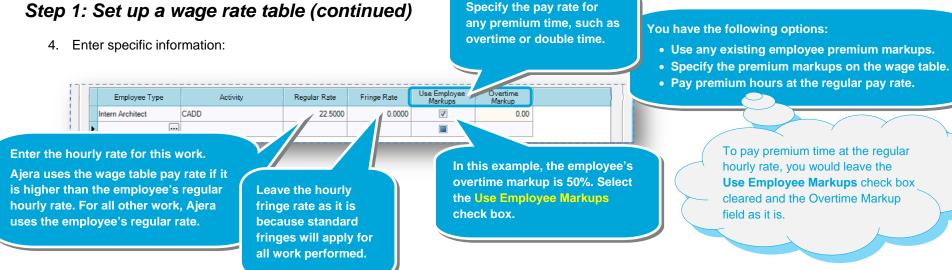
If your pay rate changed over time, you would add another date range and specify new pay rates.

Enter a specific description that makes it easy to identify the table.

> For example, if you created a table only for a specific project, you might want to include the project name in the table description.

When time is entered, Ajera verifies the timesheet date against the wage rate table date range to determine the \_\_\_\_\_ correct pay rate to use.

### Quick lesson: Setting up wage rate tables



Specify the pay rate for

5. Here's what the completed wage rate table looks like:

From         Through         ^           I         11/01//11         ~         E           I         11/01//11         ~         E           I         I         I/01//11         ~         E           I         I         I/01//11         ~         I         E           I         I         I/01//11         ~         I         I         I         I           I         I         I/01//11         ~         I	Employee Type         Activity         Regular Rate         Fringe Rate         Use Employee Markups         Overtime Markups           Intern /rohitect         CADD         22.5000         0.0000         Image: 0.000	Intern - CADD wurk         I         II/101/11         Image: Comparison of the state								Date	Ranges	
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## Step 2: Assign the wage rate table to a project

The final step is to assign the wage rate table to a project.

- 1. From the Setup menu, click Projects.
- 2. Select the project in the project list.
- 3. On the General tab, select the wage rate table you just created.

Search				🔿 ID 💿 Des	cription 🔘 Clie	ent					-
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4. Click Save.

#### Summary

You now know how to set up a wage rate table in Ajera. You can set up an unlimited number of wage rate tables for producing accurate project costing and meeting prevailing wage requirements.