

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.

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.
3. Enter general information about the wage rate table.

The screenshot shows the 'New Wage Rate Table' dialog box. The 'Status' is set to 'Active'. The 'Description' is 'Intern - CADD work'. The 'Date' field is set to '11/01/11'. The 'Through' field is blank. The 'Rate' field is set to '*'. The 'Date' field is highlighted with a callout explaining that it should be left blank if you don't know when you will stop using the table. The 'Status' field is highlighted with a callout explaining that it should be left as 'Active'. The 'Description' field is highlighted with a callout explaining that it should be specific and easy to identify. A thought bubble explains that for a specific project, the project name should be included in the description. Another thought bubble explains that when time is entered, Ajera verifies the timesheet date against the wage rate table date range to determine the correct pay rate to use.

Leave this as **Active**.
If you changed it to **Inactive**, the rate table would not appear in lists but would still be used for existing projects.

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.

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.

Date	From	Through	Rate
I	11/01/11		*

Step 1: Set up a wage rate table (continued)

4. Enter specific information:

Employee Type	Activity	Regular Rate	Fringe Rate	Use Employee Markups	Overtime Markup
Intern Architect	CADD	22.5000	0.0000	<input checked="" type="checkbox"/>	0.00

Specify the pay rate for any premium time, such as overtime or double time.

- You have the following options:
- Use any existing employee premium markups.
 - Specify the premium markups on the wage table.
 - Pay premium hours at the regular pay rate.

Enter the hourly rate for this work. Ajera uses the wage table pay rate if it is higher than the employee's regular hourly rate. For all other work, Ajera uses the employee's regular rate.

Leave the hourly fringe rate as it is because standard fringes will apply for all work performed.

In this example, the employee's overtime markup is 50%. Select the **Use Employee Markups** check box.

To pay premium time at the regular hourly rate, you would leave the **Use Employee Markups** check box cleared and the Overtime Markup field as it is.

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

The screenshot shows the 'New Wage Rate Table' dialog box with the following details:

- Status: Active
- General tab selected
- Description: Intern - CADD work
- Date Ranges table:

	From	Through
I	11/01/11	
*		
- Table with columns: Employee Type, Activity, Regular Rate, Fringe Rate, Use Employee Markups, Overtime Markup.

Employee Type	Activity	Regular Rate	Fringe Rate	Use Employee Markups	Overtime Markup
Intern Architect	CADD	22.5000	0.0000	<input checked="" type="checkbox"/>	0.00
- Buttons at the bottom: Close, Save, Copy, Cancel, Delete, Help.

6. Click **Save**.

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.

The screenshot shows the 'Project Command Center' window. At the top, there is a search bar and a table of projects. The table has columns for ID, Description, Hours Budget, Hours Actual, Contract Amount, Spent, Billed, Work-in-progress Balance, and Receivable Balance. The project 'Wilson Elementary School' (ID 03-148) is selected. Below the table, there are tabs for 'Project Info', 'Manage', 'Invoices', 'Progress', 'Snapshot', and 'Plan'. The 'Project Info' tab is active, and the 'General' sub-tab is selected. The 'General' tab contains various fields for project details, including Description, ID, Department, Project type, Project manager, Principal in charge, Marketing contact, and Location. The 'Payroll wage rate table' field is highlighted with a blue callout box that says 'Select the wage rate table for the project here.' The field is currently set to 'Intern - CADD work'. At the bottom of the window, there are buttons for 'Copy', 'Delete', 'New Phase', 'New Invoice Group', 'Close', 'Save', 'Cancel', and 'Help'.

ID	Description	Hours Budget	Hours Actual	Contract Amount	Spent	Billed	Work-in-progress Balance	Receivable Balance
M04-163	Virginia Avenue Busines...	952.15	0.00	90,000.00	0.00	0.00	0.00	0.00
03-148	Wilson Elementary School	682.00	738.00	114,000.00	108,095.85	114,000.00	0.00	54,711.00
04-999	Z-Overhead	0.00	2,573.75	0.00	0.00	0.00	0.00	0.00

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.