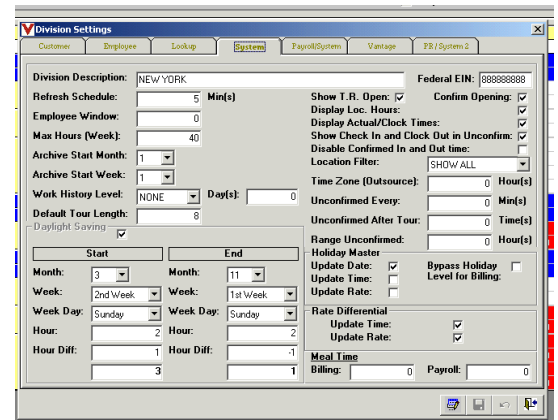


This function provides for the creation of separate Billing and Payroll Rates/Factors for a particular shift.

Hours during this time period will be considered Rate Differential pay in the appropriate column on reports.

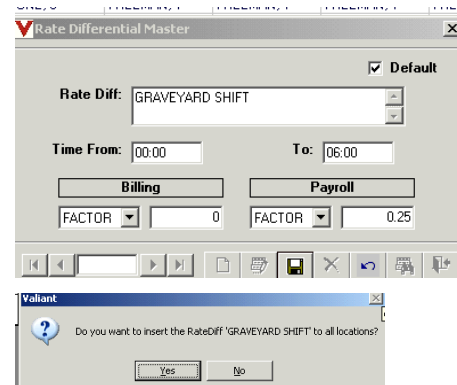
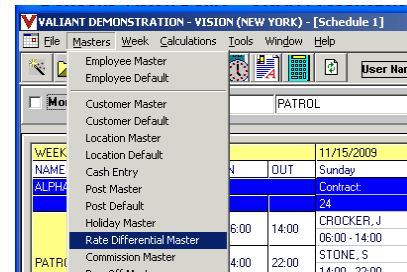
Division Settings

1. Select Division Settings from the Tools Menu.
2. Select System tab.
3. Select options (Update Time & Update Rate)



To Create the Rate Differential Master:

1. Select **Rate Differential Master** from the Masters menu.
 2. Click **New**.
 3. Enter **Rate Diff** description.
 4. Uncheck the **Default Box** if you do NOT want this Rate Differential to automatically apply when any new Locations are created.
 5. Select **Time From** and **To**.
 6. Enter FACTOR or RATE for billing/payroll.
 7. Click **Save**. A prompt displays asking if you want to insert into all locations.
- If you select **YES** then the rate differential will be assigned to all existing locations. They may be edited/removed at the applicable Locations.
 - If you select **NO**, the rate differential must be manually assigned at the applicable existing Locations.



NOTE: For Rate Differentials to be automatically assigned to any new locations, the **Default Box** must be checked. (See Step 4 above)

Note: The Effective Date is entered at the Location Master.

Editing the Rate Differential at the Location Master:

If the rate differential master has been created, you can add or delete an individual rate differential at the Location. You can also add the Effective Date and edit the billing/payroll factors and rates.

Select **Rate Differential** from the drop-down menu at the bottom of Location Master.

Add a Rate Differential

1. Click **New**.
2. Select a **Rate Differential**.
3. Enter **Effective Date**
4. Click **Save**

Delete a Rate Differential

1. Highlight a **Rate Differential**.
2. Click **Delete**

Edit a Rate Differential

1. Highlight a **Rate Differential**.
2. Click **Edit**.
3. Make the appropriate changes.
4. Click **Save**

The screenshot shows the 'Location Rate Differential Master' window. At the top, there are date tabs for 11/15/2009, 11/16/2009, 11/17/2009, 11/18/2009, and 11/19/2009. The main form contains the following fields:

- Location No:** 1
- Location Name:** CHEVY ROAD
- RateDiff:** GRAVEYARD SHIFT (with a History button)
- Time From:** 00:00
- To:** 06:00
- Effective Date:** 11/10/2009
- Billing:** FACTOR (with a value of 0)
- Payroll:** FACTOR (with a value of 0.25)
- Payroll Code:** (empty dropdown)
- Billing Code:** (empty dropdown)

Below the form is a table with the following headers: Eff. Date, RateDiff, Time From, Time To, and FactOrRate. The table is currently empty. At the bottom of the window, there is a navigation bar with a dropdown menu set to 'Rate Differential' and several icons for file operations.