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Show Password

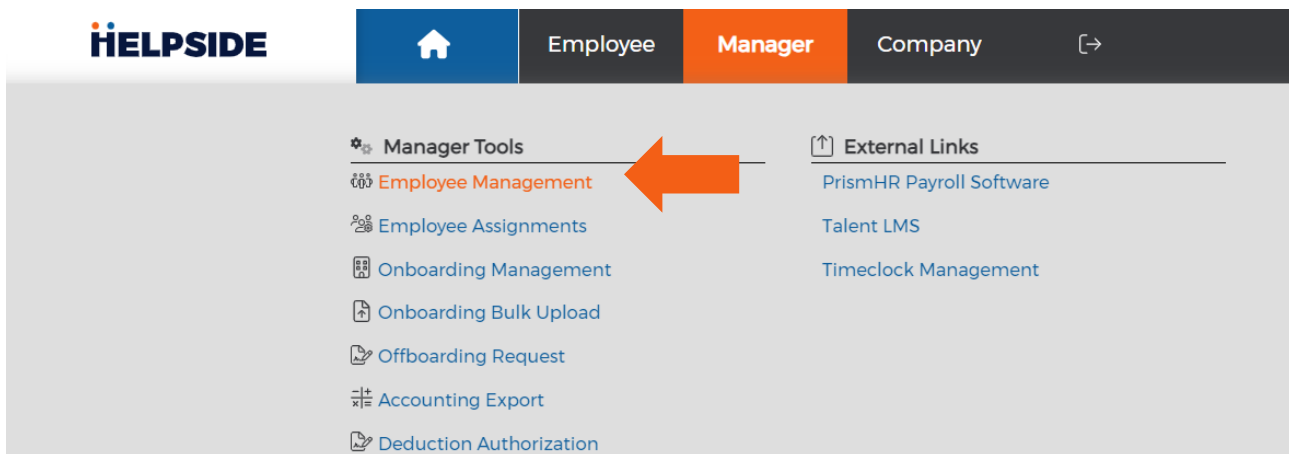
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[Sign In](#)

Sign in using your Helpside Account Username and Password.

Click on: **Sign In**.

Click on **Manager** and then on **Employee Management**.



Find the employee and click **Change Employee Information** next to their information.

Employee Management

Include Terminated Employees?

Show 10 entries

Filter:

Employee	Form I-9 Status	Employment Status	
Yellow, Stephanie Employee Details View Onboarding Details	Section 1: <input checked="" type="checkbox"/> Section 2: <input checked="" type="checkbox"/> Print/View Form I-9 Form I-9, Section 3	Active	Proxy Sign In Change Employment Information View Signed Documents
Violet, Devin Employee Details View Onboarding Details	Section 1: <input checked="" type="checkbox"/> Section 2: <input checked="" type="checkbox"/> Print/View Form I-9 Form I-9, Section 3	Active	Proxy Sign In Change Employment Information View Signed Documents

Scroll down to **Pay Information**.

Pay Information

Pay Method
* Salary

Pay Rate Pay Period
* 60320 * Yearly

Standard Hours per Pay Period
* 80 [edit](#)

Reason For Pay Change...

Effective Date
* 01/02/2023

Pay Period	Rate
Pay Period Rate - Hourly:	\$29.00
Pay Period Rate - Weekly:	\$1,160.00
Pay Period Rate - Bi-Weekly:	\$2,320.00
Pay Period Rate - Semi-Monthly:	\$2,513.33
Pay Period Rate - Monthly:	\$5,026.67
Pay Period Rate - Annually:	\$60,320.00

Enter the new pay rate.

Enter the pay period (Frequency the employee should receive the pay rate. Ex. Hourly, Weekly, Bi-Weekly, Semi-Monthly, Monthly, or Yearly).

Click **edit** to adjust the employee's standard hours, if needed.

Select **Reason for Pay Change**.

Enter the effective date.

Click **Submit** when the form is complete.

Pay Rate Change for Adriel Aquamarine

Changes made on this form will not change or impact an employee's status or benefit eligibility.

Pay Method
Salary ▼

Pay Rate
63,500 ▼

Pay Period
*** Yearly** ▼

Standard Hours per Pay Period
80 [edit](#)

Reason For Pay Change... ▼

Effective Date
09/17/2023 📅

Pay Period Rate - Hourly:	\$30.53
Pay Period Rate - Weekly:	\$1,221.15
Pay Period Rate - Bi-Weekly:	\$2,442.31
Pay Period Rate - Semi-Monthly:	\$2,645.83
Pay Period Rate - Monthly:	\$5,291.67
Pay Period Rate - Annually:	\$63,500.00

We have estimated and prepopulated the Effective Date with the pay period begin date (09/17/2023) of this employee's next payroll by using past payroll vouchers. You are not required to use this effective date. However, in most cases, it is the ideal date to select.

Close

Submit