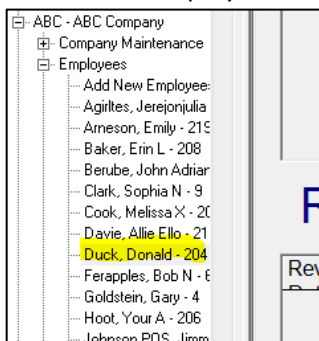


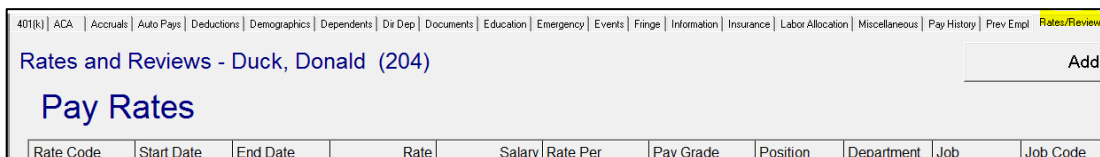
M3 – RATES/REVIEW TAB

Below are the instructions to update your employees pay rates as needed.

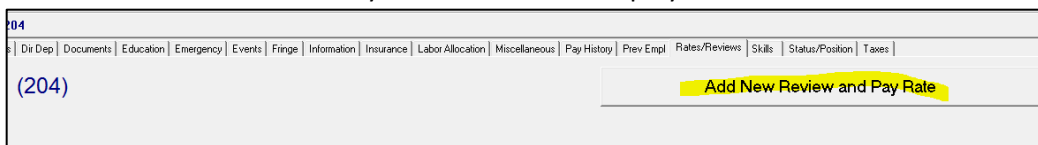
1. Login to M3
2. Click on the Employee's name on the left hand "tree"



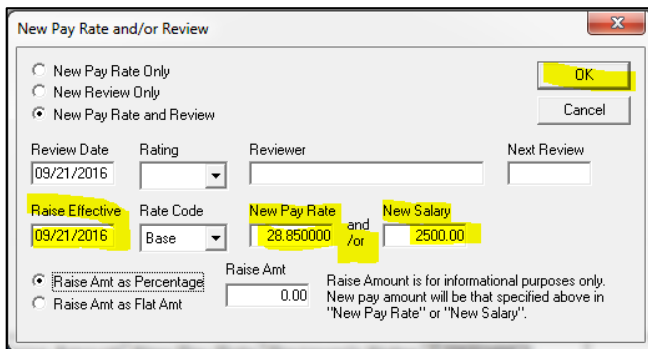
3. Click on the Rates and Reviews tab



4. Click "Add New Review and Pay Rate" to raise an employee.

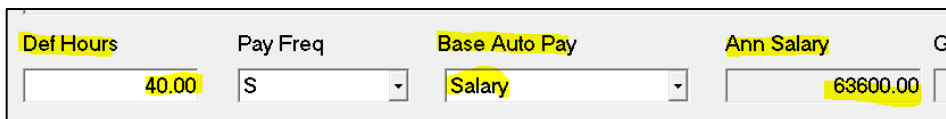


5. Enter the Raise Effective date, and the Pay Rate or Salary Amount (Per Pay Period) and click OK.



* Only change the "Rate Code" if the employee has more than one tier of rates, i.e. a separate wage for different jobs.

6. If you want the Employee to have a set amount of hours each pay period (common for salary EE's), enter a Def Hours at the bottom.



7. If you want to set a **Base Auto Pay** (meaning the employee will auto matically be paid a salary amount/hours each time, click the appropriate "Base Auto Pay". (see above)
8. The **Annual Salary** will automatically populate at the bottom of your screen based on the active Salary Pay Rate entered above. (See above)
9. **Press F11** on your keyboard to SAVE all changes. The text will no longer be blue.