

Advanced Tracker Technologies Inc.

Step-Rate Graduation Report

Overview

This policy allows for a report of employees who have graduated up on a step-rate definition. This report is displayed immediately after the collection of payroll information, and provides an opportunity for the user to print or save the findings.

Analysis of employee-level and position level step-rates is performed and reported.

Setup

Once installed, the custom module is activated by logging into Employee Tracker as MASTER, under the menu Utilities->Policies, click "Payroll" in the left list, and locate the policy titled "Step Rate Graduation Report". Double click the policy to activate. You can confirm it is active when you see a checkmark in the left of the policy description.

Operation

Running of the Payroll Export will function as usual, with one additional step. If during the pay period, an employee is found to have a differing rate at the start of the period compared to the rate at the end of the period, and these rates have been applied via a step-rate definition (either to the employee, or to a position), a window will appear with a report of the employee(s), the rate at the start of the pay period, and the rate at the end of the pay period.

From this point, the user can view the step rate graduations, save them to disk as a plain-text file, or direct the report to the current default printer.