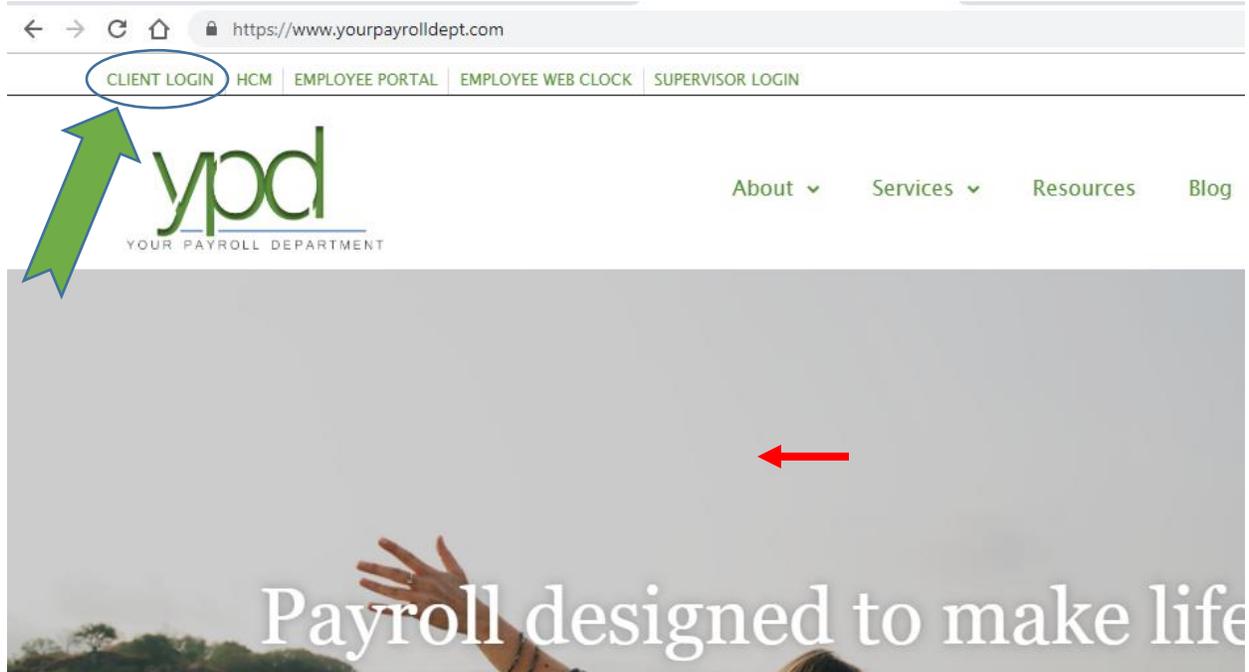




## Web Client

# How to Change an Employee's Pay Rate

1. Go to [www.kaizencpas.com/ypod](http://www.kaizencpas.com/ypod) . In the upper left, click on CLIENT LOGIN.



2. Login to the employer portal:

**USER ID:**

**PASSWORD:**

### Sign In

Username

Password

**SIGN IN**

[Forgot Password?](#)

3. Click on the “Employees” button on the left-hand side of the screen:

The screenshot shows the ypd payroll system dashboard. On the left-hand side, there is a navigation menu with several options: Dashboard, Company, Employees, Check Calculator, Payrolls, Check Finder, and Reports. The 'Employees' option is circled in red. The main content area is titled 'Payroll Today' and displays a list of payroll dates: Regular Payroll 08/30/2019, Regular Payroll 09/13/2019, and Regular Payroll 09/27/2019. Below this, there are five columns representing different payroll periods with their respective dates. At the bottom, there is an 'Agenda' section for the week of Tuesday, September 10, 2019, to Tuesday, September 17, 2019, with a table structure for Date, Time, and Event.

4. Click on the employee you want to change the pay rate for, then click on the “Form View” icon in the top right-hand corner.

The screenshot shows the 'Employees' page in the ypd payroll system. The left-hand navigation menu is visible, with 'Employees' selected. The main content area displays a table of employees. The row for John Johnson (EE # 26) is highlighted with a red box. In the top right corner, there is a 'Form View' icon (a calendar icon) which is pointed to by a red arrow. Below the table, there is a 'Preview' section for John Johnson, showing his last name, first name, and middle initial.

EE #	Last Name	First Name	SSN/EIN	State	Zip Code	Status
16	Johnson	John	*****3333	WI	53188	Active
26	Johnson	John	*****8945	NJ	08888	Active
36	Smith	Johnny	*****3333	IL	60002	Active
38	Smithy	Johnny	*****3334	IL	60002	Active
39	Smith	Mary	*****3335	IL	60002	Active
40	Afeck	Benny	*****4444	IL	60002	Active
41	Levy	Evy	*****4435	IL	60050	Active
46	Smith	Bill	*****5555	IL	60311	Active
51	Smith	James	*****3333	IL	60002	Active
55	Smith	James	*****3333	IL	60002	Active
60	Bell	Tim	*****7777	IL	60002	Active
61	Smith	Kelly	*****8555	IL	60002	Active
66	John	Smith	*****6789	IL	60002	Active
71	Doe	Matt	*****8531	WI	53181	Active
72	Slim	Jim	*****1313	OR	12365	Active

Preview

**John Johnson** 26

Last Name: Johnson First Name: John Middle Initial:

5. One the menu to the left, click the “Pay” button.

The screenshot shows the YPD Employees system interface. On the left, a vertical menu contains several options: Dashboard, Company, Employees, Check Calculator, Payrolls, Check Finder, and Reports. Under the 'Employees' section, a sub-menu is open, listing various options: PERSONAL, LABOR DEFAULTS, ACA, PAY (highlighted with a red box), FEDERAL, STATE, LOCAL, CHILD SUPPORT, DIRECT DEPOSIT, SCHEDULED E/DS, DELIVERY, TIME OFF ACCRUAL, EMPLOYEE PORTAL, and NOTES. The main content area displays the profile for '26 - Johnson, John'. It includes fields for Demographics (SSN, EIN, Employee Type, EE Code, Time Clock #), Hire Status (Status, Current Hire Date, Original Hire Date, Termination Date, Rehire Eligible), and Benefits (Healthcare Coverage). The 'PAY' button in the left menu is highlighted with a red box.

6. On the left-hand side of the screen, you can find the “Rate Amount” field. This is the employee’s primary rate. You can change that here. If you wish to change a different pay rate, see step 7.

The screenshot shows the YPD Employees system interface, specifically the 'Salary Information' section for '26 - Johnson, John'. The left-hand menu is visible, with the 'PAY' button highlighted. The 'Salary Information' section contains fields for Pay Frequency (Bi-Weekly), Salary Amount, Std Hours, Average Hours, Rate Number, Rate Amount (highlighted with a red box and containing the value '\$10.00'), Wage Limit, Limit Frequency (Annual), and Annualized. The 'Planned Updates' section includes fields for Raise Date, Raise Rate, Raise Amount, Pay Frequency (Weekly), and Raise %. The 'Position' section includes fields for New Hire Report (Completed), FLSA Exempt (No), Position (- Select Position -), Effective Date, ID on File (Yes), High Come (No), and Core Officer (No). The 'Overrides' section has an 'ADD' button and a table with columns for Primary and Secondary, with 'Yes' and 'No' options.

7. If you wish to change a pay rate that is not the primary rate, you will see the other rates on the right-hand side of the screen. Click on the pay rate you wish to change, and override the dollar amount.

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## 26 - Johnson, John

### Overrides

ADD		DELETE		EXPORT TO EXCEL		<a href="#">Edit Effective Period(s)</a>	
	Primary *	Rate Number *		Rate Amount *			
▶	Yes	1		\$10.00			▲
▶	No	2		\$2.33			

2 items