**Adding or Changing Salary/Pay Rate**

On the **Employee Management** menu, select **Employee Pay** and then **Salary**.



Select (double-click) the name of the employee whose pay you are changing.

Here you can see current and past salary information, calculate an employee’s rate increase based on a percentage, and add future rate changes.

To change the employee’s pay, select **Add New**. This will update historical records for the employee. Use the **Edit** button ***only*** to correct an error because edited items are not updated in the historical records.



**Video**

https://learning.myisolved.com/library/quick-help-videos/adding-or-changing-salary-pay-rate

For detailed explanation of each field, see the **isolved Quickhelp** document **Add or Change Salary.pdf**