Paycor > Earnings/Pay rates

Notes

Earnings – Edit

Screen defaults to the first code in the edit state. User clicks code or the edit icon next to the desired code and the screen refreshes displaying the editable information. User can add an earning code by clicking the Add Earning button.

If field validation is enabled for this screen, it will display as the user tabs or clicks into the next field. In the default state of this screen, the Cancel and Save buttons do not display. Only if the user makes a change in a field will the buttons display.

By default, the Advanced Settings Information and Global Settings areas are collapsed.

First editable field on the screen has a yellow background. Color number is: #ffeed1.

For watermarking, if applicable, Font color for watermarking is Light Gray #c9cacb, italics.

User action: User clicks the earning code
Behavior: The screen refreshes and displays earning code information.

User action: Clicks edit icon.
Behavior: The screen refreshes and displays editable earning code information.

User action: Clicks add button.
Behavior: The Add earnings modal window displays.

User action: Clicks delete button.
Behavior: The code with no history is deleted. This code will not display in the pull-down menu. The Confirm delete modal window displays.

User Action: Clicks the Calculate On button.
Behavior: The earning code is calculated.

User Action: Clicks the Calculate Off button.
Behavior: The earning code is not calculated.

User Action: Clicks the Save button
Behavior: The information is saved.

User Action: Clicks the Cancel button
Behavior: The information is discarded.

paycor 12

Welcome, Josh!   Your Settings   How Do I...?   Log Out

Home   Payroll   Time & Attendance   HR & Benefits   Reporting

Pay Employees | Configure Company | View Employees

Employees

Hire Employee

Show Employees | Filters | HIDE | Filter Results ▾

Bob Deangelo
200 - Application Backup D...
5642896501

Bob Deangelo
200 - Application Backup D...
5642896501

Maryann Deangelo
Employee Number: 5642100039   Department: 200 -Application Backup Division
Phone: 555-777-9000...   Email: maryanndeangelo@fakecompany.com

<< | ◀ Previous | Next ▶ | >>

Bob Deangelo
200 - Application Backup D...
5642896501

Bob Deangelo
200 - Application Bac
5642896501

▶ Employee Info

▶ Position

▾ Compensation

　　Total Compensation
　　Pay Rates
　　Additional Earnings
　　Deductions
　　Direct Deposit
　　Taxes
　　Compensation History

Additional Earnings   ⊕ Add Earning

Client ID 74721   Joe's Crab Shack ▾

1099
Code

▽ Find earning codes

🖉 1099
🖉 1099
🖉 1099
🖉 1099R7
🖉 125 Reim
🖉 3ps
🖉 3ps
🖉 3ps
🖉 3ps6Mo
🖉 Accrual Items

Independent Contractor - Amt
Independent contractor amount

Calculate [ON ⬤]   🗑 Delete

▼ Settings

Code
1099

Description
Independent contractor amount

Hours
8.0

Amount
50.00

Rate
[　　　　　]

Factor
description

▶ Advanced Settings

▶ Global Settings

Cancel | Save

PLEASE NOTE: Wireframes are for screen layout only (field label, field position on screen, button label and position on screen). All screen text, field length and menu width is for LAYOUT PURPOSES ONLY and should not be considered final.

Paycor > Earnings/Pay rates

Notes

Code Has History modal window

If a user clicks the delete icon corresponding to a disabled earning code, this modal window displays advising the user that they cannot delete this code because it has history in the system, If they no longer need this code, they can turn it off and it will no longer calculate. The user can still view the code history.

Modal window title: Arial, Bold, Charcoal Grey #4c4d4f, 12px
Text: Code Has History

Copy: Arial, Regular, Charcoal Grey #4c4d4f, 13px
Text: You cannot delete this code because it has history in the system. If you no longer need this code, you can turn it off and it will no longer calculate.

Do you want to turn off this code now?

Buttons: Primary button: Yes (Yes-standard.png), secondary button: No (No-pressed.png)

For guidelines on creating modal windows, see the Enterprise 2.0 User Interface Standards, sections on Modal Windows and Light boxes.

User action: Clicks Yes.
Behavior: The code is disabled and user returns to the previous screen.

User action: Clicks No.
Behavior: No changes are saved and modal window disappears. The user returns to the previous screen.

PLEASE NOTE: Wireframes are for screen layout only (field label, field position on screen, button label and position on screen). All screen text, field length and menu width is for LAYOUT PURPOSES ONLY and should not be considered final.

Paycor > Earnings/Pay rates

Notes

Confirm delete modal window

For guidelines on creating modal windows, see the Enterprise 2.0 User Interface Standards, sections on Modal Windows and Light boxes.

Modal window title: Arial, Bold, Charcoal Grey #4c4d4f, 12px
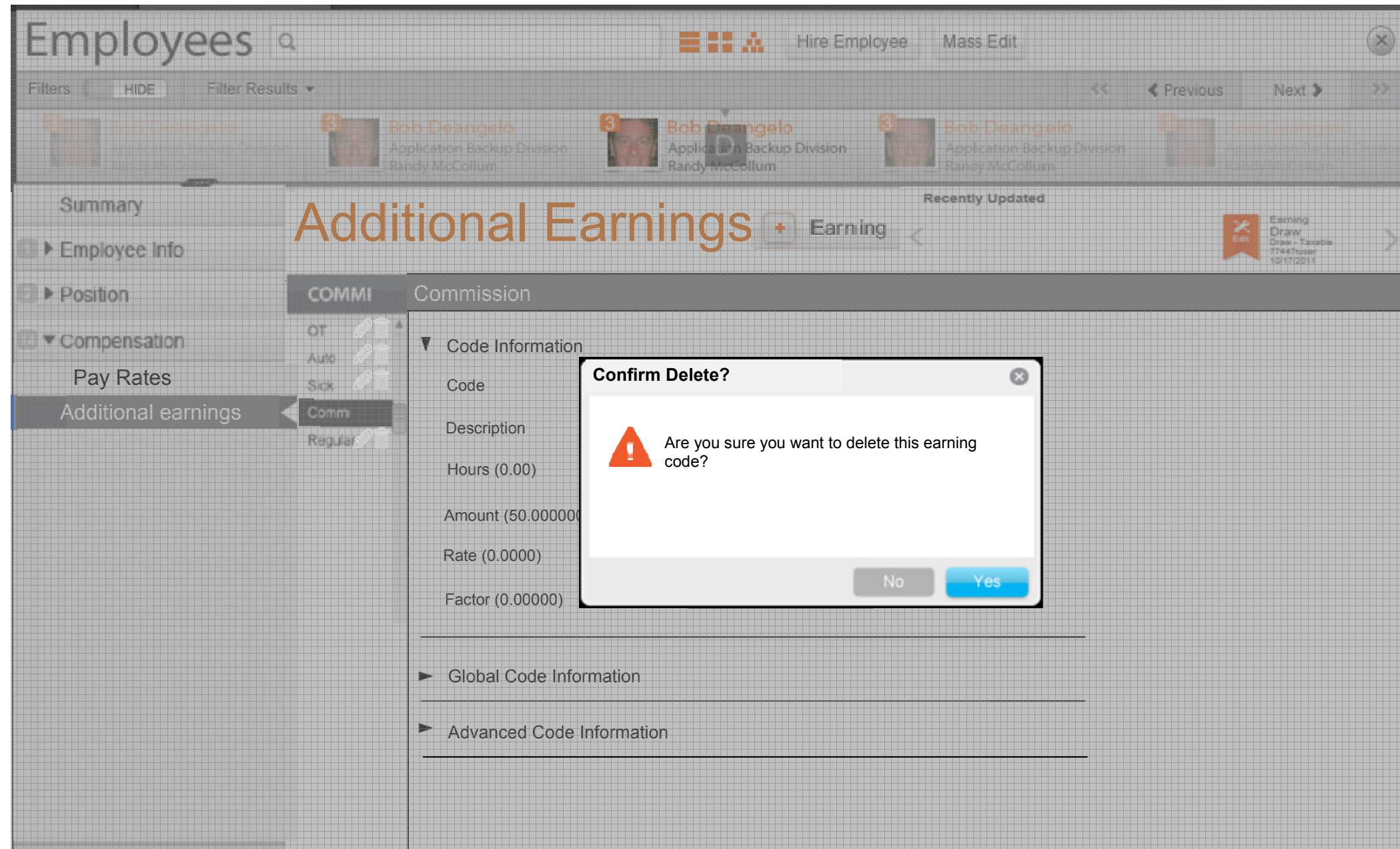Text: Confirm Delete?

Icon name is warning-standard.png. Size is 13px wide by 15px high.

Copy: Arial, Regular, Charcoal Grey #4c4d4f, 13px
Text: Are you sure you want to delete this earning code?

 Buttons: Primary button: Yes (Yes-standard.png), secondary button: No (No-pressed.png)

User action: Clicks Yes.
Behavior: The code is deleted and user returns to the previous screen.

User action: Clicks No.
Behavior: No changes are saved and modal window disappears. The user returns to the previous screen.

PLEASE NOTE: Wireframes are for screen layout only (field label, field position on screen, button label and position on screen). All screen text, field length and menu width is for LAYOUT PURPOSES ONLY and should not be considered final.

Paycor > Earnings/Pay rates

Notes

Error message display

This screen only illustrates HOW an error message will appear on a screen. Disregard any other information.

Real-time validation is enabled for some fields. For those fields, a check mark or error message icon is displayed accordingly.

Errors remain on screen until user makes corrections.

Error message at top of page:
- Period after error messages that have two sentences.
- Icon name is warning-standard.png. Size is 13px wide by 15px high.
- Background behind error messages is #ffffff.
- Red outline around message is 3px #e93716.
- Font for "# of Problems found" is Arial, Bold, #e93716, 13px
- Error messages display correct verb tense – "2 Problems were found. Please correct these problems…" "1 Problem was found. Please correct this problem…" Font is Arial, Bold, #e93716, 12px, color is #e93716.
- Error messages display in bulleted format. Font is Arial, Regular, #000000, 11px.

Error message next to field:
- Display as user moves off of the field.
- Field containing error is outlined in red #e93716.
- Display alongside the field with icon warning-standard.png. Size is 12px wide by 15px high. Error message text is Arial, Regular, #000000, 11px.
- Period after error messages that have two sentences.

See the Enterprise 2.0 User Interface Standards, section on Field Validation.

paycor 12

Welcome, Josh!   Your Settings   How Do I...?   Log Out

Home   Payroll   Time & Attendance   HR & Benefits   Reporting

Pay Employees | Configure Company | View Employees

Employees   [Hire Employee]

Show Employees | Filters HIDE | Filter Results ▼

Maryann Deangelo   ≪ ◀ Previous   Next ▶ ≫

Bob Deangelo   Bob Deangelo
200 - Application Backup D…   200 - Application Backup D…
5642896501   5642896501

Employee Number: 5642100039   Department: 200 -Application Backup Division
Phone: 555-777-9000…   Email: maryanndeangelo@fakecompany.com

Bob Deangelo   Bob Deangelo
200 - Application Backup D…   200 - Application Bac…
5642896501

▶ Employee Info
▶ Position
▼ Compensation
  Total Compensation
  Pay Rates
  Additional Earnings
  Deductions
  Direct Deposit
  Taxes
  Compensation History

Additional Earnings   [+ Add Earning]

Client ID [74721 ▼]   Joe's Crab Shack

Code
1099

✎ 1099
✎ 1099
✎ 1099
✎ 1099R7
125 Reim
3ps
3ps
3ps
3ps6Mo
3psx
✎ Accru
Adopt

Independent Contractor - Amt
Independent contractor amount

Calculate [ON ●]

⚠ **2 Problems were found**
Please correct these problems and click the Save button.
- The code description field cannot be empty. Please enter a code description.
- The Hours field format is 0.00. Please enter information in this format.

Settings

Code
[1099]

Description
[Independent contractor amount]   ⚠ The code description field cannot be empty. Please enter a code description.

Hours
[8.0]   ⚠ The Hours field format is 0.00. Please enter information in this format.

Amount
[50.00]

Rate
[ ]

Factor
[description]

[Cancel] [Save]

PLEASE NOTE: Wireframes are for screen layout only (field label, field position on screen, button label and position on screen). All screen text, field length and menu width is for LAYOUT PURPOSES ONLY and should not be considered final.

Screen display after user selects an earning code.

Paycor > Earnings/Pay rates

Notes

Add Additional Earnings modal window

Size of modal window is determined by the information it contains.

User can add an earning code by clicking the Add Earning button on the Earnings screen. This Add Earnings modal window displays over the Earnings screen. The user can select an earning code from the pull-down menu, which displays all available codes at the client level and those not set up for this employee, and add the code information.

Once the code has been selected, the dropdown is not disabled. Users can select a different code from the dropdown. When this happens, the fields and values switch to match the new selection. Nothing from the old selection is saved. All Save, Cancel, and Close behavior remains unchanged.

Screen will use onFocus and active states. For information on onFocus and Active State information, see the Enterprise 2.0 UI Standards

Font color for watermarking is Light Gray #c9cacb, italics.

Once the user selects the code, the Code and description fields are display only.

User Action: Clicks the Save button
Behavior: The modal window disappears and information is saved.

User Action: Clicks the Cancel button
Behavior: The modal window disappears and any information is discarded.

User Action: Clicks the Close Icon.
Behavior: The modal window disappears and any information is discarded.

Version 2: Do you wish to see a code not on this list? This will add code to employee and to the client as well.

Add screens act like modal windows meaning they display with a light box effect. See the Enterprise 2.0 User Interface Standards, section on Light boxes.

Screen display before user selects an earning code.
Save button is disabled until user selects code.

Add Additional Earnings   ⊗

Bonus ▾

Code
B

Description
Bonus

Hours
0.00

Amount
$ 50.0000000

Rate
0.0000 %

Factor
0.00000

Cancel   Save

Add Additional Earnings   ⊗

Select earning code ▾

Paycor > Earnings/Pay rates

Notes

Error message display

This screen only illustrates HOW an error message will appear on a screen. Disregard any other information.

If field validation is enabled for this screen (positive field validation is not in version 1), it will display as the user tabs or clicks into the next field. See the Enterprise 2.0 User Interface Standards, sections on Field Validation.

Optimal tip information next to field: Display as user moves off of the field. Display alongside the field with icon info-standard.png. It is 12px wide and 15px high. Tip text is black #000000. See the Enterprise 2.0 User Interface Standards, sections on Field Validation.

Errors remain on screen until user makes corrections.

Error message at top of page:
- Period after error messages that have two sentences.
- Icon name is warning-standard.png. Size is 13px wide by 15px high.
- Background behind error messages is #ffffff.
- Red outline around message is 3px #e93716.
- Font for "# of Problems found" is Arial, Bold, #e93716, 13px
- Error messages display correct verb tense – "2 Problems were found. Please correct these problems…" "1 Problem was found. Please correct this problem…" Font is Arial, Bold, #e93716, 12px, color is #e93716.
- Error messages display in bulleted format. Font is Arial, Regular, #000000, 11px.

Error message next to field:
- Display as user moves off of the field.
- Field containing error is outlined in red #e93716.
- Display alongside the field with icon warning-standard.png. Size is 12px wide by 15px high. Error message text is Arial, Regular, #000000, 11px.
- Period after error messages that have two sentences.

See the Enterprise 2.0 User Interface Standards, section on Field Validation.

Add Additional Earnings ⊗

⚠ **1 Problem was found**
Please correct this problem and click the Save button.
- The Hours field format is 0.00. Please enter information in this format.

Code
B

Description
Bonus

Hours
`0.8`   ⚠ The Hours field format is 0.00. Please enter information in this format.

Amount
$ `50.00`

Rate
`        ` %

Factor
`1.0`

Frequency
`Every pay period        ▾`

Equation
(RATE+HR)+AMT

Include In
`Addtl Pay Only        ▾`

How to Tax
`FICA, Fed, St, Local        ▾`

Check Stub
`Always Print YTD        ▾`

Sequence
`7`

Include in Shift Calculation
`Yes        ▾`

Appear on W2 Box 14
`Yes        ▾`

[Cancel] [Save]

Paycor > Earnings/Pay rates

Notes
_____

Pay Rates Screen – View

All active pay rate fields are bold.

To edit a pay rate, the user clicks the row or the corresponding edit icon. The screen refreshes allowing the user to edit fields. The user can also delete a pay rate by clicking the delete icon.

To add history: 1. Change a rate and effective date – the old values will show up in history. 2. If change only the rate, the effective date should default to next scheduled pay run and old effective rate will show in history. 3. If change only the effective date. Old date and rate will display in history 4. If edit code or reason, no history is added.

All fields and headings are left-aligned EXCEPT Pay Rate Annualized Rate, % Change headings are fields are right-aligned. Actions is centered with icons centered beneath heading.

Rows with active rates are white and values are bolded. Rows with future rates are white and values are not bolded. Rows with historical rates shaded with light gray.

User action: Clicks delete icon.
Behavior: Item is deleted. Items can only be deleted in descending order (4,3,2, etc.). The Confirm delete modal window displays.

User action: Clicks edit icon.
Behavior: The screen refreshes and displays editable information.

User action: Clicks Add Pay Rate button.
Behavior: The Add pay rate modal window displays.

User action: Clicks Show on the History button.
Behavior: All rate history for the rate numbers display with the ability to edit pay rate 1.

User action: Clicks Off on the History button.
Behavior: Only the active rate number displays.

Home   Payroll   Time & Attendance   HR & Benefits   Reporting

Back to Employee List   Configure Company   View Employees

Find | Find Employees   Hire Employee

Filters [HIDE]   Filter Results ▾

Maryann Deangelo

Employee Number: 5642100039   Department: 200 - Application Backup Division
Phone: 555-777-9000 ...   Email: maryanndeangelo@fakecompany.com

« Previous   Next » »

▸ Employee Info

▸ Position

▾ Compensation

Pay Rates

Additional Earnings

Deductions

Direct Deposit

Taxes

Compensation History

Pay Rates   + Add Pay Rate

History [SHOW]   To add history enter the previous pay rate and the previous effective date and save.

#	Description	Pay Rate	Annualized Rate	Effective Date	% Change	Reason	Actions
1	**Regular 1**	**$12.50 per hour**	**$26,000**	**04/04/2011**	**10%**	**Merit**	✏ 🗑
1	Regular 1	$11.25 per hour	$23,000	05/09/2010	5%	Merit	🗑
1	Regular 1	$10.50 per hour	$20,000	04/11/2009	25%	Merit	🗑
2	**Busser**	**$215.75 per day**	**$11,000**	**05/11//2009**	**3%**	**Promotion**	✏ 🗑
3	**Waiter**	**$2075.00 per pay**	**$25,000**	**11/15/2011**	**1000%**	**Promotion**	✏ 🗑
4	**Bartender**	**$80,000.00 per pay**	**$80,000**	**12/05/2009**	**500%**	**Promotion**	✏ 🗑

Bolded rows are active for that pay rate.

Paycor > Earnings/Pay rates

Notes

Pay Rates Screen – Edit

To edit a pay rate, the user clicks the row or the corresponding edit icon. The screen refreshes allowing the user to edit fields. The user can also delete a pay rate by clicking the delete icon. The user can also change the pay rate, effective date and the reason in the editable text boxes.

First editable field on the screen has a yellow background. Color number is: #ffeed1. The row being edited has a background color of #d8f5ff and a solid outline 1px of #8adffc.

To add history: 1. Change a rate and effective date – the old values will show up in history. 2. If change only the rate, the effective date should default to next scheduled pay run and old effective rate will show in history. 3. If change only the effective date. Old date and rate will display in history 4. If edit code or reason, no history is added.

All fields and headings are left-aligned EXCEPT Pay Rate Annualized Rate, % Change headings are fields are right-aligned. Actions is centered with icons centered beneath heading.

Rows with active rates are white and values are bolded. Rows with future rates are white and values are not bolded. Rows with historical rates shaded with light gray.

User action: Clicks delete icon.
Behavior: Item is deleted. Items can only be deleted in descending order (4,3,2, etc.). The Confirm delete modal window displays.

User action: Clicks edit icon.
Behavior: The screen refreshes and displays editable information.

User action: Clicks Add Pay Rate button.
Behavior: The Add pay rate modal window displays.

User action: Clicks Show on the History button.
Behavior: All rate history for the rate numbers display with the ability to edit pay rate 1.

User action: Clicks Off on the History button.
Behavior: Only the active rate number displays.

User Action: Clicks the Save button
Behavior: The information is saved.

User Action: Clicks the Cancel button
Behavior: The information is discarded.

Home   Payroll   Time & Attendance   HR & Benefits   Reporting

Back to Employee List   Configure Company   View Employees

Find | Find Employees | Hire Employee

Filters [HIDE]   Filter Results ▼

Maryann Deangelo
Employee Number: 5642100039   Department: 200-Application Backup Division
Phone: 555-777-9000...   Email: maryanndeangelo@fakecompany.com

<< | ‹ Previous | Next › | >>

Bob Deangelo   Bob Deangelo   Bob Deangelo   Bob Deangelo
200 - Application Backup D...   200 - Application Backup D...   200 - Application Backup D...   200 - Application Bac...
5642896501   5642896501   5642896501

▶ Employee Info
▶ Position
▼ Compensation
  Pay Rates
  Additional Earnings
  Deductions
  Direct Deposit
  Taxes
  Compensation History

Pay Rates   + Add Pay Rate

History [SHOW]   To add history enter the previous pay rate and the previous effective date and save.

#	Description	Pay Rate	Annualized Rate	Effective Date	% Change	Reason	Actions
1	Regular 1	$12.50 per hour ▾	$26,000	04/04/2011	2%	Merit ▾	✎ 🗑
1	Regular 1	$11.25 per hour	$23,000	05/09/2010	5%	Merit	
1	Regular 1	$10.50 per hour	$20,000	04/11/2009	25%	Merit	
2	**Busser**	**$215.75 per day**	**$11,000**	**05/11//2009**	**3%**	**Promotion**	✎ 🗑
3	**Waiter**	**$2075.00 per pay**	**$25,000**	**11/15/2011**	**1000%**	**Promotion**	✎ 🗑
4	**Bartender**	**$80,000.00 per pay**	**$80,000**	**12/05/2009**	**00%**	**Promotion**	✎ 🗑

Scheduled Hours / Payrun [40]   These hours load for this employee in payroll for pay rate # 1.   **Bolded** rows are active for that pay rate.

Cancel   Save

Paycor > Earnings/Pay rates

Notes

Errors on screen

This screen only illustrates HOW an error message will appear on a screen. Disregard any other information.

Errors remain on screen until user makes corrections.

Error message at top of page:

- Period after error messages that have two sentences.
- Icon name is warning-standard.png. Size is 13px wide by 15px high.
- Background behind error messages is #ffffff.
- Red outline around message is 3px #e93716.
- Font for "# of Problems found" is Arial, Bold, #e93716, 13px
- Error messages display correct verb tense – "2 Problems were found. Please correct these problems…" "1 Problem was found. Please correct this problem…" Font is Arial, Bold, #e93716, 12px, color is #e93716.
- Error messages display in bulleted format. Font is Arial, Regular, #000000, 11px.

Error message next to field:

- Font for Content: Arial, Regular, #ffffff, 12px
- No periods after message.
- Background behind error message #e93716
- Display as user moves off of the field
- Display alongside the field

See the Enterprise 2.0 User Interface Standards, section on Field Validation.

Home   Payroll   Time & Attendance   HR & Benefits   Reporting

Back to Employee List

Configure Company   View Employees

Find | Find Employees | Hire Employee

Filters HIDE   Filter Results ▾

Bob Deangelo
200 - Application Backup D...
5642896501

Bob Deangelo
200 - Application Backup D...
5642896501

Maryann Deangelo

Employee Number: 5642100039   Department: 200 -Application Backup Division
Phone: 555-777-9000...   Email: maryanndeangelo@fakecompany.com

« ‹ Previous   Next › »

Bob Deangelo
200 - Application Backup D...
5642896501

Bob Deangelo
200 - Application Backup D...
5642896501

▸ Employee Info

▸ Position

▾ Compensation

  Pay Rates

  Additional Earnings

  Deductions

  Direct Deposit

  Taxes

  Compensation History

Pay Rates   ➕ Add Pay Rate

History SHOW

Add history to a pay rate by entering the previous pay rate and the previous effective date.

⚠ **1 Problem was found**

Please correct the problem and click the Save button.

#	Description	Pay Rate	Annualized Rate	Effective Date	% Change	Reason	Actions
1	Regular 1	$.x.xx per hour ▾ Only alpha characters		04/04/2011	2%	Merit ▾	✏ 🗑
1	Regular 1	$11.25 per hour	$23,000	05/09/2010	5%	Merit	
1	Regular 1	$10.50 per hour	$20,000	04/11/2009	25%	Merit	
2	**Busser**	**$215.75 per day**	**$11,000**	**05/11//2009**	**3%**	**Promotion**	✏ 🗑
3	**Waiter**	**$2075.00 per pay**	**$25,000**	**11/15/2011**	**1000%**	**Promotion**	✏ 🗑
4	**Bartender**	**$80,000.00 per pay**	**$80,000**	**12/05/2009**	**00%**	**Promotion**	✏ 🗑

Scheduled Hours / Payrun 40   These hours load for this employee in payroll for pay rate # 1.   Bolded rows are active for that pay rate.

Cancel   Save

Paycor > Earnings/Pay rates

Notes

Confirm delete modal window

For guidelines on creating modal windows, see the Enterprise 2.0 User Interface Standards, sections on Modal Windows and Light boxes.

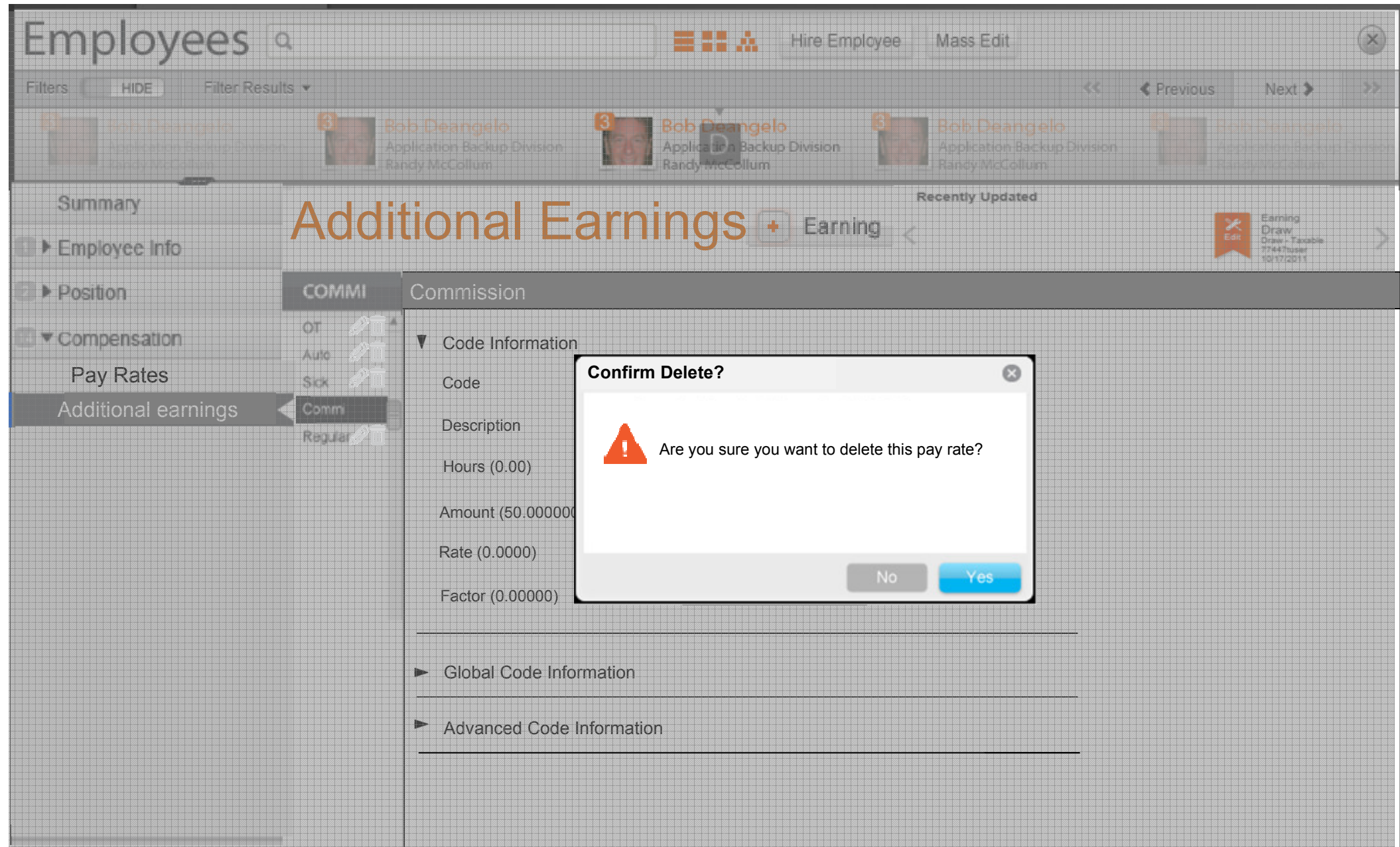User clicks delete icon on Edit or View Pay Rates screens.

Modal window title: Arial, Bold, Charcoal Grey #4c4d4f, 12px
Text: Confirm Delete?

Copy: Arial, Regular, Charcoal Grey #4c4d4f, 13px
Text: Are you sure you want to delete this pay rate?

Buttons: Primary button: Yes (Yes-standard.png), secondary button: No (No-pressed.png)

User action: Clicks Yes.
Behavior: The pay rate is deleted and user returns to the previous screen.

User action: Clicks No.
Behavior: No changes are saved and modal window disappears. The user returns to the previous screen.

Employees

Filters | HIDE | Filter Results ▾ | << | ‹ Previous | Next › | >>

Bob Deangelo — Application Backup Division — Randy McCollum
Bob Deangelo — Application Backup Division — Randy McCollum
Bob Deangelo — Application Backup Division — Randy McCollum

Summary

▸ Employee Info
▸ Position
▾ Compensation
  Pay Rates
  Additional earnings

Additional Earnings + Earning

Recently Updated

Earning Draw
Draw – Taxable
7744?user
10/17/2011

COMMI | Commission

OT
Auto
Sick
Comm
Regular

▼ Code Information

Code

Description

Hours (0.00)

Amount (50.000000

Rate (0.0000)

Factor (0.00000)

Confirm Delete?

⚠ Are you sure you want to delete this pay rate?

No | Yes

► Global Code Information

► Advanced Code Information

PLEASE NOTE: Wireframes are for screen layout only (field label, field position on screen, button label and position on screen). All screen text, field length and menu width is for LAYOUT PURPOSES ONLY and should not be considered final.

Paycor > Earnings/Pay rates

Notes

Add pay rate modal window

When the user clicks the Add Pay Rates button on the Pay Rates screen, this modal window displays on top of the Pay Rate screen. The user can enter a pay rate code name, enter the pay rate, enter the effective date and the reason.

The Pay Rate Number field is display-only and cannot be edited.

Font color for watermarking is Light Gray #c9cacb and italics.

Screen will use onFocus and active states. For information on onFocus and Active State information, see the Enterprise 2.0 UI Standards

Date picker icon is datepicker.ai. It is 12px wide and 15px high.

User Action: Clicks the Save button
Behavior: The modal window disappears and information is saved.

User Action: Clicks the Cancel button
Behavior: The modal window disappears and any information is discarded.

User Action: Clicks the Close Icon.
Behavior: The modal window disappears and any information is discarded.

Add screens act like modal windows meaning they display with a light box effect. See the Enterprise 2.0 User Interface Standards, section on Light boxes.

If field validation is enabled for this screen (positive field validation is not in version 1), it will display as the user tabs or clicks into the next field. See the Enterprise 2.0 User Interface Standards, sections on Field Validation.

Optimal tip information displays next to field. Display as user moves off of the field. Display alongside the field with icon info-standard.png. It is 12px wide and 15px high. Tip text is black #000000. See the Enterprise 2.0 User Interface Standards, sections on Field Validation.

Add Pay Rate

Pay Rate Number
4

Descripton
Bartender

Pay Rate
$ 0.00   Per hour

Effective Date
mm/dd/yyyy

Reason
Rate for this job

Cancel   Save