How to Change a Payrule - Timekeepers

Employees are importing into TigerTime with the correct payrule. However, there are 2 scenarios where the timekeeper will need to change a payrule.

1. An employee has a new classification. I.e. a student was hired as a full-time biweekly employee.

2. Department and the employee have agreed to pay any hours above 40 (straight or 1.5) in comp time – vice versus. I.e. employee’s payrule is defaulted usually to paying overtime.
In this example, the employee has recently been hired from a student employee to a full-time biweekly employee.

If you look at the Totals & Schedules area, the Pay Code listed is STU. But, in his primary account, the BWFB indicates that this person is not a student, but a full-time biweekly employee and his earn code should be R26.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In Transfer</th>
<th>Out</th>
<th>In Transfer</th>
<th>Out</th>
<th>Shift Daily Cumul.</th>
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<tbody>
<tr>
<td>Mon 1/16</td>
<td>7:39AM</td>
<td></td>
<td></td>
<td>12:45PM</td>
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<td></td>
<td></td>
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<tr>
<td>Tue 1/17</td>
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<td>12:43PM</td>
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<td>Wed 1/18</td>
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<td></td>
<td></td>
<td>12:35PM</td>
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<tr>
<td>Thu 1/19</td>
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<td>Fri 1/20</td>
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<tr>
<td>Sat 1/21</td>
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<td>12:35PM</td>
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</tbody>
</table>

**Accruals**

- Date | Pay Code | Amount | Wages
- Sun 1/15 | STU - Student Regular Pay | 32.0
- Mon 1/16 | STU - Student Regular Pay | 32.0
- Tue 1/17 | STU - Student Regular Pay | 32.0
Click on the People Quicklinks to change the payrule.

Click on the Job Assignment Tab -> Timekeeper
Locate the Payrule section.

Pull the drop-down arrow to select a new payrule. Click Search to view the entire list.
Once selected, click ok. **FBBW OT No Lunch** indicates that a full-time biweekly employee will have an earn code of R26, will be paid overtime in money (OTP and OTS), and will not have an automatic lunch deduction applied. (The majority of employees will NOT have an automatic lunch deduction.)
Notice the new payrule below the old one. Next, change the effective date. The majority of the time, the effective date will be the first day of the pay period. An exception would be if an employee was hired during the middle of the pay period.
Click Save.

Go back to the employee's timecard and view the changes.
If a change has not occurred yet, be sure to refresh the timecard.

Actions -> Refresh
Notice, the paycode is now defaulted to R26