

# Staff Pay Rate Report

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The **Pay Rate** report provides you with a list of staff pay rates based on filters (Search Criteria) you select.

You can find this report in the *Reports* menu. Go to **Reports > Staff > Staff (tab) > Pay Rate Report**.

- ★ Customize your report to list employee's pay rate based on: Pay Type and Pay Rate Status (Current/Future).
- ★ Review your employee's current pay rate and the effective dates.



If you use this report frequently, make it a [Favorite Report](#) for quick and easy access!

## Business Scenario

You would like to review your staff's current hourly pay rates to see if you can increase their rates for the upcoming school year.

To create this report use these search filters:

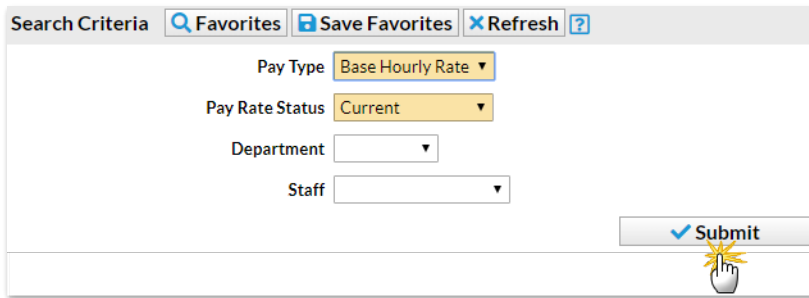
- *Pay Type* = **Base Hourly Rate**
- *Pay Rate Status* = **Current**

The report results will include all current hourly employees, their hourly rate, and the effective dates.

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## Search Criteria

You can filter your list of staff pay rates using any or all of the Search Criteria and Jackrabbit will compile the report to meet ALL of the criteria chosen.



Search Criteria

Pay Type

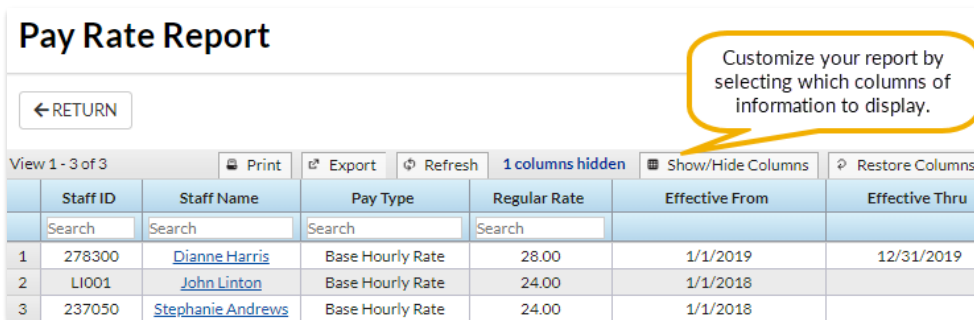
Pay Rate Status

Department

Staff

## Report Results

The report results can be further customized with the ability to show or hide columns of information, sort columns, or modify column widths.



**Pay Rate Report**

View 1 - 3 of 3    1 columns hidden

Customize your report by selecting which columns of information to display.

|   | Staff ID                            | Staff Name                          | Pay Type                            | Regular Rate                        | Effective From | Effective Thru |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------------|----------------|
|   | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> |                |                |
| 1 | 278300                              | <a href="#">Dianne Harris</a>       | Base Hourly Rate                    | 28.00                               | 1/1/2019       | 12/31/2019     |
| 2 | LI001                               | <a href="#">John Linton</a>         | Base Hourly Rate                    | 24.00                               | 1/1/2018       |                |
| 3 | 237050                              | <a href="#">Stephanie Andrews</a>   | Base Hourly Rate                    | 24.00                               | 1/1/2018       |                |

- Click the **Show/Hide Columns** button, to select which columns of information you want displayed.
  - Select **Apply** to have these selections applied to only the report you are currently viewing.
  - Select **Apply & Save** to have these selections applied and saved for your User ID. When logged in as your User ID, you will see only the columns of information you chose previously. Other Users will see the columns they selected and saved, which may differ from yours.

**Show/Hide Columns** ✕

Uncheck columns and click the "Apply" button to hide columns.  
Click the "Apply & Save" button to save these settings for your User ID.

- Staff ID
- Staff Name
- Pay Type
- Regular Rate
- Effective From
- Effective Thru