MY PAY CALENDAR

FAIR PAY, EVERYDAY.

User guide

Hourly Pay Selector

MyPayCalendar   ❓

👤 John Smith

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Hourly Pay Selector ▶

Hourly Pay Selector

FRI   SAT

06   07

13   14

20   21

27   28

03   04

Pound Sterling

ages Summary

Hourly Pay Selector

🕐 **Original Pay Scale**

Single Shift

£ per hour

[   ]

Shift Length

| Hours | Minutes |

Overtime

£ per hour   **% of Standard**

[   ]   [   ]

Weekend

£ per hour

[   ]

Shift Length

| Hours | Minutes |

Weekend Overtime

£ per hour   **% of Standard**

[   ]   [   ]

3/14

OK

Let us re-visit another important bit.

Hourly Pay Selector

In this view you can enter:

- your working day hours;

- your hourly rate;

- the length of your shift; and

- your weekend rate.

Also if you do shift work, i.e. your shifts start and end at different times during the month, you can:

- set your shift hours;

- Enter the different rates your shifts pay: and

- enter the length of your shifts.

Let's take a look at the simple hourly pay selector. We have already populated it with information.

Hourly Pay Selector

🕐 Original Pay Scale

Single Shift

£ per hour

10.50

Shift Length

| 7 | 30 |

Overtime

£ per hour	**% of Standard**
14.00	1.3333333333

Weekend

£ per hour

14.50

Shift Length

| 7 | 30 |

Weekend Overtime

£ per hour **% of Standard**

| 15.00 | 1.42857142857 |

☐ **Advanced**

💾 Save

Hourly Pay Selector

Calendar / Hourly Pay Selector

🕐 Original Pay Scale

Single Shift

£ per hour

10.50

Here you put in your hourly rate

Shift Length

7   30

Your shift length, note minutes used

Overtime

£ per hour   % of Standard

14.00

Your overtime rate

Weekend

£ per hour

14.50

Your weekend hourly rate

Shift Length

7   30

Your shift length, note minutes used

Weekend Overtime

£ per hour   **% of Standard**

15.00
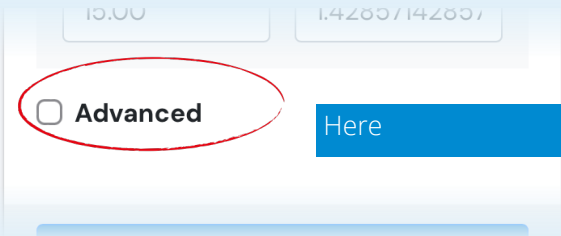
Your overtime rate

☐ Advanced

💾 Save

With this information the pay calculator can work out your earnings without you trying to do it. All you need do on the Calendar, is enter your start and finish times.

Now, Let's take a look at where you may work shifts and have different hourly pay rates.

We need to let the system know, so to activate this mode we need to click the Advanced ☐ at the bottom of the Hourly Pay Selector panel.

This allow for far more options as the next two screens will show.

Hourly Pay Selector

🕐 Original Pay Scale Advanced

Day

Start Time

09:00

End Time

21:00

£ per hour

10.5

Night

Start Time

21:00

End Time

09:00

£ per hour

11.5

Overtime

£ per hour – day

14

% of Standard

1.3333333333

£ per hour – night

15

% of Standard

1.3043478260

Shift Length

7

30

or exceeding weekly hours overtime

0

Weekend

☑ **Saturday**

☑ **Sunday**

£ per hour

14.5

💾 Save

↺ Simple Mode

To make the calculator function properly we need to set our shift parameters.

🕐 Original Pay Scale Advanced

Day

Start and end times of our day shift

09:00   21:00

£ per hour

10.5   The hourly rate for that shift

Night

Start and end times of our night shift

21:00   09:00

£ per hour

11.5   The hourly rate for that shift

Overtime

£ per hour
– day

% of
Standard

14

Overtime rate for days

£ per hour
– night

% of
Standard

15

Overtime rate for nights

Shift Length

7

30

or exceeding weekly
overtime

Your shift length, note minutes used

0

Weekend

☑ Saturday

☑ Sunday

Days classed as weekend

£ per hour

14.5

Weekend hourly rate

💾 Save

↻ Simple Mode

Saved options

When you save a simple or advanced Hourly Pay Selector, it becomes the active calculator for any data entered into the Timesheets.

These entries can be historical or present day, and changing the Hourly Pay Selector won't affect any information you have posted already.

An Active sign will appear on the Hourly Pay Selector currently in use.

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✓ **active**

🕐 Original Pay Scale

✓ **active**

🕐 Original Pay Scale Advanced