


Purpose

The Vision application has several areas that can be used to set *Bill Rates* and *Pay Rates*. Depending on your company and the customer’s business rules, the specific billing and/or payroll amounts may be established at the *Post, per Employee* or as an *Exception* for special situations when certain employees work at certain customers, posts or tours. *Special Billing and Pay Rates* may also be set up for specified *Holidays*.


The charts below indicate the screens where the rates are entered as well as which rates will override the others. This is known as the Vision Hierarchy.

BILING RATES



Screen	Menu Navigation	Notes
EXCEPTION	<i>Right-Click on Scheduled EE Confirm Detail Exception tab</i>	Highest Level: Overrides All Other Setups Temporary Setup: Rate is used for this employee, day, tour and shift only.
EMPLOYEE MATRIX	<i>Employee Master Matrix drop-down Master</i>	Overrides the Holiday Master and Post Master. Permanent Setup: Rates used when employee works at a specific Customer, Location, Post, Tour or Day.
HOLIDAY MASTER	<i>Holiday Master & Location Master Holiday drop-down Master</i>	Overrides the Post Master Permanent Setup: Factors/ Rates used for specified Holiday Dates.
POST MASTER	<i>Post Master Rate tab</i>	Lowest Level: Permanent Setup: Rate used for all employees working at the Post.

PAY RATES



Screen	Menu Navigation	Notes
EXCEPTION	<i>Right-Click on Scheduled EE Confirm Detail Exception tab</i>	Highest Level: Overrides All Other Setups Temporary Setup: Rate is used for this employee, day, tour and shift only.
EMPLOYEE MATRIX	<i>Employee Master Matrix drop-down Master</i>	Overrides the Holiday, Post and Employee Masters. Permanent Setup: Rates used when employee works at a specific Customer, Location, Post, Tour or Day.
HOLIDAY MASTER	<i>Holiday Master & Location Master Holiday drop-down Master</i>	Factors: Overrides the Post Master Rates: Overrides the Post and Employee Master Permanent Setup: Used for specified Holiday Dates.
POST MASTER	<i>Post Master Rate tab</i>	Permanent Setup: Rate used for all employees working at the Post.
EMPLOYEE MASTER	<i>Employee Master Payroll tab Regular Rate</i>	Lowest Level: Permanent Setup: Rate used this employee only.