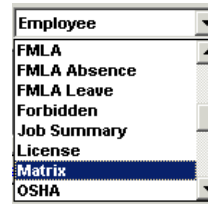


The Employee Matrix Master is a unique Vision capability which allows custom employee pay and bill rates to override standard billing and payroll settings in the Post or Employee Master files. In addition, each designated rate setting can have its own effective date set to a specified time in the future.

Setting Up Rate Matrix

1. Access Matrix from the Employee Master
2. Click **New** Button
3. Select customer, location, post & all tours or one tour.
4. Check Billing and and/or Payroll box & enter rate information. (Leave the OT and Holiday set at defaults unless you want to override system setup.)
5. Click **Save**

Note: Employee Matrix Master fields can be set for all or specific Customers, Locations, Posts, Tours, and Days or as specific as a particular Tour or on a specific day of the week.



Employee Matrix Master

Emp No: 632427137
Last Name: ANCHETA First Name: PAT

Customer: TRADE303 - TRADE GROUP, INC
Location: 1 - 45 CROSS
Post: All Post
Tour: All Tour Day: All Days

Billing Rate Type: Straight Future Rate

Regular OverTime Holiday

Billing: 18.5 FACTOR 0 FACTOR 0

Payroll: 10 FACTOR 0 FACTOR 0 FACTOR 0

Payroll Code: Billing Code:

Customer No	Company	Location No	Location Name	Post No	Post Name
TRADE303	TRADE GROUP, INC	1	45 CROSS	0	All Post
123	MALDEN YMCA	12	PLEASANT ST	0	All Post
1234	DENNIS' SHOW	12	CONVENTION CENTER	2	LOAD
22222	RIDGECREST REGIONAL	2	SUPERVISOR	1	SUPE

Future Rate

You can set up future rates by effective dates.

1. Select **Future Rate** button.
2. Enter effective date.
3. Click **Save**

Note: If no future date is selected, the effective date will default to the date of the entry.

Future Rate

Emp No: 632427137
Last Name: ANCHETA First Name: PAT

Effective Date: 09/14/2004 Billing Rate Type: Straight

Regular OverTime Holiday

Billing: 18.5 FACTOR 0 FACTOR 0

Payroll: 10 FACTOR 0 FACTOR 0 FACTOR 0

Date	B_Type	Billing	B_Rate	Payroll	P_Rate	B_OTType	B_OT	B_HolType	B
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