

## HOW TO EDIT AN EMPLOYEES INCOME BY CHANGING FROM SALARY TO HOURLY

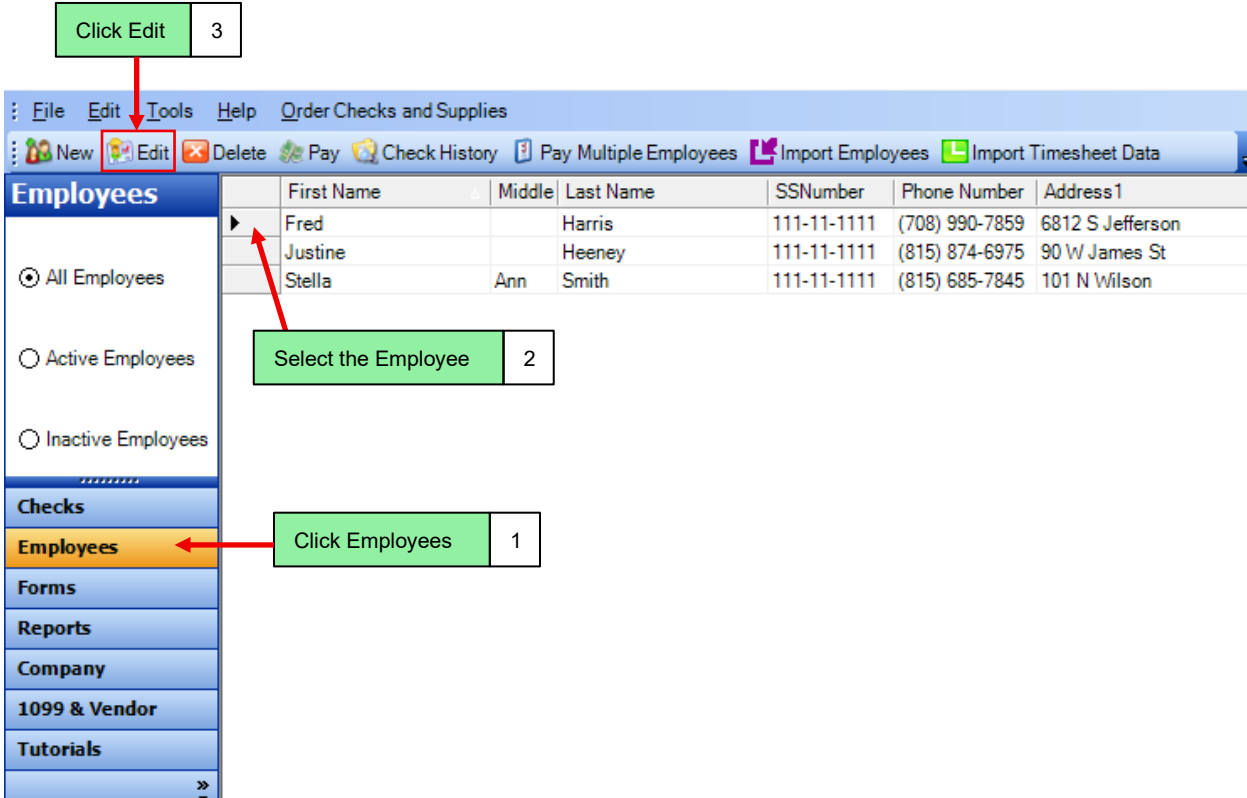
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

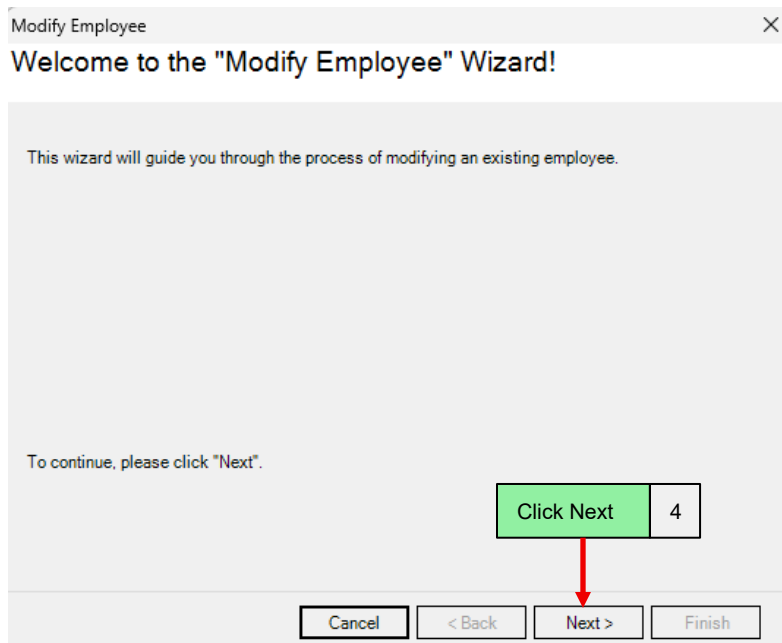
1. Click **Employees**
2. **Select the Employee** to edit
3. Click **Edit**



The screenshot shows the 'Employees' management screen. A table lists three employees: Fred Harris, Justine Heeney, and Stella Ann Smith. The interface includes a menu on the left with options like 'All Employees', 'Active Employees', and 'Inactive Employees'. A toolbar at the top contains buttons for 'New', 'Edit', 'Delete', 'Pay', 'Check History', 'Pay Multiple Employees', 'Import Employees', and 'Import Timesheet Data'. Three callout boxes with arrows indicate the steps: 'Click Edit' (3) points to the 'Edit' button; 'Select the Employee' (2) points to the first row of the employee table; and 'Click Employees' (1) points to the 'Employees' menu item in the left sidebar.

First Name	Middle	Last Name	SSNumber	Phone Number	Address1
Fred		Harris	111-11-1111	(708) 990-7859	6812 S Jefferson
Justine		Heeney	111-11-1111	(815) 874-6975	90 W James St
Stella	Ann	Smith	111-11-1111	(815) 685-7845	101 N Wilson

4. Welcome to the Modify Employee Wizard dialog will open, click **Next**



Continue to click Next, until you reach the **Incomes** screen

5. Check **Regular Hourly Pay**
6. **Fill in amount**
7. **Keep** Yearly Salary **checked**, change the amount to a penny
8. Click **Next**

Check Regular Hourly Pay 5

Modify Employee
✕

### Incomes

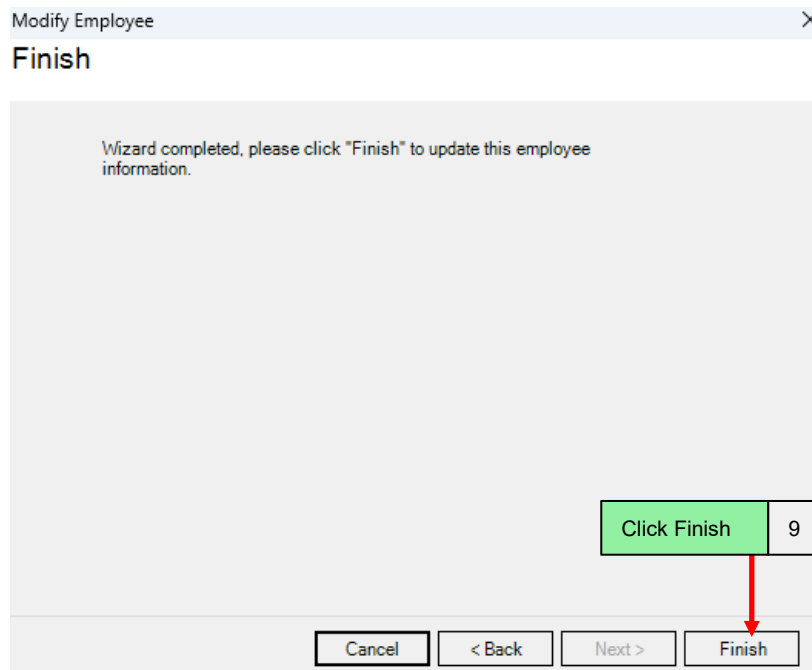
[How to Create an Income Category](#)

<input type="checkbox"/> Regular Hourly Pay	[Per Hour]	<input type="text" value="0.00"/>	<span style="background-color: #d9ead3; padding: 2px;">Fill in amount</span> <span style="border: 1px solid gray; padding: 2px 5px;">6</span>
<input type="checkbox"/> Overtime Hourly Pay	[Per Hour]	<input type="text" value="0.00"/>	
<input checked="" type="checkbox"/> Yearly Salary	[Per Year]	<input type="text" value="60000.00"/>	<span style="background-color: #d9ead3; padding: 2px;">Keep checked, change to a penny</span> <span style="border: 1px solid gray; padding: 2px 5px;">7</span>
<input type="checkbox"/> Double-Time	[Per Hour]	<input type="text" value="0.00"/>	
<input type="checkbox"/> Mileage	[Per Mile]	<input type="text" value="0.00"/>	
<input type="checkbox"/> Piece Work	[Per Piece]	<input type="text" value="0.00"/>	
<input type="checkbox"/> Fringe Benefits	[Fixed]	<input type="text" value="0.00"/>	
<input type="checkbox"/> Vacation Pay Hourly	[Per Hour]	<input type="text" value="0.00"/>	
<input type="checkbox"/> Sick Pay Hourly	[Per Hour]	<input type="text" value="0.00"/>	
<input type="checkbox"/> Housing Allowance	[Per Year]	<input type="text" value="0.00"/>	
<input type="checkbox"/> User Defined Income	[Per Hour]	<input type="text" value="0.00"/>	
<input type="checkbox"/> My income category	[Per Hour]	<input type="text" value="0.00"/>	<span style="background-color: #d9ead3; padding: 2px;">Click Next</span> <span style="border: 1px solid gray; padding: 2px 5px;">8</span>

Cancel
< Back
Next >
Finish

Continue to click Next, until you reach the **Finish** screen

## 9. Click **Finish**



Congratulations. You have changed the employees from salary to hourly Pay!