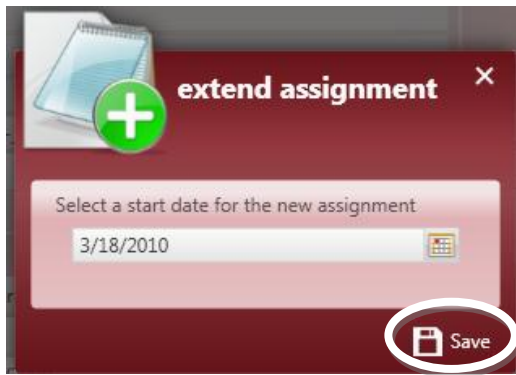


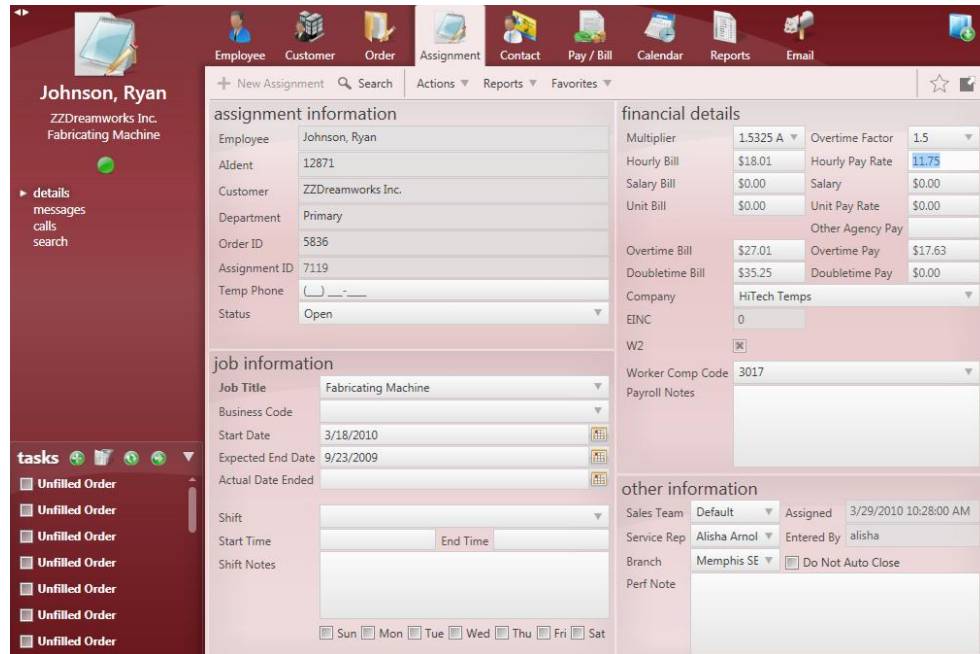
## 14R2 Enterprise Future Rate Changes (Extend Assignment)

The Enterprise *Extend Assignment* function allows a user to “copy” **Assignment** data with new *Bill* and/or *Pay Rates* that will go into effect for a future date. First navigate to the **Assignment** where a future rate change needs to be applied. You can open the **Employee’s** record or the **Order** record and click on the **Assignment** line from the **Visifile** form, or do a basic look up in the **Assignment Search** form.

Once the **Assignment** record is open click on the *Actions* drop down menu and select *Extend Assignment* from the *Form Actions* list (circled below).



The *Extend Assignment* form to the left will be displayed. Choose the *Start Date* that the new rate(s) should go into effect. Then click *Save* to close the form and create and open the new **Assignment**.



A new **Assignment** (similar to the one above) will be displayed with the *Start Date* that was chosen on the *Extend Assignment* form. Put the new rate amounts into the *Hourly Bill*, *Hourly Pay Rate*, *Salary Bill*, *Salary [pay]*, *Unit Bill* or *Unit Pay Rate* fields as required. Then *Save* the record.

assignments							
Title	Customer	Code	Start	End	Bill	Pay	Dept
Fabricating Machi...	ZZDreamworks Inc.	Open	3/18/2010		\$18.01	\$11.75	Primary
Fabricating Machi...	ZZDreamworks Inc.	RC	7/1/2009	3/17/2010	\$17.62	\$11.50	Primary

The **Employee's** current **Assignment** record will have an *End Date* that occurs the day prior to the *Start Date* on the new **Assignment** and it will have a *Status* code of "RC" (rate change). The newly created **Assignment** will have a *Status* code of "Open", but will not be pulled into **Time Entry** until the week with the appropriate *Weekend Bill* date is opened (*Weekend Bill* = accounting period).

\*Note – Using the *Extend Assignment* functionality decreases the risk that the rate change will be entered into the system at the wrong time, either by entering it too early and the **Employee** receives the increase before they should, or by entering it too late and then needing to do a retroactive raise to pay the difference.

This is especially helpful when the rate change occurs during the middle of the week. When the **Time Entry Transactions** are created for the week that the rate change goes into effect, it will create two *Transaction* lines. One for the previous rate and one for the new rate as outlined below:

W.	S...	Name	Customer	Department	Pay...	Shift	RT Hrs	OT Hrs	Bill	Pay	WE D...
		Johnson, Billy	zzNotificationsT...	Primary	Reg		0.00	0	\$20.00	\$5.00	3/21/2010
		Johnson, Mark	123 Nursing	123zz	Reg		0	0	\$25.00	\$20.00	3/21/2010
		Johnson, Mark	Home Depot - E...	Primary	Reg		0	0	\$25.00	\$19.00	3/21/2010
		Johnson, Ryan	ZZDreamworks I...	Primary	Reg		0	0	\$17.62	\$11.50	3/21/2010
		Johnson, Ryan	ZZDreamworks I...	Primary	Reg		0	0	\$18.01	\$11.75	3/21/2010
		Johnson, Tabitha S	Calendar Wonde...	HR	Reg		0	0	\$19.16	\$12.50	3/21/2010

Now just enter the amount of regular hours (*RT Hours*) and overtime hours (*OT Hours*) that they worked at each rate during the week.

**\*Note – If the rate change occurs during the middle of the week (as in the example above) and you are unsure of what the actual *Start Date* is for the new **Assignment**, right-click on the *Transaction* line and choose *View Assignment* from the drop down menu.**

**Assignments** that are created by using the *Extend Assignment* function are linked to the previous **Assignment** record that they are created from. Although the **Assignment** record only displays the *Assignment ID* field the SQL table data is storing the *Original Item ID* number. The *Original Item ID* number is the unique ID of the **Assignment** record this **Assignment** was “extended” from. Due to this *Original Item ID* tracking, it is possible to create a **Report** or query that looks through the **Assignment** history for linked **Assignments** so that you can see how long an **Employee** has been assigned to their current employer.

**\*Note – This is especially useful for internal staff where they retain the same *Job Title* despite the rate increase, on long-term **Assignments** where the **Employee** will have several rate changes, or for payrolling clients where the **Employee** gets an annual increase without any other major changes.**

### Still Have Questions?

For more information about future assignment rate change functionality contact our customer support group at 651-452-0366 or by sending an email to [support@tempworks.com](mailto:support@tempworks.com).

To schedule training on extending assignments, submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality please contact the training department at [trainers@tempworks.com](mailto:trainers@tempworks.com).