
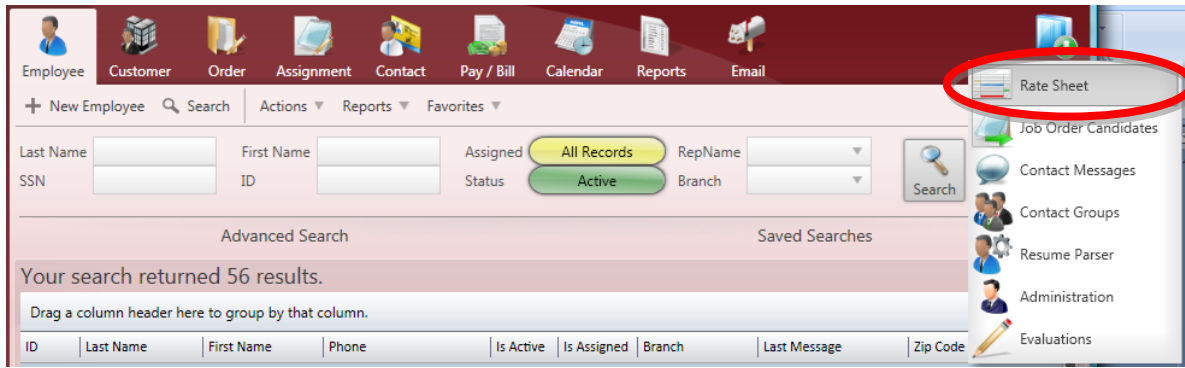


## 14R2 Enterprise Rate Sheet


The Enterprise **Rate Sheet** can be used to store negotiated **Customer** rates for specific *Job Titles, Shifts, Worksites, Branches*, etc. When an **Order** is created that fits the criteria from a **Rate Sheet** it will automatically populate the rates so that users don't have to calculate the amounts manually.

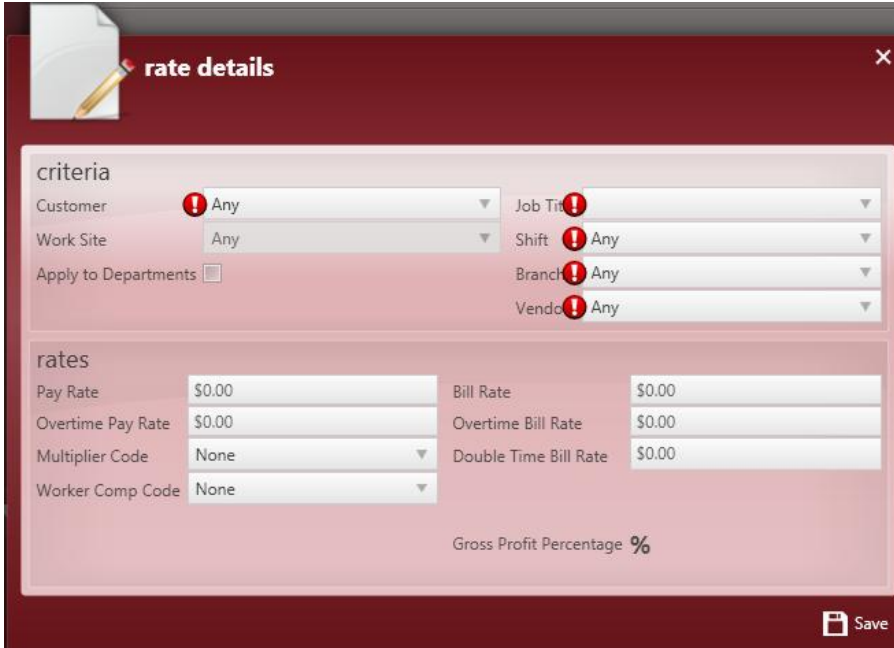
In the upper right section of the Enterprise **Main** screen the  button contains additional functionality that can be used. The **Rate Sheet** can be accessed by selecting it from the drop down menu.



Current **Rate Sheets** will be displayed in the form below:

Drag a column header here to group by that column.								
Work Site	Customer	Job Title	Bill	Pay	Department	Branch	Shift	GP Pct
123 Nursing		Unbillable Overtime	\$13.00	\$10.00	assembly	Memphis SE		23.08%
Crom Equipment		Accounting Clerk 1	\$13.50	\$10.00	Primary	Memphis NE		25.93%
123 Nursing		Payroll Clerk II	\$48.00	\$15.00	HR	Memphis CA		68.75%
123 Nursing			\$20.00	\$10.00	assembly		Evening	50.00%
123 Nursing			\$26.00	\$12.00	assembly	Memphis NE		53.85%
Crom	Crom Equipment	Forklift	\$30.00	\$20.00	Primary			33.33%

To add a new **Rate Sheet**, click on the  button in the upper right. This will open the *Rate Details* form as shown below:



The screenshot shows the 'rate details' form with the following fields:

criteria	
Customer	Any
Work Site	Any
Apply to Departments	<input type="checkbox"/>
Job Title	Any
Shift	Any
Branch	Any
Vendor	Any

rates	
Pay Rate	\$0.00
Overtime Pay Rate	\$0.00
Multiplier Code	None
Worker Comp Code	None
Bill Rate	\$0.00
Overtime Bill Rate	\$0.00
Double Time Bill Rate	\$0.00

Gross Profit Percentage %

Save

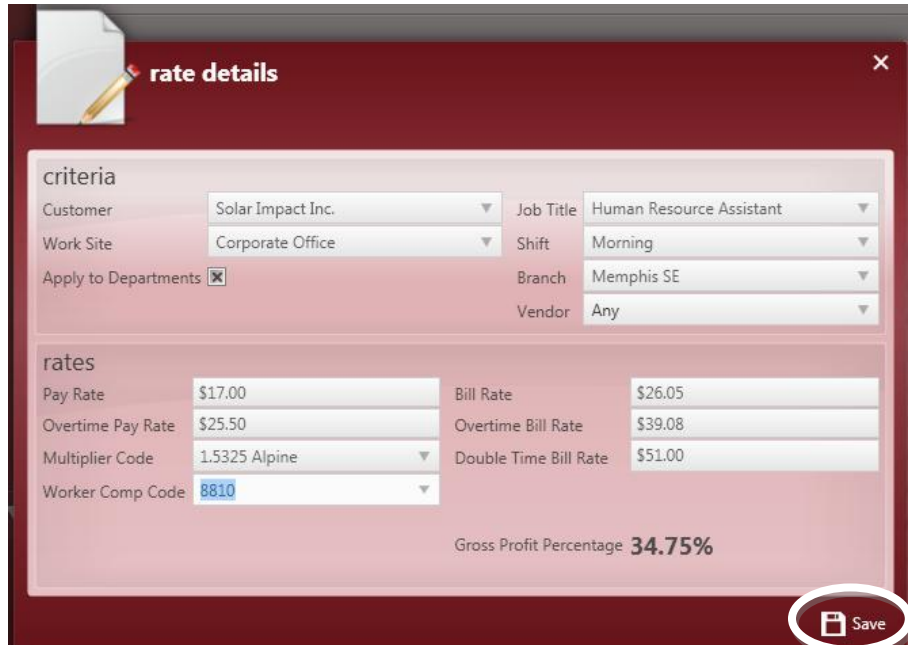
Enter information into the *Customer, Work Site, Job Title, Shift, Branch, Vendor, Pay Rate, Overtime Pay Rate, Multiplier Code (required), Worker Comp Code, Bill Rate, Overtime Bill Rate, and Double Time Bill Rate* fields.

**\*Note – the more information that is added into these fields the more specific the **Rate Sheet** will be.**

Clicking in the box for *Apply to Departments* will make this rate applicable to all *Department* records that fall underneath the **Customer** and *Department* selected from the *Customer* drop down menu.

**\*Note – The *Multiplier Code* is a required field. It must be selected before saving the *Rate Details* form.**

Once all of the information for the **Rate Sheet** has been added click on the *Save* button at the bottom of the form.



The screenshot shows the 'rate details' form with the following data entered:

criteria	
Customer	Solar Impact Inc.
Work Site	Corporate Office
Apply to Departments	<input checked="" type="checkbox"/>
Job Title	Human Resource Assistant
Shift	Morning
Branch	Memphis SE
Vendor	Any

rates	
Pay Rate	\$17.00
Overtime Pay Rate	\$25.50
Multiplier Code	1.5325 Alpine
Worker Comp Code	8810
Bill Rate	\$26.05
Overtime Bill Rate	\$39.08
Double Time Bill Rate	\$51.00

Gross Profit Percentage **34.75%**

Save

**\*Note – Once the *Pay Rate* and *Bill Rate* fields have been entered, the *Gross Profit Percentage* will be displayed at the bottom.**

Customer: 779842  
Order: 6178  
0 of 1 positions filled

visifile  
details  
po setup  
interest codes  
required documents  
vendors  
invoice recipients  
candidates  
job posting  
messages  
documents  
search

tasks  
Candidate Follow-up  
Candidate Follow-up

+ New Order Search Actions Reports Favorites

Order Details Web Options

customer information

Customer: Solar Impact Inc. Work Site: Corporate Office  
7580 Galaxie Ave.  
Apple Valley, MN 5  
Department: Benefits  
Customer ID: 779842 Worker Comp: 8810  
Directions: North on Hwy 10

financial details

The following matches were found in the default rate sheet.  
Please choose which rate to apply.

Rank	Pay	OT Pay	Bill	OT Bill	DT Bill
3	\$17.00	\$25.50	\$26.05	\$39.07	\$51.00

Apply rates Cancel

contacts  
No Records Found

other information

Status: Unfilled  
Taken By: alisha  
Sales Team: Default  
Branch: Memphis SE  
Do Not Auto-Close  
Notes

job information

Required: 1 Assigned: 0  
Order Type: TE Temp  
Job Title: Human Resource Assistant  
Description:  
Dress Code: Business casual  
Safety Notes:  
Start Date:  
Duration: Indef  
Est. End Date:  
Shift: Morning  
Start Time: 08:00 End Time: 16:00  
Shift Notes:  
Sun Mon Tues Wed Thu Fri Sat

In the example above, a new **Order** was created for the Benefits *Department* (*Sub-Department* of Human Resources) for the "Corporate Office" *Worksite*, "8810" *Worker Comp* code, "Human Resource Assistant" *Job Title*, on the "Morning" *Shift* for the "Memphis SE" *Branch*. Since the information selected on the **Order** matched up with the **Rate Sheet** created earlier in this document, the rates appeared in the Financial Details section. Click on the button for *Apply Rates*. To ignore the rates, click on the button to *Cancel*.

financial details

Pay Rate	\$17.00	Multiplier	1.5325 Alç
Bill Rate	\$26.05	Pay Periods	52
Overtime Bill	\$39.07	GP Percent	
Doubletime Bill	\$51.00	GP Estimate	
Overtime Plan	PlanSTD	Desired GM %	

Once the *Apply Rates* button has been selected the *Pay Rate*, *Bill Rate*, *Overtime Bill*, *Doubletime Bill*, and *Multiplier* that were set up in the **Rate Sheet** will be applied to the new **Order**. Select the *Overtime Plan* and *Pay Periods* then *Save* the **Order**.

### Still Have Questions?

For more information about rate sheet 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 utilizing rate sheets, submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality please contact Alisha Arnold (Corporate Trainer) at 651-287-8370 or by sending an email to [Alisha@tempworks.com](mailto:Alisha@tempworks.com).