


15R1 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  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**.

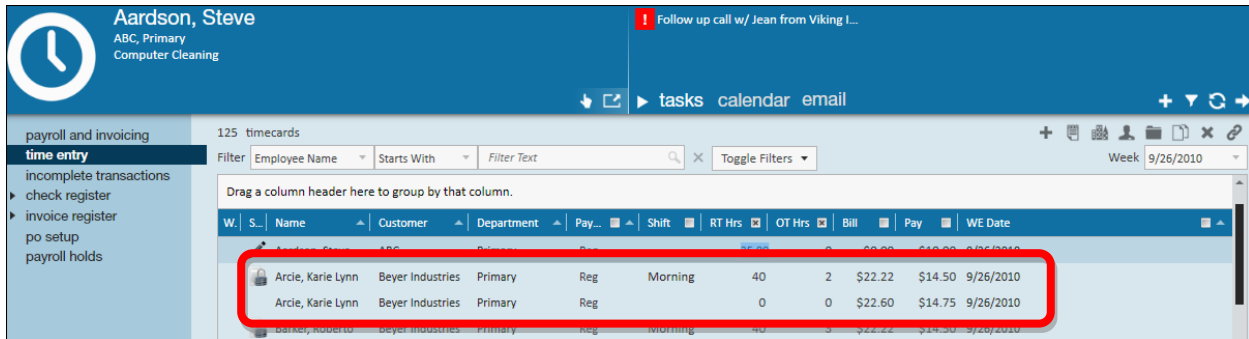
A new **Assignment** (similar to the one above) will be displayed with the *Start Date* that was chosen on the *Extend Assignment* form. Put the new rate amounts into the *Bill Rate*, *Pay Rate*, *Salary Bill*, *Salary [pay]*, *Unit Bill* or *Unit Pay Rate* fields as required. Then *Save* the record.

Title	Customer	Code	Start	End	Bill	Pay	Dept
Accounting Clerk III	Beyer Industries	Open	9/23/2010		\$22.60	\$14.75	Primary
Accounting Clerk III	Beyer Industries	RC	8/16/2010	9/22/2010	\$22.22	\$14.50	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:



The screenshot shows the 'time entry' section of the software. A table displays transaction lines for employee Arcie, Karie Lynn. The table has columns for Name, Customer, Department, Pay, Shift, RT Hrs, OT Hrs, Bill, Pay, and WE Date. Two lines are highlighted with a red box:

W	S	Name	Customer	Department	Pay	Shift	RT Hrs	OT Hrs	Bill	Pay	WE Date
		Arcie, Karie Lynn	Beyer Industries	Primary	Reg	Morning	40	2	\$22.22	\$14.50	9/26/2010
		Arcie, Karie Lynn	Beyer Industries	Primary	Reg		0	0	\$22.60	\$14.75	9/26/2010

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 payroll clients where the **Employee** gets an annual increase without any other major changes.*

Still Have Questions?

For more information about future assignment rate changes contact our customer support group at 651-452-0366 or by sending an email to 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 our Training Department at trainers@tempworks.com.