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Ensure contract pay rate changes are completed correctly and in time for payroll: Review tips, guides [1]

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Making pay rate changes to contracts? Use the following tips to ensure they are completed correctly and in time for payroll:

- Pay rate changes must be effective dated the first day of the next payroll. Once payroll processing has started, you must use the first day of the following month. This date is currently **Nov. 1, 2018**.
- Always maintain the **No Proration of Change Amount** button.
- Backdating contracts **does not** update projected pay on the Contract Payment Details page. This will result in incorrect pay for the first month of the change, then the system will adjust itself.

Need some assistance? Take a look at these guides

1. The Pay Rate Change step-by-step guide [3] describes the process for entering a pay rate change.
2. The Working with Contracts step-by-step guide [4] contains guidelines and details for changing contract pay, changing parameters of a contract and reappointments.

Contracts [5]
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