



Effective Dating

In Paycom- you must effective date all pay changes. If you do not select the date, it will default to the day you are making the change.

Paycom recognizes that effective date as the date that the pay rate begins. Meaning even if it's in the middle of the pay period- the system will automatically calculate the difference in pay at that time.

To ensure you're effective dating when changing pay:

Navigate to employee's form 1.

To make the change- simply update the 'date effective' and the new rate.

Note- you *can* make the effective date historical or in the future.

Data is current as of 03/07/2019 [?](#)

Date Effective*	<input type="text" value="03/20/2019"/>
Pay Type	<input type="text" value="Salary"/>
Processing Schedule ?	<input type="text" value="Bi-Weekly"/> View Schedule
Pay Frequency ?	Bi-Weekly
Pay Basis Check Display ? *	<input type="text" value="Salary"/>
Est. Annual Salary ?	\$ 13,000.00 /yr
Pay-Period Salary	<input type="text" value="500.00"/>
Scheduled Pay Period Hours ?	<input type="text" value="10.00"/>

To adjust, make changes, or delete an effective rate.

In form one- navigate to 'base pay changes'

Employee Pay Rates

* Indicates Required Field

Base Pay	Rates by Allocation	Base Pay Changes
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Data is current as of 03/07/2019 [?](#)



This will allow you to see all of the historical pay rates. If you need to adjust or delete any of those you can. Note the most recent effective date is what will be considered their 'current rate'

Employee Pay Rates

* Indicates Required Field

Base Pay Rates by Allocation Base Pay Changes

Current Rates

Search

Effective Date	Rate Type	Amount	Pay Type	Processing Schedule	Default Regular Hours	Annual Amount	Edit	Delete
03/07/2019	Salary	\$500.00	Salary	Bi-Weekly	10.00	\$13,000.00		

Rate History

Search

Effective Date	Rate Type	Amount	Pay Type	Processing Schedule	Default Regular Hours	Annual Amount	Edit	Delete
02/24/2019	Commission Only	-	Commission Only	No Assigned Processing Schedule	80.00	-		
02/12/2019	Rate 1	\$15.00	Hourly	No Assigned Processing Schedule	80.00	\$31,200.00		
01/16/2019	Rate 1	\$15.00	Hourly	Bi-Weekly	80.00	\$31,200.00		
01/14/2019	Rate 1	\$15.00	Hourly	No Assigned Processing Schedule	80.00	\$31,200.00		
12/30/2018	Rate 1	\$15.00	Hourly	Bi-Weekly	80.00	\$31,200.00		
Effective Dating Records Begin								
11/14/2018	Rate 1	\$12.00	Hourly	No Assigned Processing Schedule	80.00	\$24,960.00		
11/13/2018	Rate 1	\$10.00	Hourly	No Assigned Processing Schedule	80.00	\$20,800.00		