



Client: How to Update Pay and Bill Rates

1. Log into SimpleVMS.
2. Select the 'Workers' Tab
3. Select or search for and select the name of the Worker you wish to adjust rate information on.

Dashboard **Workers** Time & Expenses Invoices Job Postings Candidates Job Titles Vendors Teams Admin Rep

Enter a few characters of the associates name and select 'Search' OR Click on the associates name from the list below.

Search Term: Show only Active:

Batch Edit Active Workers Batch Edit Alter Admin - Force Clock 224 R

Name	Vendor	Site	Department
Abby Wiley	DemoVendor1	0445 Pleasant Prairie	General Labor
Adam Abraham	DemoVendor2	NY, NY	Admin / Clerical
Adam Byrne	DemoVendor3	0101 Louisville	General Labor
Adam Oswald	DemoVendor1	9991 Crossville Container	Admin / Clerical
Alex Karev	DemoVendor1	*US-NY-Saracuse	Admin / Clerical
Alex Pantich	DemoVendor1	5551 Tallahassee	General Labor
Alex Reynolds	DemoVendor1	CS 8224	General Labor
Alma Robles	DemoVendor1	9991 Crossville Container	General Labor
Andrew House	DemoVendor2	*US-TN-Memphis	*Inpatient
April Kepner	DemoVendor1	*US-TN-Memphis	*Emergency Department
Ashley Harold	DemoVendor1	9991 Crossville Container	General Labor
Bob Montgomery	DemoVendor3	0101 Louisville	General Labor
Bobby Boucher	DemoVendor2	NY, NY	Information Technology
Brandon Stark	DemoVendor1	0002 Anaheim Products	General Labor

4. Once the Worker's profile has opened you will want to change **BOTH the pay and bill** rates. Confirm the vendor mark-up is calculated correctly and then scroll to the bottom of the Worker profile and click on 'Save Changes' for everything to be updated.

Details | Attendance & Performance | History

User Details

* Username: 57921
* First Name: Brandon
Middle Name:
* Last Name: Stark
* Email Address SMS: demo@simplevms.com
Alternate Email Address SMS:
Phone Number:
Alternate Phone Number:
Job Title: Shipping/Receiving Clerk - 1st Shift

Position: 06/14/2019 - Present via DemoVendor1
[View Job Posting 57851](#) · [View Time & Expenses For this Worker](#)

Position Details

Position Status: Active
Site: 0002 Anaheim Products
Vendor: DemoVendor1
Vendor Office: - No Office Specified -
Supervisor: Melissa Leo
Vendor Supervisor: Demovendor Sarah Adams
Presented By: Demovendor Sarah Adams
Department: General Labor
Team: Shipping/Receiving - 1st Shift
Client Worker ID: 12345678910
Badge # / Client Worker ID 2:
Vendor Worker ID:
Vendor Worker ID 2:
Date of Birth:
Address Line 1:
Address Line 2:
City:
State:
Postal Code:
Service Type: Temp
Citizenship Status:
Emergency Contact:
Emergency Contact Phone:
Elected Healthcare (ACA):
Ethnicity: - Select Ethnicity -
Gender: - Select Gender -
Legally Disabled: - Select Disabled -
Veteran: - Select Veteran -

Notes

Existing Notes:
New Note:
New Note Type: General / Do Not Notify

Confidential Notes (Not seen by Vendor)

Existing Notes:
Test Tanner at 06/14/2019 03:58 PM:
Start Date Set. Candidate has a start date of 06/14/2019
New Confidential Note:

Attachments

Background

Sample_Resume.docx
Resume / CV - 6/14/2019

Miscellaneous / Uncategorized

_Statement_Of_Work.pdf
Statement Of Work - 6/14/2019

Attach File(s)
Download all compatible attachments as a PDF

Update BOTH the pay and bill rate for the worker.

* Billable Rate: \$ 13.5000 / hour
* Pay Rate: \$ 10.0000 / hour
Calculated Markup: 35.00 % (Billable Rate / Pay Rate)
* Overtime Factor: 1.5000 x Billable Rate
* Doubletime Factor: 2.0000 x Billable Rate

5. Be sure to scroll to the bottom of the worker profile and 'Save Changes'.



***IMPORTANT NOTE: If you are changing the pay and bill rate for a Worker retroactively (the worker received a raise on 10/16 and it is not entered in SimpleVMS until 10/18) you will also need to adjust that Worker's current time sheet as the system will not auto adjust created time sheets to the new rates. The new rates will just be applied to all future time sheets.

To adjust the rate on a created timesheet, go back into the Worker's profile and Click on 'View Time & Expense For this Worker'. This will open up every instance of a timesheet or expense that Worker has had within SimpleVMS.

1. Select the week period that the rate should go into effect.

Search Term: Only Created / Submitted: Page Size:

Dates	Status	Submitted	Worker	Vendor
8/24/2020 - 8/30/2020 ←	Created		Brandon Stark	DemoVendor1
8/17/2020 - 8/23/2020	Approved		Brandon Stark	DemoVendor1
8/10/2020 - 8/16/2020	Approved		Brandon Stark	DemoVendor1
8/3/2020 - 8/9/2020	Approved		Brandon Stark	DemoVendor1

- Update the Pay and Bill Rate on the timesheet, then scroll to the bottom of the page and hit 'Save Changes'.

Overview

Status:

Invoice:

Position:

Period Start Date: Timesheet Type: Normal

[View other Times & Expenses for this worker](#) |
 [View Worker](#) |
 [Next »](#)

	Monday 8/24/20	Tuesday 8/25/20	Wednesday 8/26/20	Thursday 8/27/20	Friday 8/28/20	Saturday 8/29/20	Sunday 8/30/20	
Regular Hours	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	40.00
Overtime Hours	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="5.00"/>	<input type="text" value="0.00"/>	5.00
Doubletime Hours	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00

Regular Hours: 40.00 hours @ \$13.5000 / hr = **\$540.00**

Overtime Hours: 5.00 hours @ \$20.2500 / hr = **\$101.25**

Doubletime Hours: 0.00 hours @ \$27.0000 / hr = **\$0.00**

Total: 45.00 hours, **\$641.25**

Bill Rate: \$ / hour

Pay Rate: \$ / hour

Update BOTH the pay and bill rate. Be sure to scroll to the bottom of the page and select 'Save Changes'.

→ Calculated Markup: % (Billable Rate / Pay Rate)

Overtime Factor: x

Doubletime Factor: x

If you have any questions you can connect with SimpleVMS Support at support@simplevms.com or phone: 888-255-8918 ext. 2