Adding a new Salary scheme

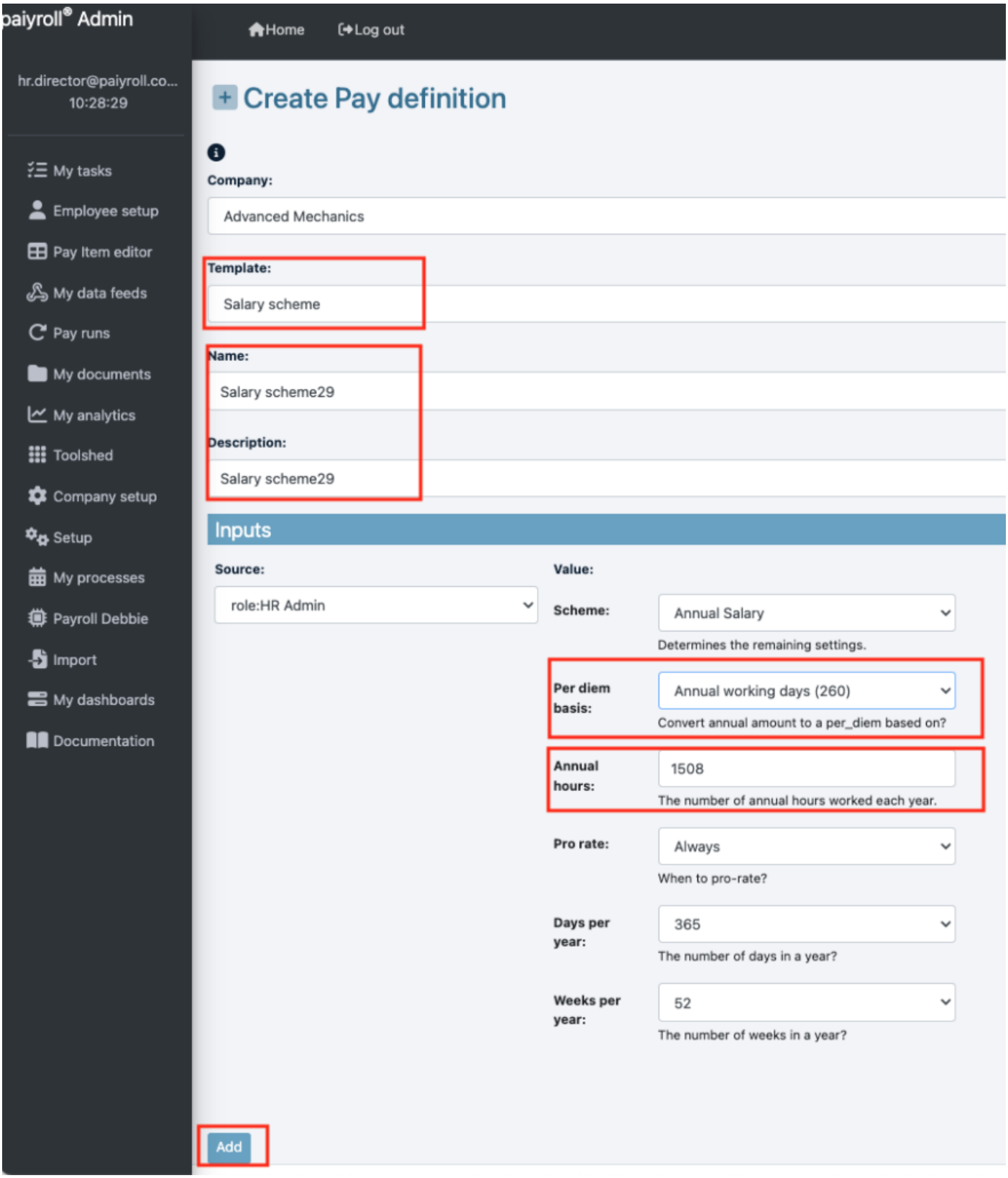
Payments and Deductions · https://paiyroll.com/kb/adding-a-new-salary-scheme/

Follow this guide to add a new salary scheme using a different pro-rata formula or for workers with different annual hours.

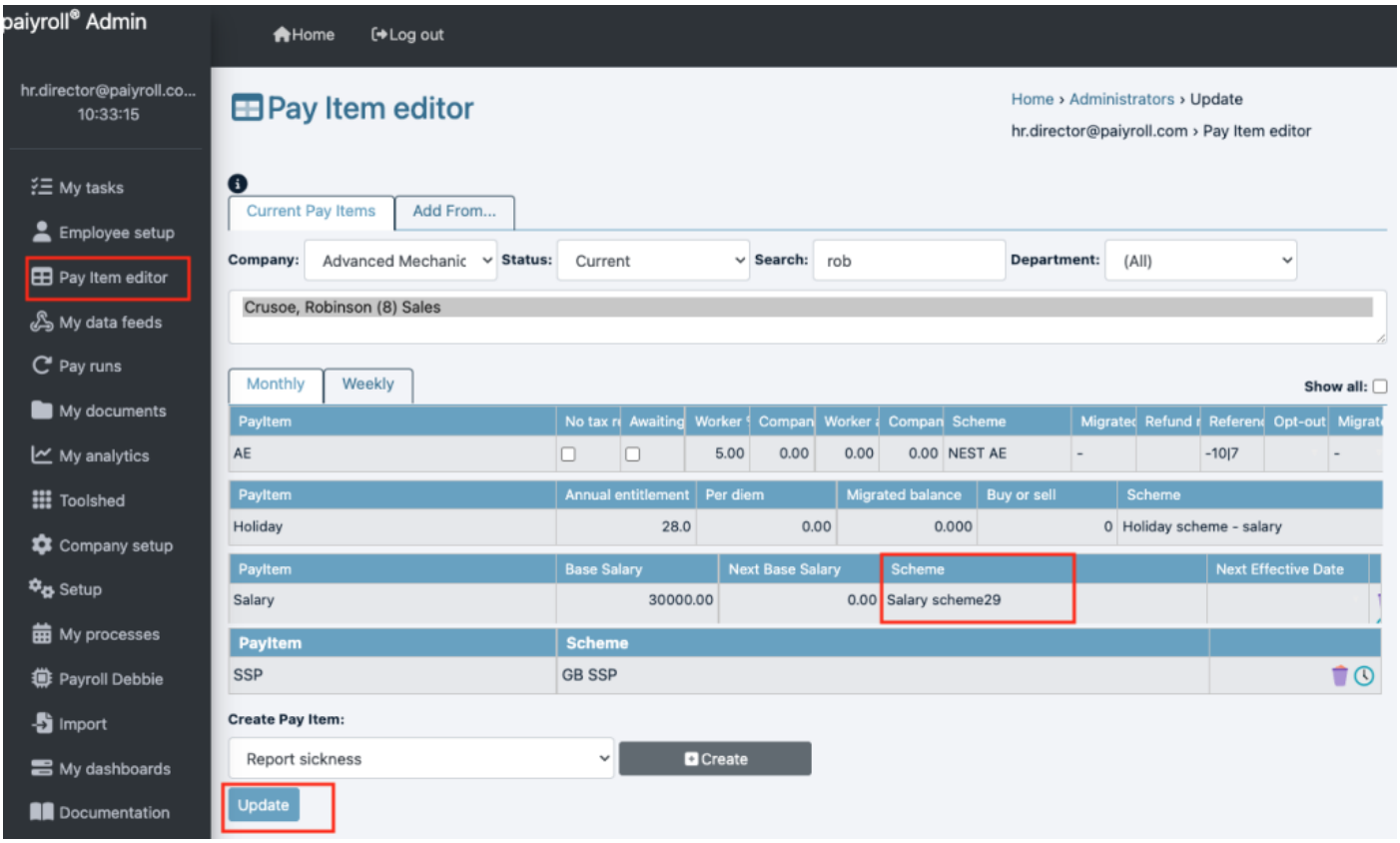
Setup > Pay Definitions - Scroll to the bottom and click **Add...**

On the **Create Pay Definition view**:

- Select the **Company** and select the **Salary scheme** pay **Template**.
- Create a unique name for the pay definition, e.g. **Salary scheme29**
- Set any values like the pro-rata required
- If you're creating the scheme for annual hours, then multiply weekly hours by 52, e.g. 29 x 52 = 1508 annual hours
- Then click **Add**



Now go to the Pay Item Editor to set this new scheme onto the relevant worker and click **Update**:


paiyroll® Admin
Home
Log out
hr.director@paiyroll.co...
10:33:15
My tasks
Employee setup
Pay Item editor
My data feeds
Pay runs
My documents
My analytics
Toolshed
Company setup
Setup
My processes
Payroll Debbie
Import
My dashboards
Documentation
Pay Item editor
Home › Administrators › Update
hr.director@paiyroll.com › Pay Item editor
Current Pay Items
Add From...
Company: Advanced Mechanic
Status: Current
Search: rob
Department: (All)
Crusoe, Robinson (8) Sales
Monthly
Weekly
Show all:
PayItem
AE
NEST AE
-10|7
PayItem
Annual entitlement
Per diem
Migrated balance
Buy or sell
Scheme
Holiday
28.0
0.00
0.000
0
Holiday scheme - salary
PayItem
Base Salary
Next Base Salary
Scheme
Next Effective Date
Salary
30000.00
0.00
Salary scheme29
PayItem
Scheme
SSP
GB SSP
Create Pay Item:
Report sickness
Create
Update