Change from Hourly to Salary

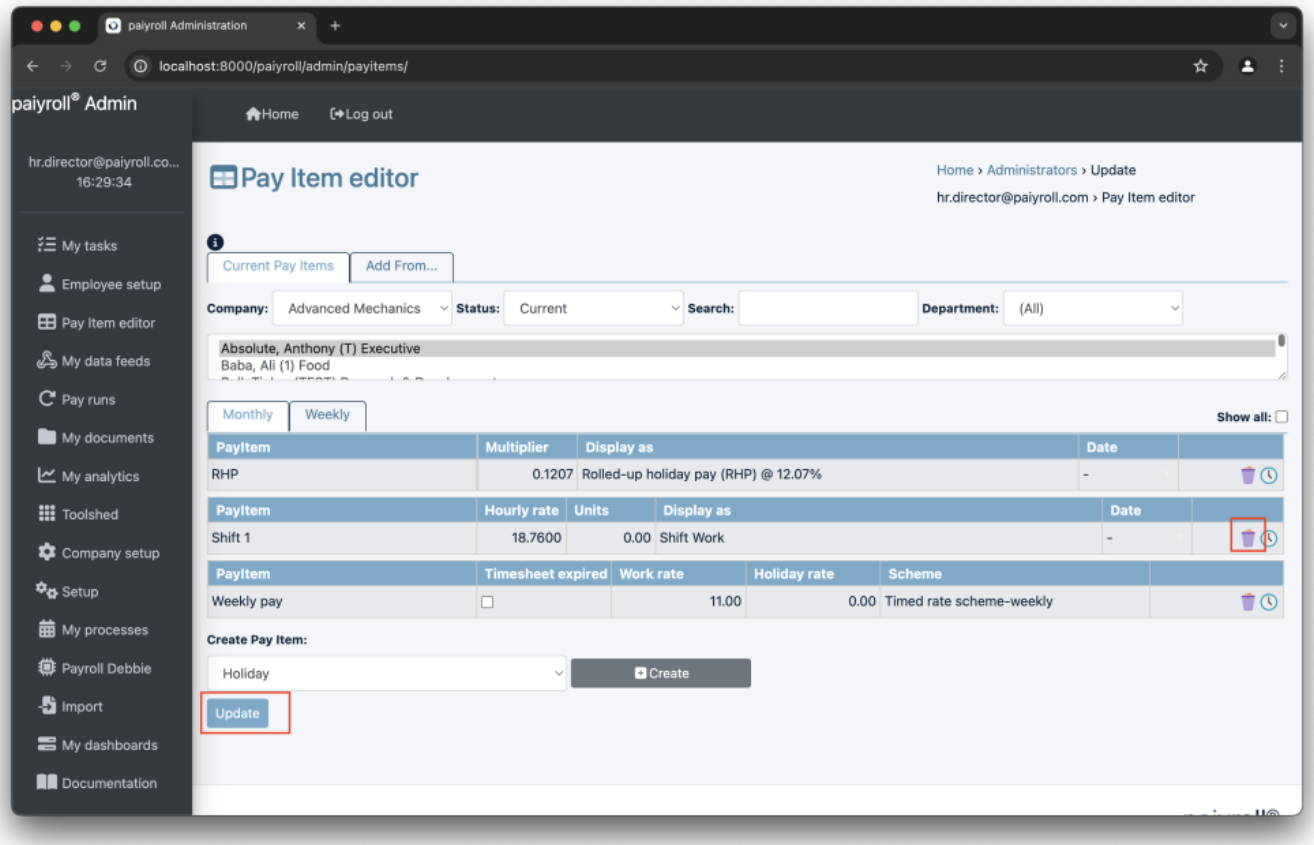
Payments and Deductions · https://paiyroll.com/kb/change-from-hourly-to-salary/

Follow this article to change an hourly paid worker to a salary or from Salary to Hourly.

Pay Item Editor

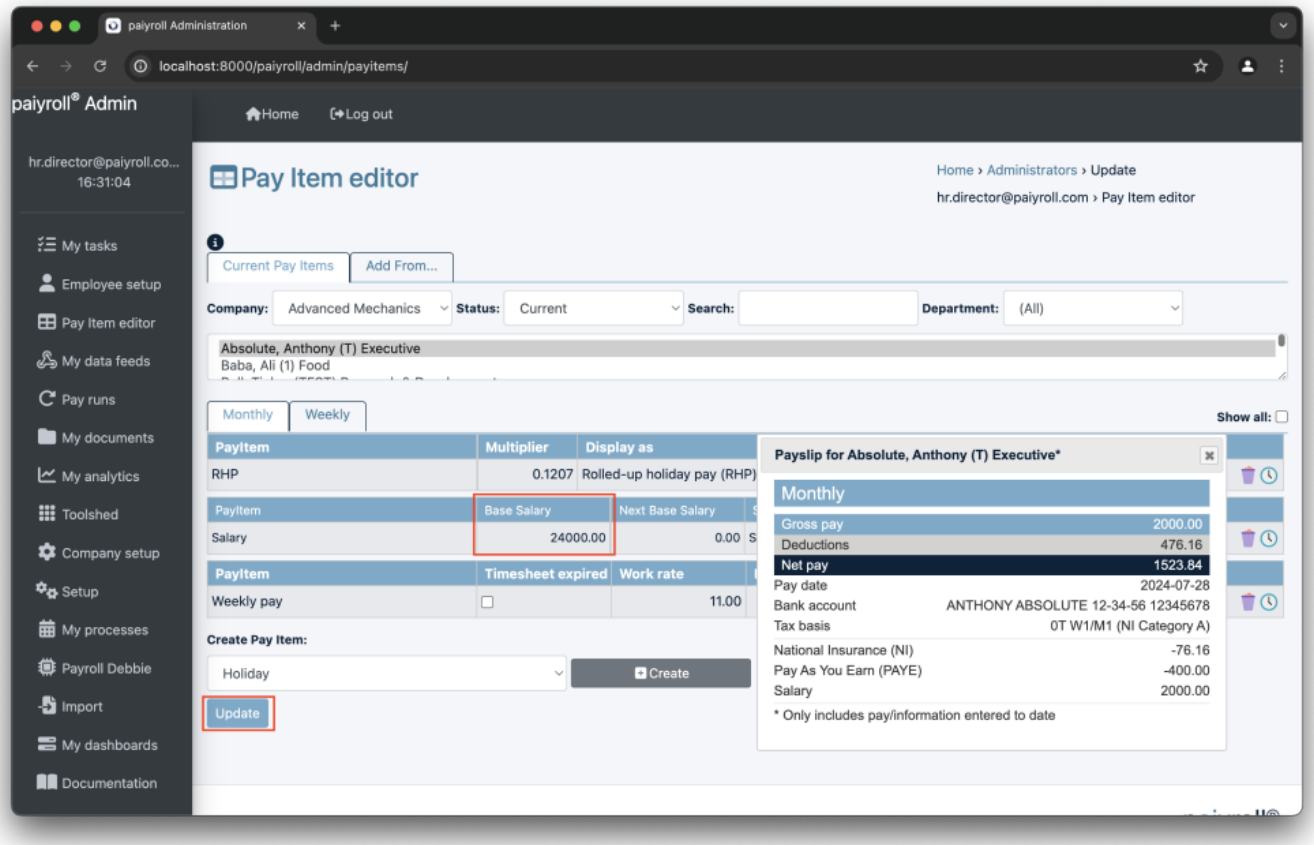
Navigate to the **Pay Item editor**, and **search** or select the **employee**.

Delete any Hourly Pay Items e.g. Shift using the Trash icon and click **Update**:



Select the **Salary** Pay Definition in the **Create Pay Item** selector and then click **+Create** to create the **Pay Item** on the employee:

Enter their annual salary in the Base Salary input, then click **Update** to check that the mini payslip shows the correct period amount:



Change from Salary to Hourly

This is the opposite of the steps above.

If you do not have a suitable hourly pay definition, then follow the steps here to add a Shift Pay Definition

In the Pay Item Editor, delete the **Salary** Pay Item using the Trash icon and click **Update**.

Select the **Shift** Pay Definition in the **Create Pay Item** selector and then click **+Create** to create the **Pay Item** on the employee:

Enter hours and rate, then click **Update** to check that the mini payslip shows the correct period amount: