

2025

Workhorse Software User Conference

Payroll Portal Reminders



Pay Rates:

- Where do they go: Additional Info Tab
- Only adjust on Portal tab for unique circumstances
- Pay Rate Changes
 - This will likely happen at the start of year.
 - Tricky so have an extra set of eyes 👁👁
 - Confirm in Payroll

Other Income:

- Does it make sense for an employee to do this?
- Customizable to each situation
- **Description** is what the employee sees in the Portal Drop-down
- **Unit Text** is what the input value header will show.
- **Precision** # of decimal places allowed.
- **Rate** the amount calculated.

Require Timestamp:

- Do you want to know when and what times they worked? Yes/No

Shift Differentials:

- Normally, protective services use these.
- Additional – added to Base Rate
- Percent – added to base rate
- Flat – This becomes the compensation rate

Notes- Where do they go?

- Use them as a part of your internal process and yes, they can come into Payroll on the timecard.

Splitting Time between Budget Lines:

- I want my employee to enter time into a pay category and have it split to different budget lines.
- Things to consider distribution report and the visibility of hours/ earnings.

Time Entry Options

- Alternative: I am only concerned about the date and hours worked and not the in / out time.
 - If this works for your municipality it may have better user experience.

Notes: