

How to change Monthly to Daily/Daily to Monthly rated employee

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How to change Monthly to Daily/Daily to Monthly rated employee?

Step 1: You May Add the Cessation Date For Current Employment Record. Then Create New Employment Record Follow by The Steps:

Click Core Module → Employment Details → Add the Cessation Date For Current Employment Record → Save → ... The Below Screen Is Displayed

Sage EasyPay Enterprise - Core - [Employment Details]

Employee ID: A001A

Employee Name: Angie Ng

Wages: Monthly Rated, Total Wage: 5,000.00

Cessation Date: 30-04-2018

Step 2: click Core Module → Personnel Details → search Employee ID → Employment Status → click New → enter the require information → Save... the below screen is displayed

Sage EasyPay Enterprise - Core - [Personnel Details]

Identity No: S1234666B

Employee Name: Angie Ng

Current Employee ID: A001A

Personnel Type: Staff

Employment Status: [Highlighted]

Sage EasyPay Enterprise - Core - [Employment Details]

File View Tools Modules Setup Reports Interface Import Windows Help

Payroll Income Tax Leave Human Resource Costing Code Setup Company Personnel Details Employment Details

Refresh Query 1Empl Query Setup... Calendar Setup Launch Interface Viewer Address Viewer

Employee ID Search

Angie Ng [Go to Personnel Details](#)

Option Personnel / Employment Viewer Basic Rate Career Contract

Employment

Employee ID 001R	Supervisor ID	Hire Date
ID No. S123456668 SNRIC(PINK)	Branch None	Probation Period 3 Mth
Gender Male	Department None	Confirmation Date 31-08-2018
Date of Birth 01-09-1972 Age 46	Section None	Confirmation Due 30-08-2018
Country Of Birth Malaysia	Category None	Cessation Code None
Supervisory Position <input type="checkbox"/> Employment Act Deduction Cap <input type="checkbox"/>	Salary Grade None	Cessation Date
Wages	Position None	Previous Service Year 0
Salary Type Daily Rated	Classification Permanent	Retirement Age 65
Exchange Rate ID	of Work	Retirement Date 01-09-2037
Basic Wage 12	Custom2test	Retirement Due 31-08-1972
MVC 0 MVC % 0	Project Code	
NWC 0		