

# How to amend basic rate manually for one month?

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## How to amend basic rate manually for one month?

A) Issue:

User would like to amend the basic rate manually for one month

B) Solution:

1. Go to the Payroll module > Pay Record > Double click on the Pay Record (ensure the record is "Active") > Change the basic rate amount > Save > Recalculate > Yes

**Modify Pay Record**

Employee ID: A001A Search [Icons]

**Angie Ng**

Year: 2017 Period: 5 Sub Period: 1 Type: Normal Pay Record ID: Normal

OT Record | Shift Record | Leave Deduction Record

Detail

Pay Record Summary

Local Currency:		Foreign Currency:		Contribution/Tax	
<input type="checkbox"/> Full Total Wage		<input type="checkbox"/> Exchange Rate Info		<input type="checkbox"/> CPF	
<input type="checkbox"/> Current		Exchange Rate ID		<input type="checkbox"/> Ordinary	
Basic Rate	4,500.00	Exchange Rate	1	Previous Ordinary Wage	0.00
MVC	500.00	<input type="checkbox"/> Full Total Wage		Current Ordinary Wage	5,000.00
NWC	0.00	<input type="checkbox"/> Current		Employee Ordinary CPF	1,000.00
<input type="checkbox"/> Previous		Basic Rate	4,500.00	Employer Ordinary CPF	850.00
Basic Rate	4,500.00	MVC	500.00	<input type="checkbox"/> Additional	
MVC	500.00	NWC	0.00	Previous Additional Wage	0.00
NWC	0.00	<input type="checkbox"/> Previous		Current Additional Wage	0.00
<input type="checkbox"/> Allocated		Basic Rate	4,500.00	Employee Additional CPF	0.00
Basic Rate	4,000.00	MVC	500.00	Employer Additional CPF	0.00
MVC	500.00	NWC	0.00	CPF Wage	5,000.00
NWC	0.00	<input type="checkbox"/> Allocated		Total Employee CPF	1,000.00
Total Wage	5,000.00	Basic Rate	4,500.00	Total Employer CPF	850.00
OT Amount	0.00	MVC	500.00	<input type="checkbox"/> Excess/Adjustment (Additional)	
OT Back Pay	0.00	NWC	0.00	Current Additional Wage	0.00

Balance

Local Currency:	
Gross Wage	5,000.00
Allowance	0.00
Deduction	-1.50
Reimbursement	0.00
Total Gross Wage	4,998.50
Statutory Deduction	1,000.00
Net Wage	3,998.50

Pay Element

Property: ALL

Pay Element ID	Exchange Rate ID	Foreign Currency	Foreign Amount	Exchange Rate	Amount
CDAC2015			-1.50	1.00	

Preview