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Hour Category Set Up/Change

Employer / Client _____	Client # _____	Date _____	<input type="checkbox"/> New	<input type="checkbox"/> Change
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Default categories have been setup. You can change the category name and setup, if needed. It is important to put the most frequently used categories in the list first. Maximum number of categories is 8 per company. Each employee can have up to 4 different hourly rates and the individual hourly rates are assigned at the employee level. You should check the box entitled "Use in calculations based on hours worked" if you will accrue hours for vacation/sick based on hours worked or have an income or deduction calculation is based on hours worked. If this is a change request, only update the sections that have changed.

<p>Regular _____</p> <p><input type="checkbox"/> Hour Rate 1 <input type="checkbox"/> 1.0 times</p> <p><input type="checkbox"/> Hour Rate 2 <input type="checkbox"/> 1.5 times</p> <p><input type="checkbox"/> Hour Rate 3 <input type="checkbox"/> 2.0 times</p> <p><input type="checkbox"/> Hour Rate 4 <input type="checkbox"/> 0.5 times</p> <p><input type="checkbox"/> Use in calculations based on hours worked</p>	<p>Vacation _____</p> <p><input type="checkbox"/> Hour Rate 1 <input type="checkbox"/> 1.0 times</p> <p><input type="checkbox"/> Hour Rate 2 <input type="checkbox"/> 1.5 times</p> <p><input type="checkbox"/> Hour Rate 3 <input type="checkbox"/> 2.0 times</p> <p><input type="checkbox"/> Hour Rate 4 <input type="checkbox"/> 0.5 times</p> <p><input type="checkbox"/> Use in calculations based on hours worked</p>
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<p>Overtime _____</p> <p><input type="checkbox"/> Hour Rate 1 <input type="checkbox"/> 1.0 times</p> <p><input type="checkbox"/> Hour Rate 2 <input type="checkbox"/> 1.5 times</p> <p><input type="checkbox"/> Hour Rate 3 <input type="checkbox"/> 2.0 times</p> <p><input type="checkbox"/> Hour Rate 4 <input type="checkbox"/> 0.5 times</p> <p><input type="checkbox"/> Use in calculations based on hours worked</p>	<p>Comp _____</p> <p><input type="checkbox"/> Hour Rate 1 <input type="checkbox"/> 1.0 times</p> <p><input type="checkbox"/> Hour Rate 2 <input type="checkbox"/> 1.5 times</p> <p><input type="checkbox"/> Hour Rate 3 <input type="checkbox"/> 2.0 times</p> <p><input type="checkbox"/> Hour Rate 4 <input type="checkbox"/> 0.5 times</p> <p><input type="checkbox"/> Use in calculations based on hours worked</p>
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<p>DbITime _____</p> <p><input type="checkbox"/> Hour Rate 1 <input type="checkbox"/> 1.0 times</p> <p><input type="checkbox"/> Hour Rate 2 <input type="checkbox"/> 1.5 times</p> <p><input type="checkbox"/> Hour Rate 3 <input type="checkbox"/> 2.0 times</p> <p><input type="checkbox"/> Hour Rate 4 <input type="checkbox"/> 0.5 times</p> <p><input type="checkbox"/> Use in calculations based on hours worked</p>	<p>Sick _____</p> <p><input type="checkbox"/> Hour Rate 1 <input type="checkbox"/> 1.0 times</p> <p><input type="checkbox"/> Hour Rate 2 <input type="checkbox"/> 1.5 times</p> <p><input type="checkbox"/> Hour Rate 3 <input type="checkbox"/> 2.0 times</p> <p><input type="checkbox"/> Hour Rate 4 <input type="checkbox"/> 0.5 times</p> <p><input type="checkbox"/> Use in calculations based on hours worked</p>
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<p>PayRate2 _____</p> <p><input type="checkbox"/> Hour Rate 1 <input type="checkbox"/> 1.0 times</p> <p><input type="checkbox"/> Hour Rate 2 <input type="checkbox"/> 1.5 times</p> <p><input type="checkbox"/> Hour Rate 3 <input type="checkbox"/> 2.0 times</p> <p><input type="checkbox"/> Hour Rate 4 <input type="checkbox"/> 0.5 times</p> <p><input type="checkbox"/> Use in calculations based on hours worked</p>	<p>Holiday _____</p> <p><input type="checkbox"/> Hour Rate 1 <input type="checkbox"/> 1.0 times</p> <p><input type="checkbox"/> Hour Rate 2 <input type="checkbox"/> 1.5 times</p> <p><input type="checkbox"/> Hour Rate 3 <input type="checkbox"/> 2.0 times</p> <p><input type="checkbox"/> Hour Rate 4 <input type="checkbox"/> 0.5 times</p> <p><input type="checkbox"/> Use in calculations based on hours worked</p>
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<p>PayRate3 _____</p> <p><input type="checkbox"/> Hour Rate 1 <input type="checkbox"/> 1.0 times</p> <p><input type="checkbox"/> Hour Rate 2 <input type="checkbox"/> 1.5 times</p> <p><input type="checkbox"/> Hour Rate 3 <input type="checkbox"/> 2.0 times</p> <p><input type="checkbox"/> Hour Rate 4 <input type="checkbox"/> 0.5 times</p> <p><input type="checkbox"/> Use in calculations based on hours worked</p>
