

# How to process Bulk Uploads for Pay Rate details

For example, if you would like to attempt a bulk upload for pay rates instead of processing it individually.

Kindly follow the below steps to process the Pay Rate changes using bulk actions:

Navigate to Bulk Actions > Screen Type: Employee > Action Type : Pay Rate Details and download the template as highlighted below

The screenshot shows the 'Bulk Actions' interface in the PAYMASTER system. The 'Screen Type' is set to 'Employee' and the 'Action Type' is 'Pay Rate Details'. A table below shows a list of employees with columns for ID, Employee number, Full name, Effective date, Pay package automatically, Frequency, and Employee is paid.

#	Employee number*	Full name	Effective date*	Pay package automatically	Frequency(*)	Employee is paid
1	008	[REDACTED]	2022/06/01	<input checked="" type="checkbox"/>	Monthly	per month
2	003	[REDACTED]	2022/08/01	<input checked="" type="checkbox"/>	Monthly	per month
3	007	[REDACTED]	2023/03/01	<input checked="" type="checkbox"/>	Monthly	per month
4	004	[REDACTED]	2023/03/01	<input checked="" type="checkbox"/>	Monthly	per month

Open the templet, the below should reflect:

Change the Effective Date and the Package as highlighted below and Save the document.

A	B	C	D	E	F	G	H	I
Employee Number*	Full Name	Effective Date*	Pay Package Automatically	Frequency*	Employee is paid*	Hours per day*	Days per period*	Percentage(%) Increase
008	[REDACTED]	2022/06/01	TRUE	Monthly	per month	8,00	21,67	
003	[REDACTED]	2022/08/01	TRUE	Monthly	per month	8,00	21,67	
007	[REDACTED]	2023/03/01	TRUE	Monthly	per month	8,00	21,67	
004	[REDACTED]	2023/03/01	TRUE	Monthly	per month	8,00	21,67	

  

I	J	K	L	M	N
% Increase of Previous Rate	Package*	Thirteenth cheque	Is Annual	Increase reason	Currency
	7 482,31	FALSE	FALSE	-	-
	20 000,00	FALSE	FALSE	-	-
	15 000,00	FALSE	FALSE	-	-
	16 000,00	FALSE	FALSE	-	-

Once saved, upload the document in the highlighted sections and Upload to Save the changes onto the system.

1

### Bulk Actions

Screen Type:  
Employee

Action Type:  
Pay Rate Details

Select file or Drop file here

2

### Bulk Actions

Screen Type:  
Employee

Action Type:  
Pay Rate Details

03\_Bulk\_Template.xlsx 2 Mb  
Ready to upload

Upload