Entering rates

Refers to:
Vacancies form → rates tab

To enter the rates for a vacancy, on the expanded record, click on the **Rates** tab on the left hand side of the screen. **Note** this tab is only available for a temp vacancy.

To enter a rate scheme, click on the **Rate Scheme** box and select an option from the drop down list. This rate scheme is then linked to any placements that you create for this vacancy. However individual placements can then vary the amounts or add new rates.

To add an additional rate click on the **Add Rate** button and select a rate description and enter the appropriate pay and charge rates.

Changes to the Rates are coloured red or blue, depending on whether they are more or less profitable than the original Scheme.

Finally **update the Margin** according to the Employers NI and Holiday Pay % estimate. (The margin is approximate).

If your Agency uses dynamic rate schemes all the cells will be grey and a change to the underlying rate will update all vacancies using that rate. If a rate in a dynamic scheme is changed the cell will become white and lose the link to the scheme, so will not be updated.

Where a user is allowed to either maintain schemes or override pay or charge rates it is possible to block changes to the vacancy rates. This feature becomes active once a placement is made against the vacancy.

Back to Online Users Guide
Back to Vacancy Records

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