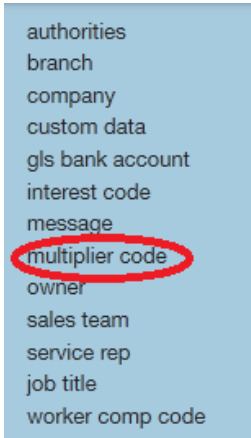
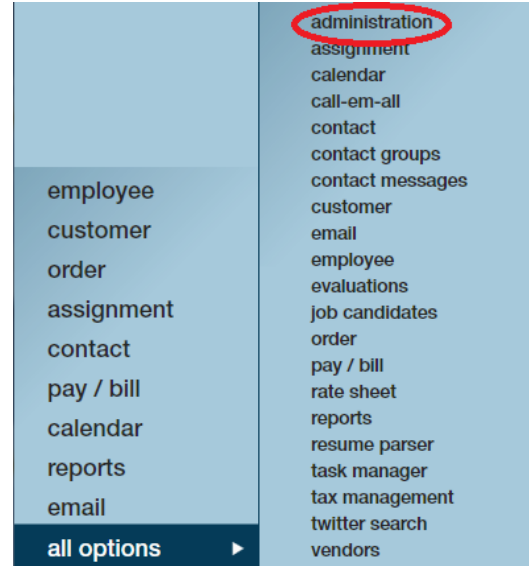


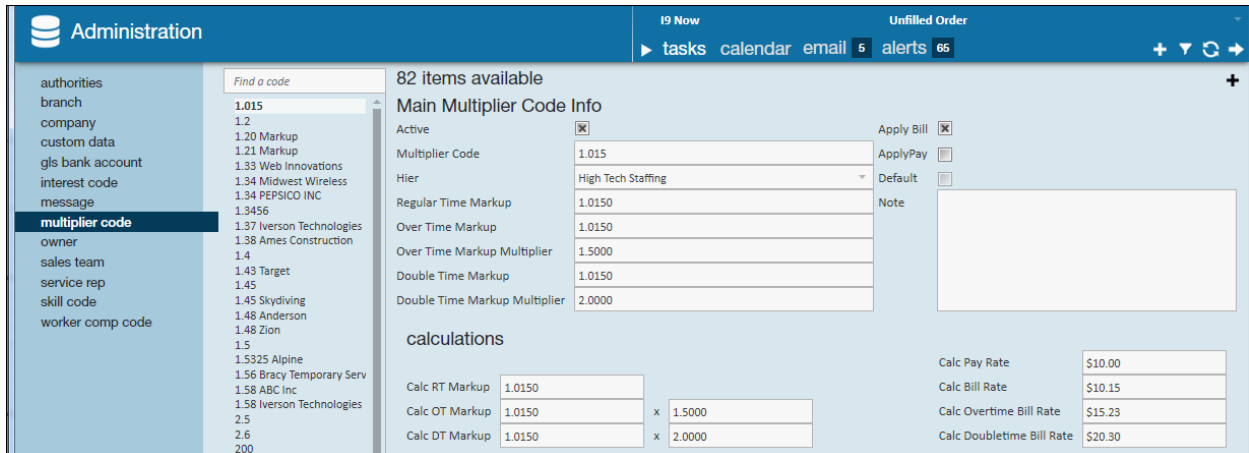
16R1 Enterprise Multiplier Code Set up

Creating and editing *Multiplier Codes* is part of the **Administration** form. This form is accessed from the All Options expansion menu in the lower left corner of the screen.

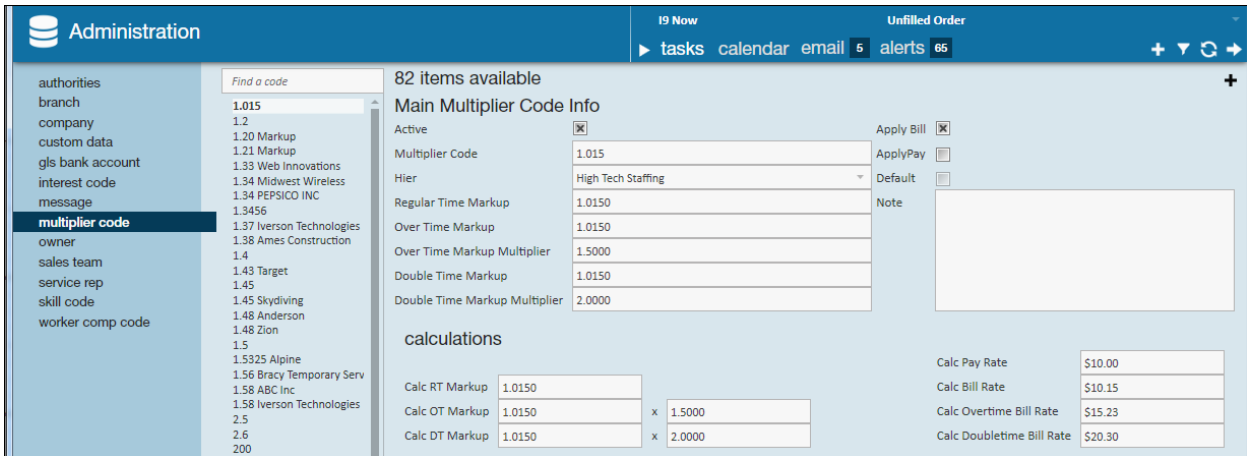
**Note – Only users that have been given access to administration functionality ("SA" Sec Role) will have this option available in the drop down menu above.*



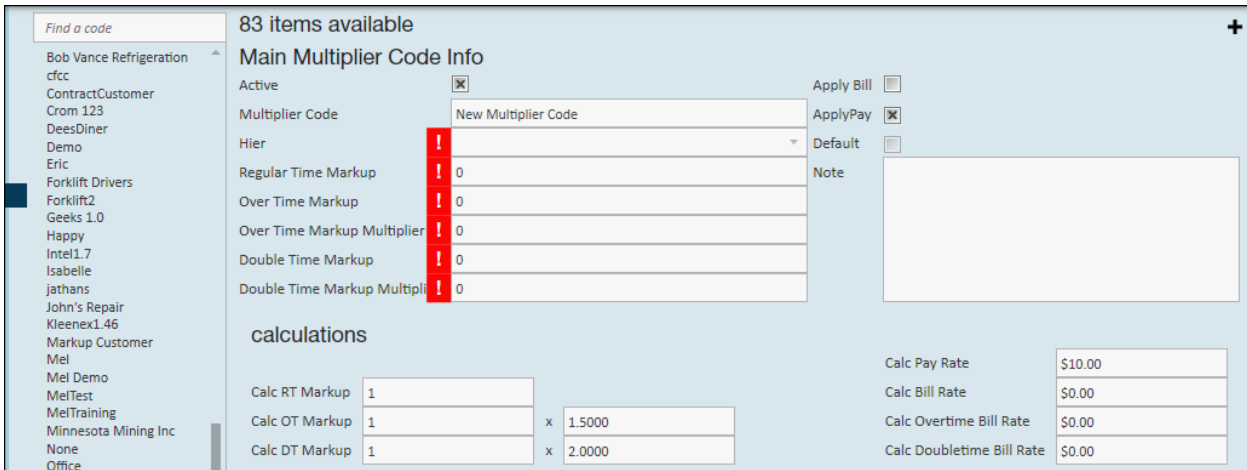
When the **Administration** form is selected there will be a navigation menu on the left similar to what is seen here. Select the **Multiplier Code** form to set up or edit *Multiplier Codes*.



Current *Multiplier Codes* will be listed in a menu on the left side of the form. Enter the name of a code into the *Find a Code* look up menu at the top of the list to filter out non-matching codes.



Click on a code from the list to display the information for that code as shown in the view above. At this point the user can make changes to the *Multiplier Code* as needed. To add a new code, click on the button in the upper right of the screen.



Enter the name of the code into the *Multiplier Code* field and select the *Hier* level from the drop down menu.

***Note – *Multiplier Code* names should not be duplicated. It is a "best practice" to look for a current code by the name that should be added before creating the new code.**

83 items available

Main Multiplier Code Info

Active Apply Bill
Multiplier Code Creative ApplyPay
Hier High Tech Staffing Default
Regular Time Markup 0 Note
Over Time Markup 0
Over Time Markup Multiplier 0
Double Time Markup 0
Double Time Markup Multiplier 0

calculations

Calc RT Markup	1		
Calc OT Markup	1	x	1.5000
Calc DT Markup	1	x	2.0000

Calc Pay Rate	\$10.00
Calc Bill Rate	\$0.00
Calc Overtime Bill Rate	\$0.00
Calc Doubletime Bill Rate	\$0.00

The *Regular Time Markup* field is where the mark up that will be used for regular time hours should be entered. For example a 50% regular time mark up should be entered as "1.50". The *Over Time Markup* can be the same as that for the regular time or it can be different. The mark up entered into the *Over Time Markup* field will apply to overtime hours only. The same format applies for the *Double Time Markup* as well. The double time mark up will be applied to double time hours only.

83 items available

Main Multiplier Code Info

Active Apply Bill
Multiplier Code Creative ApplyPay
Hier High Tech Staffing Default
Regular Time Markup 1.58 Note
Over Time Markup 1.54
Over Time Markup Multiplier 0
Double Time Markup 1.60
Double Time Markup Multiplier 0

calculations

Calc RT Markup	1.58		
Calc OT Markup	1.54	x	1.5000
Calc DT Markup	1.6	x	2.0000

Calc Pay Rate	\$10.00
Calc Bill Rate	\$15.80
Calc Overtime Bill Rate	\$23.10
Calc Doubletime Bill Rate	\$32.00

The *Over Time Markup Multiplier* is the amount that would normally be paid to the **Employee** for overtime worked. The same applies to the *Double Time Markup Multiplier*. However both of these amounts can be manipulated to calculate the amounts that are required.

83 items available

Find a code

- Bob Vance Refrigeration
- cfcc
- ContractCustomer
- Crom 123
- DeesDiner
- Demo
- Eric
- Forklift Drivers
- Forklift2
- Geeks 1.0
- Happy
- Intel1.7
- Isabelle
- jathans
- John's Repair
- Kleenex1.46
- Markup Customer
- Mel
- Mel Demo
- MelTest
- MelTraining
- Minnesota Mining Inc
- None
- Office

Main Multiplier Code Info

Active

Multiplier Code: Creative

Hier: High Tech Staffing

Regular Time Markup: 1.58

Over Time Markup: 1.54

Over Time Markup Multiplier: 1.5

Double Time Markup: 1.60

Double Time Markup Multiplier: 2

Apply Bill

ApplyPay

Default

Note

calculations

Calc RT Markup	1.58		
Calc OT Markup	1.54	x	1.5
Calc DT Markup	1.6	x	2.0000

Calc Pay Rate	\$10.00
Calc Bill Rate	\$15.80
Calc Overtime Bill Rate	\$23.10
Calc Doubletime Bill Rate	\$32.00

The *ApplyPay* check box will be checked by default when a new code is created. *ApplyPay* indicates that the *Bill Rate* will be determined by the *Pay Rate* selected. If the *Pay Rate* is changed on the **Order** or **Assignment**, the *Bill Rate* will automatically be updated to reflect the calculation of the *Multiplier Code* selected. Additionally, if you change the *Bill Rate* on the **Order** or **Assignment** the *Pay Rate* will change to reflect the multiplier code.

For example: The **Employee's** *Pay Rate* is \$10.00/hr, when the *Multiplier Code* is applied the *Bill Rate* will automatically change to \$15.80/hr. The *OT Bill Rate* will be the **Employee's** *Pay Rate* (\$10) X 1.5 (*Over Time Mark Multiplier*) to get **Employee's** *OT Pay Rate* X 1.54 (*Over Time Markup*). So, 10 X 1.5 X 1.54 = \$23.10 will be the *OT Bill Rate* per hour.

Main Multiplier Code Info

Active

Multiplier Code: 1.45

Hier: System

Regular Time Markup: 1.4500

Over Time Markup: 1.45

Over Time Markup Multiplier: 1.5000

Double Time Markup: 1.4500

Double Time Markup Multiplier: 2.0000

Apply Bill

ApplyPay

Default

Note

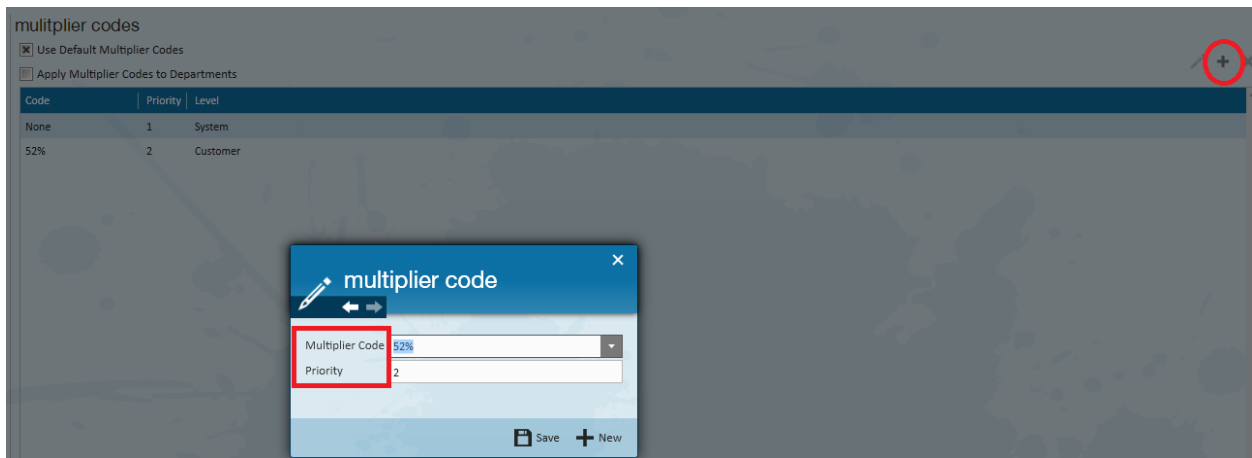
calculations

Calc RT Markup	1.4500		
Calc OT Markup	1.45	x	1.5000
Calc DT Markup	1.4500	x	2.0000


Calc Pay Rate	\$10.00
Calc Bill Rate	\$14.50
Calc Overtime Bill Rate	\$21.75
Calc Doubletime Bill Rate	\$29.00

The *Apply Bill* check box should be selected if the *Bill Rate* is to be calculated separate from the *Pay Rate* as shown above. When the *Multiplier Code* is set up as *ApplyBill* the *Bill Rate* will not be updated if the *Pay Rate* is changed on the **Assignment**.

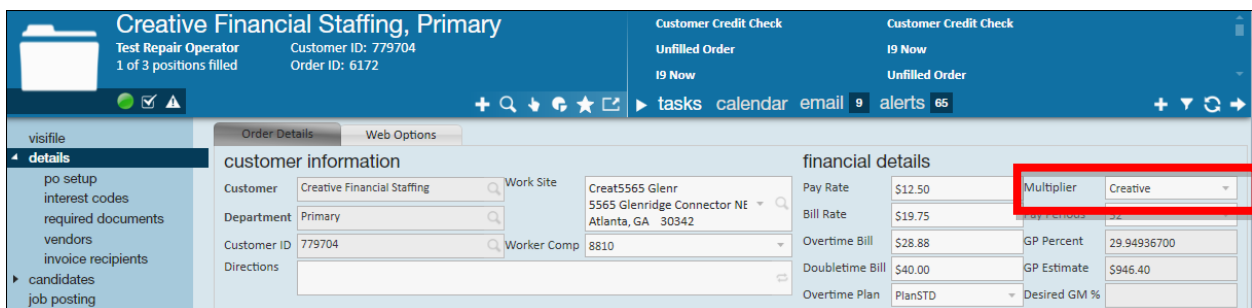
***Note – If the *Multiplier Code* should be a system default, the *Default* check box needs to be selected.**



Once a new code has been added in the administration area, you are now able to add this on to a **Customer** record as a default. Adding the multiplier code as a default on the Customer record allows for this multiplier code to be selected and utilized on Order and Assignments for that customer.

To add the new code to the **Customer**, open the **Customer** record, select the **Defaults** form, and click on *Multiplier Code*. Clicking on the  button in the *Multiplier Codes* area will open the *Multiplier Code* form, as seen above. When this open, select the *Multiplier Code* from the drop down menu and select the *Priority*. The *Priority* is the sequence that the *Multiplier Code* will be listed in on the **Order** and **Assignment**. A *Priority* of "3" would be listed third in the *Multiplier* drop down menu. Click on the *Save* button at the bottom of the form to add the code. This code can now be selected from the *Multiplier* drop down menu on the **Order Details** or the **Assignment Details** forms.

*Note: If the multiplier will only be used occasionally for the Customer you will want to have a multiplier code of '0' added in the defaults area as well to ensure that you have the option to either use the multiplier code, or not, on the Orders and Assignments.



On the **Order Details** form select the *Multiplier* from the drop down menu. If the *Multiplier Code* is set up as *ApplyPay* the *Bill Rate*, *Overtime Bill*, and *Doubletime Bill* fields will automatically be populated once the *Pay Rate* is entered. If the code is set up as *Apply Bill*, the *Overtime Bill* and *Doubletime Bill* fields will automatically be populated once the *Bill Rate* is entered.

The screenshot displays the 'Assignment Details' form for Terry Bender, Creative Financial S, Test Repair Operator. The form is divided into three main sections: 'assignment information', 'financial details', and 'Other Agency Pay'. The 'Multiplier' dropdown menu in the 'financial details' section is highlighted with a red box and set to 'Creative'. The 'Bill Rate' field is populated with \$19.75, and the 'Pay Rate' field is \$12.50. The 'Salary Bill' and 'Unit Bill' fields are both \$0.00. The 'Overtime Factor' is set to 1.5000.

assignment information		financial details	
Employee	Bender, Terry	Multiplier	Creative
Aident	16279	Overtime Factor	1.5000
Customer	Creative Financial S	Bill Rate	\$19.75
Department	Primary	Pay Rate	\$12.50
Order ID	6172	Salary Bill	\$0.00
		Unit Bill	\$0.00
		Unit Pay Rate	\$0.00
		Other Agency Pay	

On the **Assignment Details** form the *Multiplier* will default to what was entered on the **Order**. If it is different for this **Assignment**, change it in the *Multiplier* drop down menu. If the *Multiplier Code* is set up as *ApplyPay* the *Bill Rate* field will automatically be populated once the *Pay Rate* is entered.

**Note – The Multiplier will only apply to hourly rate fields. The Salary Bill, Salary, Unit Bill, and Unit Pay Rate are not affected by the Multiplier selected on the Assignment.*

Still Have Questions?

For more information about multiplier code set up contact our customer support group at 877-452-0327 or by sending an email to support@tempworks.com.

To schedule training on multiplier codes, submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality please contact the training department at trainers@tempworks.com.