

## Change Hourly Rate

1. [Search for an Employee.](#)
2. From the *Employee-Appointment Menu* screen, select **Appointment Information**.
3. From the *Appointment Selection List* screen, select the appropriate **Internal ID**.
4. From the *Appointment Information – Hourly or Non-Standard Payment* screen, select the **Eff PPd Change Date** and enter new **Hourly Rate**. Select **Update**.
5. From the *Appointment Information – Hourly or Non-Standard Payment* screen, select **Release Changed Data for Approval**.
6. From the *Data to Be Released for Approval* screen, select **Release for Approval**.

**Report:** Use the **Salaries and Additions** report to see this data. Go to the [WOW Front Page](#) to use this report.