

Record hours worked

This method labels identical pay rates with different days of the week. By defining a pay rate to represent each day of the week you can:

- Accurately record the hours worked each day by your employees.
- Show the hours worked each day on employee payslips.
- Produce accurate reports of your wage cost on a daily basis.

You can add more pay rates by clicking the **+ Add** button.

To define pay rates as days of the week

To pay staff using the 'define pay rates' method

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