

Placement Rate Card Change Request

To correct details of an existing Placement Rate Card or to create a new version effective as of a specific date, use **Placement Rate Card Change Request**. The Placement Rate Card must be in **Active** status to create a Change Request and only one Change Request can be in process at a time. If the Placement Rate Card has current and future versions, Placement Rate Card Change Requests are created for each version that needs changes.

Create a Placement Rate Card Change Request

- Navigate to the Placement > Rate Card. Select the Rate Card you wish to change (Current or Future) by selection **Effective On**. Then click **Request Change**

The screenshot shows the 'Rate Card' details for a Placement Rate Card. The 'EFFECTIVE ON' date is 07/25/2021. The 'REQUEST CHANGE' button is highlighted with a yellow box. Below the header is a table with columns: BASE RATE, EARN CODE, PAY RATE, MARKUP PERCENT, BILL RATE, BILL MULTIPLIER, TABLE MARGIN, and PAY MULTIPLIER.

BASE RATE	EARN CODE	PAY RATE	MARKUP PERCENT	BILL RATE	BILL MULTIPLIER	TABLE MARGIN	PAY MULTIPLIER
32	REG - Regular	27.97	%	40.95	1	%	1
48	OT - Overtime	-14.69	%	40.95	1	%	1.5
64	DT - California Double Time	27.97	%	81.9	2	%	2
32	SICK - Sick Time	0	%	0	1	%	1

- Enter Request details
 - In Request Type select
 - **Pay/Bill Change** when both the Pay and Bill Rate should change
 - **Pay Change** if the current Bill Rate remains the same and only Pay is updated
 - **Bill Change** when Pay rate remains the same and only the Bill is updated
 - Set **Status** to Submitted
 - Use **Request Comments** to explain/support the change request
 - If necessary, select who should approve the change request
 - Select value(s) in **Internal User** and/or **Distribution List** to send a notifications

The screenshot shows the 'Placement Rate Card Change Request' form. The form includes the following fields:

- REQUESTED BY: [Text input with search icon]
- REQUEST TYPE: [Dropdown menu]
- STATUS: [Dropdown menu with 'Set initial Request to Submitted' option]
- REQUEST COMMENTS: [Text area]
- APPROVING USER: [Text input with search icon]
- APPROVER COMMENT: [Text input with icon]
- Email Notification: [Section header]
- INTERNAL USER: [Text input with search icon]
- DISTRIBUTION LIST: [Text input with search icon]

Placement

- Make changes to the Rate Card. The details presented are copied from the Rate Card selected, as noted on screen.
 - Enter **Effective Date** of the change. If you need to correct the existing Rate Card, leave the Effective Date as presented
 - For the existing Earn Codes, update which ever values need to change. You may need to update Reg/OT/DT separately depending on what the change is.
 - Know exactly what should change and what remain the same before you start. The Rate Card will calculate fields as you make changes so be very aware of the what the final values should be
 - If **Pay Rate** is updated, the Rate Card will either calculate the Bill Rate using the existing Markup and Multipliers or leave Bill Rate the same and update Markup % and Multipliers. (*Depends on setting*)
 - If the Bill Rate should not change, update to the correct value. Other fields will recalculate
 - If **Markup Percent** is updated, the Bill Rate will calculate
 - If **Bill Rate** is updated, no changes are done to Pay Rate
 - The Markup and perhaps Multipliers will change

The screenshot shows a 'Rate Card' interface with a table of Earn Codes. A message box at the top states: 'Original values are copied from the Rate Card Effective on 07/25/2021. Type to replace the values you would like to update.' A yellow arrow points to this message box. The table below has columns for Base Rate, Earn Code, Pay Rate, Markup Percent, Bill Rate, Bill Multiplier, Taxable Margin, and Pay Multiplier. The 'REG - Regular' row is highlighted in blue, indicating it was updated.

✓ BASE RATE	EARN CODE	PAY RATE	MARKUP PERCENT	BILL RATE	BILL MULTIPLIER	TAXABLE MARGIN	PAY MULTIPLIER
32	REG - Regular	32	27.97	% 40.95	1	% 1	
48	OT - Overtime	48	-14.69	% 40.95	1	% 1.5	
64	DT - California Double Time	64	27.97	% 81.9	2	% 2	
32	SICK - Sick Time	32	0	% 0	1	% 1	

- As changes are made, impacted fields are shaded blue.
 - In this example, the Regular **Pay Rate** was updated and the Bill Rate calculated
 - If necessary, update any other field. Fields will recalculate accordingly and be shaded blue
 - To add an additional Earn Code, click **Add Rate** and enter values
- Once the Rate Card values are correct, click **Save**

Rate Card

EFFECTIVE DATE: 02/28/2022

Original values are copied from the Rate Card Effective on 07/25/2021. Type to replace the values you would like to update. OK, GOT IT

✓	BASE RATE	EARN CODE	✓	PRY RATE	MARKUP PERCENT	✓	BILL RATE	BILL MULTIPLIER	TAXABLE MARGIN	PRY MULTIPLIER
<input checked="" type="radio"/>		REG- Regular	✓	\$4	27.97	%	\$3,5098	1		% 1
<input checked="" type="radio"/>		OT- Overtime	✓	\$1	-14.69	%	\$3,5098	1		% 1.5
<input checked="" type="radio"/>		DT - California Double Time	✓	\$8	27.97	%	\$7,0196	2		% 2
<input type="radio"/>		SICK- Sick Time	✓	\$2	0	%	0	1		% 1

ADD RATE +

View a Placement Rate Card Change Request

Placement Rate Card Change Requests for a Placement are found under the Placement > **Activity** > Placement Change Requests

- Select **ID** to open the Placement Change Request

OVERVIEW EDIT **ACTIVITY** NOTES (0) PAYABLE CHARGES BILLABLE CHARGES FILES (2) RATE CARDS DEPARTMENT SPLITS AP TRANSACTIONS

ACTIVITY

- Edit History (21)
- Change Requests (1)
- Rate Card Edit History (1)
- Placement Rate Card Change Requests (1)**

ITEMS PER PAGE: 10

ID	Date Added	Requested By	Request Comments	Status
1	02/22/2022, 8:57 AM	Ronni Nivala Sixcel Motion		Submitted

- The Placement Change Request Overview screen displays.
 - The Request displays on the left. The Placement Rate Card before and after display on the right.
 - Anyone can view the the Request and changes. Users with entitlements can Edit or Approve the Placement Rate Card Change Request.

Placement

OVERVIEW EDIT

REQUEST

REQUESTED BY Ronni Nivala Sixcel-Motion

REQUEST TYPE Pay/Billing Change

STATUS Submitted
Set initial Request to Submitted

REQUEST COMMENTS

APPROVING USER Ronni Nivala Sixcel-Motion

APPROVER COMMENT

Email Notification

INTERNAL USER

DISTRIBUTION LIST

Rate Card

EFFECTIVE DATE 02/25/2022

RATE CARD BEFORE/AFTER

Version: 2021-07-25

FIELD NAME	FROM	TO
Effective Date	2021-07-25	2022-02-28

Regular

FIELD NAME	FROM	TO
Pay Rate	32.000000	34
Bill Rate	40.950000	43.5098

Overtime

FIELD NAME	FROM	TO
Pay Rate	48.000000	51
Bill Rate	40.950000	43.5098

California Double Time

FIELD NAME	FROM	TO
Pay Rate	64.000000	68
Bill Rate	81.900000	87.0196

Sick Time

FIELD NAME	FROM	TO
Bill Multiplier	-	1

