

Time Entry - Custom Pay Rates

Description: In this topic, the user will learn about custom pay rates. Custom pay rates are for programs that offer different pay rates for the same hourly service depending on the circumstance. Examples may include night, weekend, or emergency rates.

*Please note: This is an instance-level setting per organization. Custom pay rates may or may not be visible.

Custom pay rates may be entered using the following methods:

- Mobile app
- Web portal

Role Required: Employee (base user)

Permission Required: N/A

Custom Pay Rate in a Mobile App Entry

1. Log in to the DCI mobile app
2. Click the blue **Clock In** button on the dashboard
 - a. Client **(required)**: Click the **Client** field. If there is only one client, the field will auto-populate. If there is more than one client, select a client from the list and click **Ok**.
 - b. Service Code **(required)**: Click the **Service Code** field. If the client has only one service code, the field will auto-populate. If the client has more than one service code, select a service code from the list and click **Ok**.
 - c. Cost Center **(required)**: The cost center will auto-populate. This is an instance-level setting. If this field is not visible, no action is required.
 - d. Pay Rate Name: Click the **Pay Rate Name** field. Select the custom pay rate name from the list and click **Ok**. This pay rate name is tied to the appropriate pay rate for the shift type.
3. Click the blue **Continue** button
4. Select the EVV Location from the drop-down if applicable and click **Ok**
5. Click the blue **Confirm Clock In** button

Custom Pay Rate in a Web Portal Entry

1. Log in to the DCI web portal
2. Click the blue **Add Entry** button on the dashboard
3. Complete the form wizard
 - a. Pay Rate Name **(required)**: Select the custom pay rate name from the drop-down menu. This pay rate name is tied to the appropriate pay rate for the shift type.
4. When the form wizard is complete, click **Save** and **Yes** to confirm.

Related articles

- [Authorization Remaining Balances as Time in the Mobile App](#)
- [Mobile App - Logging into the Mobile App](#)
- [Enter a Punch - Web Portal](#)
- [What devices, operating systems \(OS\), and web browsers does DCI support?](#)
- [Mobile App - Download App](#)