BASE PAY

VectorConnect

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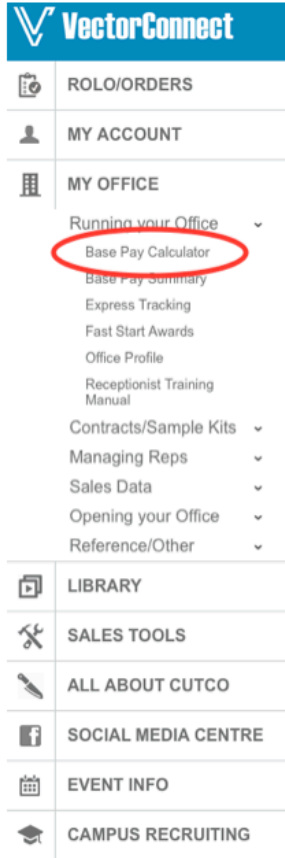- SOCIAL MEDIA CENTRE
- EVENT INFO
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To enter base pay on VC
- On the side bar click MY OFFICE
- Click on RUNNING YOUR OFFICE
- Click BASE PAY CALCULATOR

Base Pay Calculator - Rep List

- Double click on a rep to add base pay.
- Searching for reps will search through all active **and** inactive reps.
- Base Pay must be added by midnight local time Wednesdays in order to guarantee processing for that week's commission run.

Search for Reps

| Search by rep number | Search by rep name | | Search Reps | Select Highlighted Rep |

Double click a rep to add base pay information.

Rep Name ↑	Rep Number	Title	Last Entered
Aaron Lamb	30162256	Trainee	
Ademola Odulana	30041465	Sales Representative	
Ahmed Taha	30162251	Trainee	2016-01-12 12:00 AM
Aiden Kindopp	30160342	Advanced Sales Rep	
Aiden Schmidt	30160360	Sales Representative	
Alana Kakuk	30151965	Advanced Sales Rep	
Alena Leinweber	30084407	Sr. Field Sales Manager	
Alex Carter-Johnson	30162318	Trainee	
Alex Vuong	30160660	Sales Representative	2015-10-14 12:00 AM

- Enter rep name in the search bar
- Click SELECT HIGHLIGHTED REP
- From the list that pops up, select the rep you want to submit base pay for

Rep Data

Rep Name:	Kristen Nypower
Rep Number:	30160043
Rep Title:	Field Sales Leader
Date Contracted:	2015-05-16
Base Pays Paid:	2
Base Pays Pending:	0

Base Pay Calculator

For Tabweek:	201603
Career CPO:	35584
# of Presentations:	0
# of Sales:	0
CPO Earned:	0
Rep's Base Pay Rate:	17.25
Guaranteed Pay:	0.00
Commission Earned:	0.00
Base Pay Owed:	0.00

[Rep List] [Add Base Pay]

Enter the reps:
- # of Presentations
- # of Sales
- CPO Earned

*** Info should match the back of QPR
Then click ADD BASE PAY

VectorConnect — Jordan Tse 30100987

Base Pay Calculator - Rep List › Base Pay Calculator › Base Pay Summary

Password expires in 10 day(s). **Click Here to Change Password.**

Base Pay Summary

Select a date range or search by rep number.
2016-01-01 2016-01-20 Rep Number [Get Data] [Export]

Rep	Tab Week	Career CPO	# Pres	# Sales	CPO/Period	Base Rate	Total Owed	# Requests	Submitted	Status	Processed
Manager: Jordan Tse (30100987) Office: 1579											
Ahmed Taha (#30162251)	201602	$0.00	6	0	$0.00	$17.25	$103.50	0	2016-01-12	Completed	2016-01-14
Amanda Maclean (#30154168)	201602	$4,942.00	4	0	$0.00	$17.25	$69.00	14	2016-01-12	Completed	2016-01-14
Amanda Schmaus (#30160556)	201602	$4,175.00	2	0	$0.00	$17.25	$34.50	2	2016-01-12	Completed	2016-01-14
Ben Scotney (#30161341)	201602	$4,011.00	3	0	$0.00	$17.25	$51.75	2	2016-01-14	Completed	2016-01-14
Lindsay Seaward-turcotte (#3...	201602	$0.00	2	1	$107.00	$17.25	$23.80	0	2016-01-11	Completed	2016-01-14
Meksud Jelo (#30162239)	201602	$1,205.00	1	0	$0.00	$17.25	$17.25	1	2016-01-11	Completed	2016-01-14
Meksud Jelo (#30162239)	201602	$1,205.00	1	0	$0.00	$17.25	$17.25	2	2016-01-12	Completed	2016-01-14
Patricia Nantaba (#30160638)	201602	$509.00	1	0	$0.00	$17.25	$17.25	7	2016-01-12	Completed	2016-01-14
Vida Mokunyu (#30162254)	201602	$0.00	7	0	$0.00	$17.25	$120.75	0	2016-01-11	Completed	2016-01-14
Zaneer Dhalla (#30162253)	201602	$0.00	6	0	$0.00	$17.25	$103.50	0	2016-01-12	Completed	2016-01-14

To see a summary of the base pay entered. Click BASE PAY SUMMARY under "Running Your Office"