

Clone a Pay Level

Copy an existing Pay Level, with its rates and rules, into a new level, then adjust the copy and publish its rules when you are ready.

WHO IT IS FOR Owner, Admin	TIME NEEDED About 5 minutes	LAST REVIEWED 2 October 2026
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Who this is for

Permissions: You need the **Can manage pay levels** permission to clone a Pay Level. Owners and Admins have it as standard. If you cannot see the **Clone** button, ask an Owner or Admin to check your role.

Before you begin

- Pay Levels must be switched on first. An Owner or Admin switches it on in **Account settings > Automation & Capacity Controls > Pay Levels and automatic interpretation**, by choosing **Enable**. See **Enable Pay Levels**. Until it is on, the **Pay Levels** page says **Pay Levels are not enabled for this organisation**.
- You are signed in to BondiByte on a computer.
- The Pay Level you want to copy already exists. See **Review provisioned Pay Levels**.
- You have a name and a group for the new level.



Steps

1 Go to **Administration > Pay Levels** and choose **Clone**

- 1 In the left menu, under **Administration**, choose **Pay Levels**. The **Staff Pay Levels** page opens.
- 2 Find the level you want to copy and choose **Clone** on its card. The **Clone pay level** window opens, with the name of that level in its title.

Staff Pay Levels

Interpretation enabled on 24/09/2026 10:42 am.

Current pay table

The reusable pay table currently active for contracts.

TABLE	EFFECTIVE FROM	EFFECTIVE TO
Sample Staff Pay Table 2026	01/01/2026	-

Pay levels

Levels available for staff contracts and pay assignment history.

☐ Show inactive [Add pay level](#)

Team Lead
Leadership Active \$52.00

[Pay Rules and preview](#) [Edit pay level](#) [Deactivate](#) [Clone](#) 2

NAME	UNIT	RATE	ACTIVE	ACTIONS
Base Weekday Team Lead Work Sample Standard pay rule.	Hour	\$52.00	Yes	Edit line
Evening Team Lead Work Sample Penalty pay rule.	Hour	\$57.20	Yes	Edit line
On-Call Allowance Sample Allowance pay rule.	Day	\$75.00	Yes	Edit line
Public Holiday Team Lead Work Sample Penalty pay rule.	Hour	\$116.50	Yes	Edit line
Saturday Team Lead Work				

Choose **Pay Levels** under **Administration** (1), then **Clone** on the level you want to copy (2).



2 Name the copy and choose its group

- 1 In **New name**, type the name of the new level, such as Support Worker Level 1 (copy).
- 2 In **Group**, check the group. It starts with the group of the level you are copying. Change it if the copy belongs in a different group.
- 3 Leave **Source version** as **Current published rules**. It is the only choice.
- 4 In **Effective from**, choose a date if the copied rates and rules should start on a particular day. If you leave it empty, today's date is used.

New name: Required. The name of the new Pay Level.

Group: Required. Starts with the source level's group.

Source version: **Current published rules** copies the rate lines, and the rules that are in force today, from the level you chose.

Effective from: Optional. The date the copied rates and rules start from.

Clone pay level: Team Lead Close

Copy this pay level's rates and rules into a new pay level.

1 New name
Sample Level 2

2 Group
Sample Group

3 Source version
☒ Current published rules

4 Effective from
dd/mm/yyyy

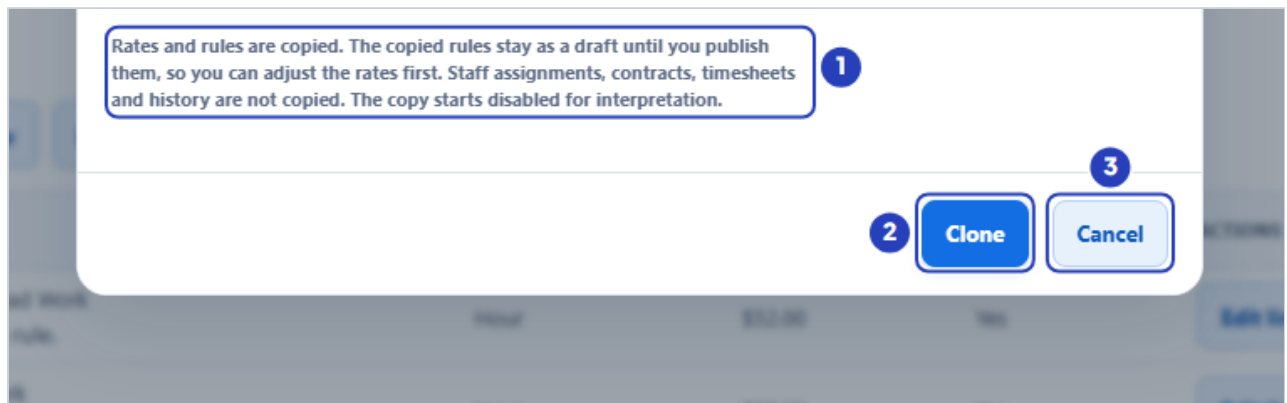
Type the new name (1), check the group (2), leave the source version (3) and choose an effective date if you need one (4).



3 Read the notice, then choose **Clone**

- 1 Read the notice under the fields. It says what is copied and what is not.
- 2 Choose **Clone**.
- 3 Choose **Cancel** instead to close the window without copying.

Important: Rates and rules are copied. The copied rules stay as a draft until you publish them, so you can adjust the rates first. Staff assignments, contracts, timesheets and history are not copied. The copy starts disabled for interpretation.



Read the notice (1), then choose Clone (2) to copy, or Cancel (3) to close the window without copying.



4 Check the copy

After you choose **Clone**, a message confirms **Cloned to a new pay level**, followed by the name you typed. The new level is in the list with the name and group you chose, and it keeps the sort order of the level you copied. Its code is made from the new name, and you can see it in the **Edit pay level** window. Its rate lines start on the **Effective from** date you chose, or on today's date if you left it empty.

- 1 The **Edit pay level** window opens for the new level. If rules were copied, the heading **Copied rules (draft, not yet published)** shows how many, with one line for each rule. They are drafts.
- 2 **Publish copied rules** publishes the drafts. You do not have to publish now: the next step explains it. You can open this window again at any time with **Edit pay level** on the copy's card.
- 3 To leave the rules as drafts for now, choose **Cancel** to close the window.

Note: If the level you copied had no published rules in force, only its rate lines are copied and there is no **Copied rules** heading.

The screenshot shows the 'Edit pay level' window. At the top left, 'Base hourly rate' is set to 52. To the right, 'Base line item' explains that the base hourly rate creates or updates the standard weekday line item. Below this, a box labeled '1' contains the heading 'Copied rules (draft, not yet published): 5' followed by a list of five rules: 'Base Weekday Team Lead Work: Mon, Tue, Wed, Thu, Fri, 06:00 to 18:00, non-holiday.', 'Evening Team Lead Work: Mon, Tue, Wed, Thu, Fri, 18:00 to 00:00, non-holiday.', 'Public Holiday Team Lead Work: every day, all day, public holiday.', 'Saturday Team Lead Work: Sat, all day, non-holiday.', and 'Sunday Team Lead Work: Sun, all day, non-holiday.'. Below the list is a button labeled '2' with the text 'Publish copied rules'. To the right of the rules box is a checkbox labeled 'Active' which is checked. At the bottom right, there are two buttons: 'Save changes' and 'Cancel', with the 'Cancel' button labeled '3'.

The copied rules, still drafts (1), the button that publishes them (2) and Cancel (3), which closes the window and keeps them as drafts.



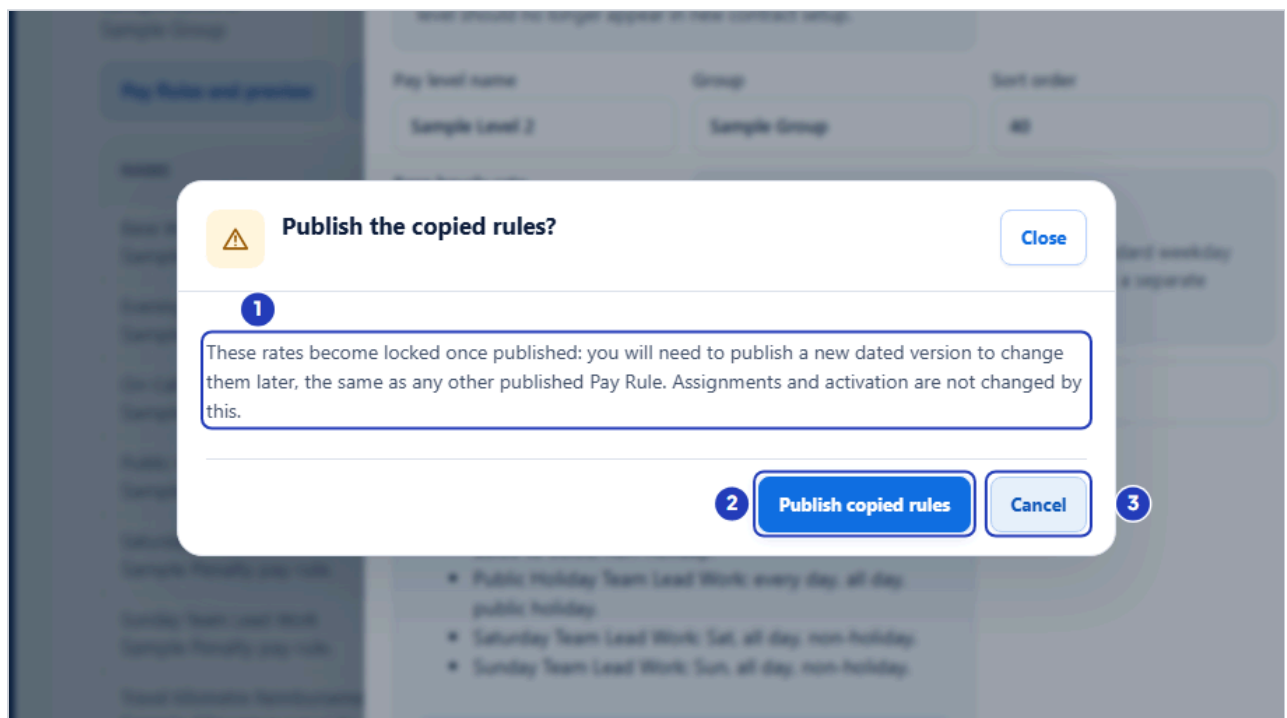
5 Publish the copied rules when you are ready

When the rates on the copy are right, open the **Edit pay level** window for the copy and choose **Publish copied rules**. A window asks **Publish the copied rules?**

- 1 Read the message. Published rates are locked, and a new dated version is needed to change them later.
- 2 Choose **Publish copied rules** in that window to publish.
- 3 Choose **Cancel** instead to keep the rules as drafts.

After you publish, a message says how many rules were published, for example **Published 5 copied rules**. The **Copied rules** heading then disappears from the **Edit pay level** window.

Warning: Published rates are locked. Check every rate on the copy first. Once published, a rate line that has its own rule cannot be changed on this page, and neither can the base hourly rate of the level. You change them by publishing a new dated version in **Pay Rules and preview**.



Read the message about locked rates (1), then choose *Publish copied rules* (2) to publish, or *Cancel* (3) to keep the rules as drafts.



What happens next

The copy is a new Pay Level. It has its own rate lines, with the same rates as the level you copied, and it starts with interpretation switched off.

Until you publish, the copied rules are drafts and the rates on the copy can still be edited. See [Edit rates on a Pay Level](#). To start from a blank level instead, see [Create a Pay Level](#).

Publishing the copied rules does not turn interpretation on for the level, and it does not give the level to any staff member. Those are separate settings, both in **Pay Rules and preview: Enable interpretation** for the level, and **Staff assignment** for each person.

The copy keeps the sort order of the level you copied and has a code made from its new name. You can change the code, name, group and sort order in **Edit pay level**.

Important notes

Important: BondiByte applies the Pay Levels and Pay Rules that your organisation configures. A copy carries the source level's sample or configured rates, not figures checked against an Award. Your organisation is responsible for checking every rate against its industrial instrument.

Good practice

- Check and edit every rate on the copy before you choose **Publish copied rules**, because publishing locks the rates of the lines that have a rule. Until then the rates can still be changed.
- Give the copy a name that tells it apart from the original, such as the name of the level with the year, so staff and contract screens are easy to read.
- Choose **Effective from** when the copied rates should start on a particular day, for example the first day of a new pay period, rather than leaving it empty.

Troubleshooting

I cannot see **Clone** on a Pay Level card.

Why it happens: Your role does not include the **Can manage pay levels** permission.

What to do: Ask an Owner or Admin to check your role, or to copy the level for you.

The window says **Enter a name for the new pay level.** or **Enter a group for the new pay level.**

Why it happens: **New name** or **Group** is empty. Both are required.

What to do: Type a name and a group, then choose **Clone** again.

There is no **Copied rules (draft, not yet published)** heading on the copy.

Why it happens: The level you copied had no published rules in force today, or the copied rules have already been published.

What to do: If you expected rules, check the original level in **Pay Rules and preview**. Only rules in force today are copied.



The copy does not change anyone's pay yet.

Why it happens: The copy starts disabled for interpretation, its copied rules are drafts, and no staff member has the level.

What to do: Publish the copied rules when the rates are right. Then, in **Pay Rules and preview**, type an **Activation or retirement reason** and choose **Enable interpretation**, and record each staff member on **Staff assignment**.

The **Pay Levels** page says **Pay Levels are not enabled for this organisation.**, or **Pay Levels** is missing from the left menu.

Why it happens: Pay Levels is not switched on, or your organisation's subscription is not active.

What to do: An Owner or Admin switches it on in **Account settings > Automation & Capacity Controls > Pay Levels and automatic interpretation**. See **Enable Pay Levels**. If the menu item is still missing, an Owner or Admin checks **Billing & subscription** and contacts BondiByte support.

Need more help?

Guides: bondibbyterobotics.com.au/guides | Support: support@bondibbyterobotics.com.au

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.
Last reviewed 2 October 2026.*