

Create a Pay Level

Add a new Pay Level to your current pay table, with a code, a name, a group and a base hourly rate, so you can use it for staff and contracts.

WHO IT IS FOR Owner, Admin	TIME NEEDED About 5 minutes	LAST REVIEWED 6 October 2026
-------------------------------	--------------------------------	---------------------------------

Who this is for

Permissions: You need the **Can manage pay levels** permission to add a Pay Level. Owners and Admins have it as standard. If you cannot see the **Add pay level** 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.
- Your organisation has a current pay table. The **Current pay table** section of the Pay Levels page shows its name.
- You have the name you want to use for the level, and its base hourly rate from your own industrial instrument or pay agreement.



Steps

- 1 Go to Administration > Pay Levels > Add pay level**
 - 1** In the left menu, under **Administration**, choose **Pay Levels**. The **Staff Pay Levels** page opens.
 - 2** In the **Pay levels** section, choose **Add pay level**. The **Add new pay level** window opens with a blank form.

Staff Pay Levels

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

Current pay table

The reusable pay table currently active for contracts.

TABLE: Sample Staff Pay Table 2026 EFFECTIVE FROM: 01/01/2026

EFFECTIVE TO: -

Pay levels

Levels available for staff contracts and pay assignment history.

☐ Show inactive **Add pay level** **2**

Team Lead
Leadership Active \$52.00

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

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
Suburban Team Lead Work				

Choose Pay Levels under Administration (1), then Add pay level (2).



2 Enter the code, name and group

- 1 In **Pay level code**, type a short code for the level, such as LEVEL_1.
- 2 In **Pay level name**, type the name people will see, such as Support Worker Level 1.
- 3 In **Group**, type a group if you want similar levels listed together, such as Support Worker.
- 4 In **Sort order**, type a number if you want to control the order inside the group. Leave it as 0 otherwise.

Pay level code: Required. A short code that identifies the level. It is saved in capital letters, and each code can be used only once in the current pay table.

Pay level name: Required. The name shown on the Pay Levels page and when you choose a level for a staff member.

Group: Optional. Levels are listed by group, then by sort order, then by name.

Sort order: A whole number. Inside a group, lower numbers are listed first.

Type the code (1), the name (2), the group (3) and, if you want, a sort order (4).



3 Set the base hourly rate, then choose **Create pay level**

- 1 In **Base hourly rate**, type the standard weekday hourly rate in dollars, for example 10.00.
- 2 Leave **Active** ticked if the level should be available when you set up new contracts. Untick it to create the level switched off.
- 3 Check the details, then choose **Create pay level**.
- 4 Choose **Cancel** instead to close the window without saving.

Base hourly rate: Optional. Creates the level's first rate line, named after the level, at this rate per hour. Leave it empty to create the level with no rate lines and add the rate later with **Edit pay level**.

Active: Ticked by default. An inactive level is hidden from the list until you tick **Show inactive**.

Important: Type the rate your organisation has worked out from its own industrial instrument or pay agreement. BondiByte does not check the rate you enter against an Award or agreement.

The screenshot shows a web form for creating a pay level. It includes a text input field for 'Base hourly rate' containing '10.00', a checkbox for 'Active' which is checked, and two buttons at the bottom: 'Create pay level' and 'Cancel'. Numbered callouts are placed over the form: '1' points to the 'Base hourly rate' input, '2' points to the 'Active' checkbox, '3' points to the 'Create pay level' button, and '4' points to the 'Cancel' button. A 'Base line item' section on the right explains that the base hourly rate creates or updates the standard weekday line item.

Type the base hourly rate (1), leave Active ticked (2), then choose Create pay level (3) to save, or Cancel (4) to close the window without saving.



4 Check the new Pay Level

- 1 A message confirms **Pay level added**.
- 2 The window closes and the new level appears in the list, under its group, with the **Active** badge and its base hourly rate.

The screenshot shows the 'Staff Pay Levels' interface. At the top, a confirmation message 'Pay level added.' is displayed with a green checkmark and a close button. Below this, a table lists existing pay levels. A new pay level, 'Sample Level 1', is highlighted with a blue border. It is under the 'Sample Group' and has an 'Active' badge and a base rate of '\$10.00'. Below the level name are buttons for 'Pay Rules and preview', 'Edit pay level', 'Deactivate', and 'Clone'. A table below these buttons shows the base rate line for 'Sample Level 1 base weekday' with a unit of 'Hour' and a rate of '\$10.00'. At the bottom, another pay level 'Support Worker Level 1' is partially visible.

NAME	UNIT	RATE	ACTIVE	ACTIONS
Public Holiday Manager Work Sample Penalty pay rule.	Hour	\$157.50	Yes	Edit line
Saturday Manager Work Sample Penalty pay rule.	Hour	\$98.00	Yes	Edit line
Sunday Manager Work Sample Penalty pay rule.	Hour	\$126.00	Yes	Edit line
Travel Kilometre Reimbursement Sample Allowance pay rule.	Kilometre	\$0.95	Yes	Edit line

NAME	UNIT	RATE	ACTIVE	ACTIONS
Sample Level 1 base weekday Base weekday rate created from pay level setup.	Hour	\$10.00	Yes	Edit line

The confirmation message (1) and the new Pay Level in the list (2).

What happens next

The new Pay Level appears in the **Pay levels** list with the **Active** badge, its group and its base hourly rate. If you typed a base rate, the level has one rate line, named after the level, with the unit **Hour**.

A new Pay Level starts with no Pay Rules, and interpretation is off for it. If you choose **Pay Rules and preview** on the level, it shows **Interpretation disabled** and **No configured rule versions**. The rate line does not become a rule on its own.

Choose **Edit pay level** to change the code, name, group, sort order or base rate, or **Deactivate** to switch the level off. See [Edit rates on a Pay Level](#).

Give the level to a staff member in the **Pay level** field when you edit their staff record or set up their staff contract. See [Create a staff member](#). For BondiByte to work out their pay automatically, also record a dated assignment to the level in **Pay Rules and preview > Staff assignment**.

Important notes

Important: BondiByte applies the Pay Levels and Pay Rules that your organisation configures. It is not a complete Award interpreter. Your organisation is responsible for checking the rates it enters against its industrial instrument.

Note: Pay Levels belong to your organisation as a whole. They are not set up for each site.



Good practice

- Use the same code pattern for every level, such as LEVEL_1, LEVEL_2 and LEVEL_3. Codes are saved in capital letters and each can be used only once in the current pay table, so a pattern avoids clashes.
- Start from a copy when a level is close to what you need. A copy brings its rate lines and rules with it, so you only adjust what differs. See Clone a Pay Level.
- Check the **Base hourly rate** before you choose **Create pay level**. If you leave it empty the level has no rate lines. A rate you type here can be changed later with **Edit pay level** until a published Pay Rule locks it.

Troubleshooting

The page says **Pay Levels are not enabled for this organisation.** and there is no **Add pay level** button.

Why it happens: Pay Levels has not been turned on and your organisation has no Pay Levels yet, so the page hides **Current pay table** and the **Pay levels** list. If your organisation already has Pay Levels, they stay on the page with the line **Automatic interpretation is off. Existing pay levels remain visible and editable.** and **Add pay level** is still there.

What to do: An Owner or Admin turns Pay Levels on in **Account settings > Automation & Capacity Controls > Pay Levels and automatic interpretation**. See Enable Pay Levels.

I cannot see **Pay Levels** in the left menu.

Why it happens: Your role does not include the **Can view pay levels** permission, or your organisation's subscription is not active.

What to do: Ask an Owner or Admin to check your role and **Billing & subscription**.

The **Add pay level** button is greyed out.

Why it happens: Your organisation has no current pay table yet. The page says **Add Pay Level is available after a current pay table exists**.

What to do: In **Current pay table**, choose **Create current pay table**. Type a **Pay table code**, a **Pay table name** and an **Effective from** date, leave **Make this the current pay table** ticked and choose **Create pay table**. Then add the level.

I cannot see **Add pay level**.

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 add the level for you.

A message says **That pay level code is already in use**.

Why it happens: Each Pay Level code can be used once in the current pay table. Codes are saved in capital letters, so level_1 and LEVEL_1 are the same code.

What to do: Type a different code in **Pay level code**, then choose **Create pay level** again.

The new level is not in the list.

Why it happens: You may have unticked **Active**, which hides the level, or the level may be listed under a different group.

What to do: Tick **Show inactive** above the list, and look under the group you typed. To use an inactive level again, choose **Activate** on its card.



Need more help?

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

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.
Last reviewed 6 October 2026.*