

Edit rates on a Pay Level

Change the rate on a Pay Level's rate line or its base hourly rate, and learn when a rate is locked and needs a new dated version instead.

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 change a rate. Owners and Admins have it as standard. If you cannot see **Edit line** or **Edit pay level**, 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 rate line you want to change has no published Pay Rule of its own, for example a line on a level you created yourself, or on a copy whose rules are still drafts. A line that has a published rule is locked, and the base weekday line is locked once its level has any published rule. See **Rates that are locked** in the notes below.
- You have the new rate from your own industrial instrument or pay agreement.



Steps

1 Go to **Administration > Pay Levels** and find the level

- 1 In the left menu, under **Administration**, choose **Pay Levels**. The **Staff Pay Levels** page opens.
- 2 Find the card of the level whose rate you want to change. Tick **Show inactive** above the list if you cannot see it.

Staff Pay Levels

Public Holiday Team Lead Work
Sample Penalty pay rule. Hour \$116.50 Yes [Edit line](#)

Saturday Team Lead Work
Sample Penalty pay rule. Hour \$72.80 Yes [Edit line](#)

Sunday Team Lead Work
Sample Penalty pay rule. Hour \$93.60 Yes [Edit line](#)

Travel Kilometre Reimbursement
Sample Allowance pay rule. Kilometre \$0.95 Yes [Edit line](#)

Sample Level 1 Active \$12.50

Sample Group

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

NAME	UNIT	RATE	ACTIVE	ACTIONS
Sample Level 1 base weekday Base weekday rate created from pay level setup.	Hour	\$12.50	Yes	Edit line

Support Worker Level 1 Active \$38.50

Support Worker

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

NAME	UNIT	RATE	ACTIVE	ACTIONS
Base Weekday Support Work Sample Standard pay rule.	Hour	\$38.50	Yes	Edit line
Evening Support Work Sample Penalty pay rule.	Hour	\$42.35	Yes	Edit line
Public Holiday Support Work	Hour	\$86.20	Yes	Edit line

Choose **Pay Levels** under **Administration** (1), then find the level whose rate you want to change (2).

2 Choose **Edit line** on the rate line

- 1 In the level's table, find the line you want to change, such as the base weekday line, and choose **Edit line**. The line opens for editing.

Sample Level 1 Active \$10.00

Sample Group

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

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

Support Worker Level 1 Active \$38.50

Choose **Edit line** (1) on the line you want to change.



3 Change the rate, then choose **Save**

- 1 In the **Rate** box, type the new rate in dollars, for example 12.50. It cannot be negative.
- 2 Check **Start date**. It may already hold a date, such as the start of the starter pay table or the date a copy was made. Leave it as it is unless the line should start on a different date.
- 3 Check **End date**. Leave it empty unless the line should stop on a date. It cannot be earlier than **Start date**.
- 4 Choose **Save**.
- 5 Choose **Cancel** instead to leave the line as it was.

Name: Required. The name of the rate line, shown in the table. It can be changed on any line, even a locked one.

Unit: Required. What the rate is paid per, such as **Hour**, **Day**, **Unit** or **Kilometre**. You type it in.

Rate: Required, and never negative. The dollar amount for one unit. It is the box under the **Rate** column.

Active: Ticked while the line is in use. Untick it to switch the line off. The table shows **Yes** or **No**.

Code: Required. The code that identifies the line. It is in the row of details under the line.

Start date and End date: Optional dates for the line. **End date** cannot be earlier than **Start date**.

Notes: Optional. Notes about the line, shown under its name in the table. Notes can be changed on any line, even a locked one.

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.

Note: If the line is already used on approved timesheets, a window asks **Change a referenced catalogue rate?** and explains that approved earnings stay as they are. Choose **Change catalogue rate** to go ahead, or **Cancel** to stop.

Note: If your organisation has connected Xero Payroll, you may also see a **Payroll rate** choice in the details row. It is covered in the Xero Payroll guide.

Type the new rate (1), check the start date (2) and end date (3), then choose Save (4), or Cancel (5) to leave the line as it was.



4 Check the new rate

- 1 A message confirms **Pay line item updated**.
- 2 The table shows the new **Rate** for the line.
- 3 If you changed the base weekday line, the grey figure on the level's card shows the new base hourly rate too.

Staff Pay Levels

1

✓ Pay line item updated.

✕

Public Holiday Team Lead Work Sample Penalty pay rule.	Hour	\$116.50	Yes	Edit line
Saturday Team Lead Work Sample Penalty pay rule.	Hour	\$72.80	Yes	Edit line
Sunday Team Lead Work Sample Penalty pay rule.	Hour	\$93.60	Yes	Edit line
Travel Kilometre Reimbursement Sample Allowance pay rule.	Kilometre	\$0.95	Yes	Edit line

Sample Level 1

Sample Group

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

NAME	UNIT	RATE	ACTIVE	ACTIONS
Sample Level 1 base weekday Base weekday rate created from pay level setup.	Hour	2 \$12.50	Yes	Edit line

Active

3 \$12.50

Support Worker Level 1

Support Worker

Active

\$38.50

The confirmation message (1), the new rate in the table (2) and the new base hourly rate on the card (3).



5 Or change the base hourly rate from the level

The base hourly rate of a level is the rate of its base weekday line, so you can change it from the level instead. Choose **Edit pay level** on the level's card; the **Edit pay level** window opens.

- 1 In **Base hourly rate**, type the new rate.
- 2 Choose **Save changes**. A message confirms **Pay level updated**.
- 3 Choose **Cancel** instead to close the window without saving.

Tip: The same window changes the level's code, name, group and sort order, and has the **Active** tick box.

Type the new base hourly rate (1), then choose **Save changes** (2), or **Cancel** (3) to close the window without saving.

What happens next

The new rate applies to the rate line from now on. Timesheets that were already approved keep the earnings they were approved with.

To start a different level from this one, copy it. See [Clone a Pay Level](#).

For a rate that changes on a particular date, or a rate that is locked, use **Pay Rules and preview** on the level. See **Rates that are locked** in the notes below.



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 every rate it enters against its industrial instrument.

Warning: Rates that are locked. A rate line is locked when it has its own published Pay Rule. The base weekday line, and the **Base hourly rate** in **Edit pay level**, are also locked once the level has any published Pay Rule or has interpretation turned on. On a locked line, the rate, unit, code, dates and active setting cannot be changed on this page. Saving a change shows this message: **This item or its base pay level has published or enabled Pay Rules. Publish a new dated version or record a retirement in Pay Rules; legacy rate, unit, code, dates and activation cannot be changed.** Nothing is saved.

Note: Lines that have no rule of their own can still be edited. In the starter setup, for example, **Travel Kilometre Reimbursement** and **On-Call Allowance** have no rule. The name and notes of any line can always be edited.

Note: To change a locked rate, choose **Pay Rules and preview** on the level and choose **New version** next to the rule. The window explains that published versions are preserved, that new effective dates supersede the same item from that date, and that end dates are exclusive.

Good practice

- Record the source and the date of each rate in the line's **Notes** box, for example the name of the pay agreement and the day you checked it. Notes can be edited at any time, even on a locked line.
- Correct a rate before its rule is published whenever you can. After that, publish a new dated version in **Pay Rules and preview** with the date the new rate starts from, so the earlier published version is preserved.

Troubleshooting

A message says **This item or its base pay level has published or enabled Pay Rules.**

Why it happens: The rate line has its own published Pay Rule, or it is the base weekday line of a level that has published Pay Rules or interpretation turned on, so its rate is locked.

What to do: Choose **Pay Rules and preview** on the level and publish a new dated version of the rule with **New version**. Nothing was changed by the attempt.

A message says **Enter a line item code, name, and pay unit.**

Why it happens: **Name**, **Unit** or **Code** is empty. All three are required.

What to do: Fill in the empty box, then choose **Save** again.

A message says **Enter a valid non-negative pay rate.**

Why it happens: The **Rate** box is empty or holds a negative number.

What to do: Type a rate of zero or more in the **Rate** box, then choose **Save** again.



A message says **Please check the information you entered and try again.**

Why it happens: A box holds a value the product cannot accept, for example an **End date** that is earlier than the **Start date**.

What to do: Check the dates and the other boxes in the line, correct them, then choose **Save** again.

I cannot see **Edit line** or **Edit 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 change the rate for you.

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.*