

Review provisioned Pay Levels

Check the pay table, Pay Levels and rates that the starter setup prepared for your organisation, so you know what to review before you rely on them.

WHO IT IS FOR Owner, Admin	TIME NEEDED About 10 minutes	LAST REVIEWED 6 October 2026
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Who this is for

Permissions: You need the **Can view pay levels** permission to open the Pay Levels page. Owners and Admins have it as standard. Changing anything on the page needs **Can manage pay levels**.

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**.
- The starter setup has been prepared. See **Use the starter setup**.
- You are signed in to BondiByte on a computer.
- You have your industrial instrument or pay agreement to hand, so you can compare it with the rates on screen.



Steps

1 Go to Administration > Pay Levels

- 1 In the left menu, under **Administration**, choose **Pay Levels**. The **Staff Pay Levels** page opens.
- 2 At the top of the page, look for the line **Interpretation enabled on**, followed by a date and time. It shows when the Pay Levels setup was confirmed.

Note: The page shows **Pay Levels are not enabled for this organisation.** when Pay Levels has not been turned on. If your organisation has no Pay Levels yet, that message is all the page shows. An Owner or Admin can turn it on in **Account settings > Automation & Capacity Controls**. See Enable Pay Levels.

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Staff Pay Levels

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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

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
Saturday Team Lead Work				

Choose Pay Levels under Administration (1). The line at the top shows when the setup was confirmed (2).



2 Check the current pay table

- 1 In **Current pay table**, read the **Table** name. The starter setup names its table **Sample Staff Pay Table 2026**.
- 2 Check **Effective from**, the date the table starts.
- 3 Check **Effective to**. A dash means the table has no end date.

Note: Every Pay Level belongs to the current pay table. If your organisation has no current pay table, the page offers **Create pay table** instead, and you cannot add Pay Levels until one exists.

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

Read the table name (1), the date it starts (2) and the date it ends, if any (3).



3 Look at each Pay Level

- 1 Read the level name. The group it belongs to is shown under the name, for example **Team Lead** in **Leadership**. The starter setup prepares six levels: **Support Worker Level 1**, **Support Worker Level 2**, **Support Worker Level 3**, **Team Lead**, **Coordinator** and **Manager**.
- 2 Check the badge. **Active** means the level is available for new staff contracts; **Inactive** means it is not.
- 3 The grey figure is the base hourly rate of the level.
- 4 The buttons under the name are **Pay Rules and preview**, **Edit pay level**, **Deactivate** (or **Activate**) and **Clone**. You see **Edit pay level**, **Deactivate** and **Clone** only if you can manage Pay Levels.
- 5 Tick **Show inactive** to include levels that have been deactivated. They are hidden until you do.

Important: The rates in the starter setup are sample figures, labelled in the product as a starter example to review for your organisation. They are not a copy of any Award or agreement. Your organisation is responsible for checking every rate against its industrial instrument.

The screenshot shows the 'Pay levels' management interface. At the top right, there is a checkbox for 'Show inactive' (callout 5) and an 'Add pay level' button. The main content area displays a list of pay levels. The first level, 'Team Lead' (callout 1), is under the 'Leadership' group. It has an 'Active' badge (callout 2) and a base hourly rate of '\$52.00' (callout 3). Below the level name are four buttons: 'Pay Rules and preview' (callout 4), 'Edit pay level', 'Deactivate', and 'Clone'. Below this, a table lists specific pay rules for the 'Team Lead' level.

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				

The level name and group (1), its badge (2) and base hourly rate (3), the level buttons (4) and the Show inactive tick box (5).



4 Check the rate lines of a level

- 1 In the **Name** column, read each line. The starter setup adds a short note under the name, such as **Sample Standard pay rule.**, to show the line came from the starter examples.
- 2 Check the **Unit**, for example **Hour**, **Day** or **Kilometre**.
- 3 Check the **Rate** against your industrial instrument or pay agreement.
- 4 Check **Active**. **Yes** means the line can be used; **No** means it is switched off.
- 5 **Edit line** opens a line so you can change it. It appears only if you can manage Pay Levels.

Name: The pay item, such as a base weekday, evening, Saturday, Sunday or public holiday line, plus the starter note.

Unit: What the rate is paid per, such as hour, day or kilometre.

Rate: The dollar amount for one unit.

Active: **Yes** or **No**.

Warning: A rate line that has its own published Pay Rule is locked on this page, and so is the base weekday line of a level once the level has any published rule. To change a locked rate, publish a new dated version in **Pay Rules and preview**. See Edit rates on a Pay Level.

NAME	UNIT	RATE	ACTIVE	ACTIONS
Base Weekday Team Lead Work Sample Standard pay rule. 1	2 Hour	3 \$52.00	4 Yes	5 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 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

Read the name and starter note (1), the unit (2), the rate (3) and whether the line is active (4). Edit line (5) changes a line.



5

On a level, choose **Pay Rules and preview**. The **Pay Rules** window opens with the name of the level in its title.

- 1 Read the title and the sentence under it. The sentence says the window is for configuring dated rules, confirming staff assignments and previewing the supported calculation, and that it is not a complete award interpreter.
- 2 Use the **Rules**, **Staff assignment** and **Preview** buttons to move between the parts of the window. Stay on **Rules** for this review.
- 3 On **Rules**, a heading says **Interpretation enabled** or **Interpretation disabled** for this level. Under it, the table lists each rule with its item, its conditions and its rate and unit.
- 4 Check the **Effective dates** of each rule: the date it starts and, if it has one, the date it ends. A rule with no end date reads **Open ended**.
- 5 Choose **Close** when you have finished. Reviewing changes nothing.

Pay Rules: Team Lead

Configure dated rules, confirm staff assignments and preview the supported calculation.
This is not a complete award interpreter.

Close

Rules
Staff assignment
Preview

Interpretation enabled

Published versions are preserved. New effective dates supersede the same item from that date. End dates are exclusive. Disabling interpretation preserves approved evidence.

Activation or retirement reason

Disable interpretation
Add rule line

ITEM	CONDITIONS	RATE / UNIT	EFFECTIVE DATES	ACTIONS
Base Weekday Team Lead Work BASE_WEEKDAY · ACTIVE WORK	Mon, Tue, Wed, Thu, Fri 06:00–18:00 · Time band NON HOLIDAY · ordinary / priority 0	\$52.0000 / HOUR	2026-09-24 → Open ended	New version Retire
Evening Team Lead Work EVENING · ACTIVE WORK	Mon, Tue, Wed, Thu, Fri 18:00–00:00 · Time band NON HOLIDAY · ordinary / priority 0	\$57.2000 / HOUR	2026-09-24 → Open ended	New version Retire
Public Holiday Team Lead Work PUBLIC_HOLIDAY · ACTIVE WORK	Sun, Mon, Tue, Wed, Thu, Fri, Sat All day · Time band HOLIDAY · ordinary / priority 10	\$116.5000 / HOUR	2026-09-24 → Open ended	New version Retire
Saturday Team Lead Work SATURDAY · ACTIVE WORK	Sat All day · Time band NON HOLIDAY · ordinary / priority 0	\$72.8000 / HOUR	2026-09-24 → Open ended	New version Retire
Sunday Team Lead Work SUNDAY · ACTIVE WORK	Sun All day · Time band NON HOLIDAY · ordinary / priority 0	\$93.6000 / HOUR	2026-09-24 → Open ended	New version Retire

The title and statement (1), the Rules, Staff assignment and Preview buttons (2), the rules table (3, 4) and Close (5).



What happens next

Reviewing does not change anything. Nothing is saved until you choose a save button, and every window here has **Cancel** or **Close**.

When a rate is wrong for your organisation, change it on the Pay Level, or copy a level that is close to what you need and adjust the copy. See [Edit rates on a Pay Level](#) and [Clone a Pay Level](#).

A staff member's **Pay level** field, in the Edit staff window and on their staff contract, records their Pay Level. For BondiByte to work out pay automatically, the level must have interpretation turned on and the staff member needs a dated assignment to it. You record assignments 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, and it does not check your rates against an Award or agreement. Your organisation is responsible for checking its rates against its industrial instrument.

Good practice

- Write down every rate that does not match your industrial instrument while you review, then change them all before you confirm the setup. Rates on lines that have a published rule are locked after you confirm, so a correction is easiest first.
- Open **Pay Rules and preview** on every level, not only one. Each level has its own rules and its own **Effective dates**.
- Tick **Show inactive** before you finish the review, so you also see any level that has been switched off. Inactive levels are hidden until you do.
- The starter rules cover weekday hours from 06:00 to midnight, Saturdays, Sundays and public holidays. They do not cover weekday hours from 00:00 to 06:00, so decide what should apply to those hours.

Troubleshooting

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 page says **Pay Levels are not enabled for this organisation**.

Why it happens: Pay Levels has not been turned on. If your organisation has no Pay Levels yet, this message is all the page shows. If it already has some, they stay visible with the line **Automatic interpretation is off. Existing pay levels remain visible and editable**.

What to do: An Owner or Admin can turn it on in **Account settings > Automation & Capacity Controls > Pay Levels and automatic interpretation**. See [Enable Pay Levels](#).

**The page shows **Preparing your Pay Levels.****

Why it happens: The starter setup is still being prepared in the background. The list under the heading shows which parts are done.

What to do: You can keep using BondiByte. Come back to the page in a little while and the setup will be ready to review.

A Pay Level I expect is not in the list.

Why it happens: The level is probably inactive. Inactive levels are hidden.

What to do: Tick **Show inactive** above the list. To use the level again, choose **Activate** on its card.

The page says **No pay levels or No pay levels have been set up yet.**

Why it happens: There are no Pay Levels to show for your organisation yet.

What to do: If you can manage Pay Levels, use **Add pay level** to create the first one. Otherwise ask an Owner or Admin.

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.
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