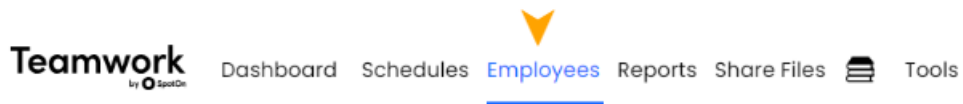


# Manage Salaries

Last Modified on 06/16/2023 2:54 pm MDT

To Enter a Salary:

Go to **Employees** in the Menu Bar



Find the employee in the list and click **Edit**

Name	Email <small>Send Verify</small>	Phone <small>Send Verify</small>	Language	Permissions	Active
Unassigned <small>(employee place holder)</small>					
Test, Employee <small>(Test, E) 0 days since hired</small>			English <small>▼</small>		<input checked="" type="checkbox"/>

Select the **Salary / Wages** tab

## Edit Profile for Employee Test

Edit Availability, Days Off and Activate/Inactivate

Profile Schedules / Roles **Salary / Wages** Permissions Alerts Reminders, Certs & Custom Input Manager Notes

Enter **Annual Salary, Start Date**, press **Add Wage/Salary Button**

Current Pay Period: Sunday Jun 4, 2023 - Saturday Jun 17, 2023

**New Wage / Salary**

Hourly Employee  Salaried Employee

Annual Salary  Start Date  Notes

Salary Analytics show at the employee's primary location  Salary Analytics - Divide Between   Maintain Hourly Wages for Selected Roles

Hourly Floor Wage ( optional for manipulating floor vs. management analytics, no effect on payroll )  
\$

**Add Wage/Salary**

Enter **Annual Salary, Start Date**, press **Add Wage/Salary Button**

Related Article: [Salaries and Analytics](#)

