

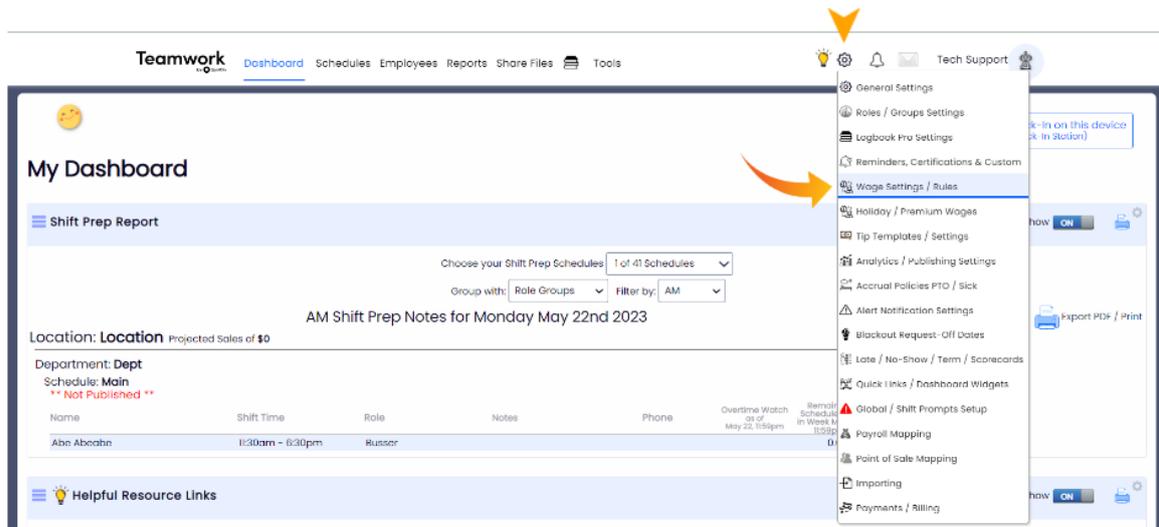
Entering and Updating Minimum and Tipped Wage Rules

Last Modified on 09/29/2023 10:55 am MDT

It is simple to apply a new minimum wage, for both Regular and Tipped wages, with a single entry.

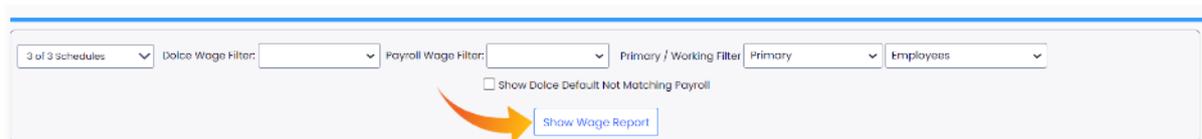
From the Gearwheel Menu go to **Wage Settings**.

Note: If you do not see this option, seek assistance of a full Admin user.



FIRST STEP **Critical** Confirm that all Tipped Wages are properly designated, as shown below. (Any wage that is below the Minimum Wage, because it is augmented with tips, known as a "Tipped Wage" must be designated as such). **If you are RAISING minimum wage, this confirmation applies to the EXISTING minimum wage, not the pending increase.**

1. Press **Show Wage Report** - showing ALL schedules



2. Verify that all Tipped Wages are "Checked"

Show Wages as of Monday May 22, 2023

Set wages below as Tipped

Location - Dept: Main											
Employee Name	PT / FT	Role	Below Min Tipped Wage	Wage / Salary	Goal Wage	Wage Code	Min Wage	Tip Credit	Meal Deduction	OT Reg Wage	Wage Start
Employee, Service No Wages for Location: TIP SOURCE											
Employee, Abe	Full Time Since Hired	Salaried @ Main		\$100,000.00 (\$0.00)							Feb 6, 2022 <input type="button" value="Edit"/>
No Wages for Location: Barista, Location: Busser											
Byjared, Employee	Full Time Since Hired	Hourly	<input type="checkbox"/>	\$15.00	\$						Apr 28, 2023 <input type="button" value="Edit"/> <input type="button" value="Make Default"/>
		Hourly	<input type="checkbox"/>	\$15.00	\$						Apr 28, 2023 <input type="button" value="Edit"/> <input type="button" value="Make Default"/>
No Wages for Default											
Employee, Sylvester	Full Time Since Hired	Hourly	<input type="checkbox"/>	\$10.00	\$				\$5.00		May 29, 2022 <input type="button" value="Edit"/> <input type="button" value="Make Default"/>
		Hourly	<input type="checkbox"/>	\$10.00	\$				\$5.00		May 29, 2022 <input type="button" value="Edit"/> <input type="button" value="Make Default"/>
		Hourly	<input type="checkbox"/>	\$10.00	\$				\$5.00		May 29, 2022 <input type="button" value="Edit"/> <input type="button" value="Make Default"/>
		Hourly	<input checked="" type="checkbox"/>	\$10.00	\$				\$5.00		May 29, 2022 <input type="button" value="Edit"/>
No Wages for Location: Meeting											

Or "bulk-check" Tipped Wages with the tool above the wage Report

Set wages below as Tipped

Second Step: Entering Minimum Wage Rules

- Using the Wage Settings Tool, select **Minimum Wage Rules** from the tool dropdown list as shown in the picture below. Select schedules, enter start date, minimum wage, and maximum tip credit.
- If your goal is to increase wages while updating the wage rule, check **Apply Wage Updates with Rule**.
- Press **Preview Create Rule**.

- Review changes carefully before confirming with the **Proceed with Changes** button.

Notes:

- If any Tipped Wages (wages below minimum) are mistakenly shown as Regular Wages, check the "Make Tipped" checkbox, indicated below.

Changes to Employee Wages						
Start Date: Jun 1, 2023						
Locations: Test Bar & Grill's FOH						
Employee	Role	Change Reg Wage	Change Tip Wage	Change Meal Deduction	Updated Min Wage & Tip Credit	Goal Wage
Employee, Francis						
Hourly <input type="checkbox"/> Make Tipped	Waiter	\$4.00 -> \$15.00			15.00 ^{new} , 0.00 ^{new} != 0 ^{old} Parsing Rule	
Hourly <input type="checkbox"/> Make Tipped	Bartender	\$4.00 -> \$15.00			15.00 ^{new} , 0.00 ^{new} != 0 ^{old} Parsing Rule	
Employee, Jessica						
Hourly <input type="checkbox"/> Make Tipped	Waiter	\$4.00 -> \$15.00			15.00 ^{new} , 0.00 ^{new} != 0 ^{old} Parsing Rule	
Employee, Quinn(W)						
Hourly <input type="checkbox"/> Make Tipped	Server	\$12.00 -> \$15.00			15.00 ^{new} , 0.00 ^{new} != 0 ^{old} Parsing Rule	
Hourly	Associate manager				20 ^{new} , 0.00 ^{new} != 0 ^{old} Parsing Rule	
Hourly	Sous Chef				17 ^{new} , 0.00 ^{new} != 0 ^{old} Parsing Rule	
Hourly	Cook				17 ^{new} , 0.00 ^{new} != 0 ^{old} Parsing Rule	
Employee, Ken						
Hourly <input type="checkbox"/> Make Tipped	Server	\$4.00 -> \$15.00			15.00 ^{new} , 0.00 ^{new} != 0 ^{old} Parsing Rule	
Hourly <input type="checkbox"/> Make Tipped	Waiter	\$4.00 -> \$15.00			15.00 ^{new} , 0.00 ^{new} != 0 ^{old} Parsing Rule	
Employee, Yanni(W)						
Hourly	General manager				20 ^{new} , 0.00 ^{new} != 0 ^{old} Parsing Rule	
Employee, XHORXHIA						
Hourly	Cashier				20 ^{new} , 0.00 ^{new} != 0 ^{old} Parsing Rule	
Hourly	Bartender				20 ^{new} , 0.00 ^{new} != 0 ^{old} Parsing Rule	
Hourly	Host				20 ^{new} , 0.00 ^{new} != 0 ^{old} Parsing Rule	

12 Employees Changing

**** THIS ACTION IS NOT REVERSIBLE ****

Verify Tipped Wage Increases vs Regular Wage Increases
Verify All Employee Wages Are Accurate

[Contact Support with Questions](#)

All wages will be updated (if **Apply Wage Updates with Rule** was selected) , and future wages will auto-populate wage rules.

Note: Spread Penalty Rates must be increased in General Settings > Wage Settings

If you have questions about this process, or about the best way to setup wages (with defaults or roles etc.), please email support@dolcesoftware.com, and we are happy to assist you.

To update Spread of Hours, see: <http://support.dolceclock.com/help/setting-spread-of-hours-soh-parameters>