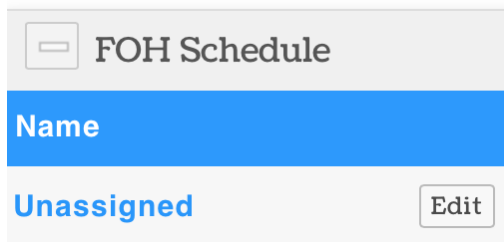


Adding Wages to Unassigned

Last Modified on 02/16/2020 1:30 pm MST

Assigning wage rates to UNASSIGNED shifts allows you to consider labor analytics for schedules even when shifts have not been applied to specific employees. To assign wages to Unassigned (for each schedule) take the following steps

From Employees page > Edit Unassigned (the top employee row in every schedule/roster)



From the Schedules / Roles Tab, drag all ROLES into the Active (grey) box, for which you may want to assign a role specific wage

Edit Profile for Server Unassigned

Edit Availability & Days Off

Schedules / Roles | Salary / Wages | Employee Alerts | Employee Reminders & Certifications

Schedules - Primary Schedule is **Pink Door - FOH: FOH Schedule** Working @ Pink Door - FOH: FC

Primary Working View

Pink Door

	Primary	Working	View
FOH			
FOH Schedule	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BOH			
BOH Schedule	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMN			
Administration	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Location Association			
Newly Imported Employees	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

Roles

Employee's Roles: (drop here)

- Server (AM) [x]
- Server (PM) [x]
- Server DR (PM) [x]

All Roles: (drag from here)

- Asst Manager (PM)
- Bartender (AM)
- Bartender (PM)
- Busser (AM)
- Busser (PM)
- Expo (AM)
- Expo 1 (PM)
- Expo 2 (PM)
- Floor Captain
- Host (AM)
- Host (PM)
- Manager (AM)
- Manager (PM)
- Office Admin
- Server (AM)
- Server (PM)
- Server DR (PM)

From the Wages Tab, set role-specific wages where applicable, and/or apply a Default wage, which will provide a wage for ALL Roles which do not have a role-specific wage

Schedules / Roles | **Salary / Wages** | Employee Alerts | Employee Reminders & Certifications

Wage / Salary Info

Part Time / Full Time: **Full Time** | Auto Clock-In / Out of all Shifts: | Exclude Employee from Payroll Export: | Exclude Employee from Meal Deductions:

Since Hired: | Exclude Employee from Tip Pooling:

Current Pay Period: Wednesday Jan 16, 2019 - Friday Feb 1, 2019

New Salary / Wage

Hourly Employee - Warning: At this time, no 'Default Wage' wage is in effect | **Salaried Employee**

Employee's Roles	Hourly Wage	Start Date	Notes
<div style="border: 1px solid gray; padding: 2px;"> Select Roles ▼ <input type="checkbox"/> All Roles <input type="checkbox"/> Default Wage <input type="checkbox"/> Server (AM) <input type="checkbox"/> Server (PM) <input type="checkbox"/> Server DR (PM) </div>	\$ <input type="text"/>	<input type="text" value=""/>	<input type="text"/>

Max Tip Credit \$ | Applicable Tip Credit \$

Unassigned Wage 0 | Changes when in OT, (ie MA) enter wage \$ | Otherwise leave blank

If eligible for Meal Deduction, enter credit \$ | Otherwise leave blank

If eligible for Meal Credit, enter credit \$ | Otherwise leave blank

* All roles not configured with a wage will use the "Default Wage" wage

State Wage Rules
 Current Min Wage is \$12.00,
 Max Tip Credit \$0.00
 Starting Tuesday Jan 1, 2019
 4:00am

Add Wage/Salary

History:

2019					
ACTIVE	Changed to Hourly @ \$12.00 , Meal Deduction \$0.00 by Chris Fischbach	Server (AM)	Jan 28, 2019	Retire	<input type="text" value=""/>
ACTIVE	Changed to Hourly @ \$12.00 , Meal Deduction \$0.00 by Chris Fischbach	Server (PM)	Jan 28, 2019	Retire	<input type="text" value=""/>

NOTE: Be sure to Date the wage to the start of the week/period for which you are seeking analytics

To BULK assign Unassigned wage (for multiple schedules or locations)

- Gearwheel Menu > Wage Settings
- Use CREATE WAGES, and select Unassigned as shown below
- Select Roles, or Default from the Roles Dropdown
- Enter wage and starting date (as early as start of the prior pay-period)
- Press **Apply Wage Changes**.

Wage Settings and Rules


Create Wages (If Employee Qualified) 71 of 71 Schedules Roles: Wages Working Use wages from: [dropdown] Apply Wage Change

1 of 37 Roles Selected Use date from wages or [calendar]

Regular Wage Tipped Wage

New Wage \$ 18.00 on Feb 10, 2020 [calendar] Meal Deduction \$ [input]

Unassigned Only [dropdown]



- You will have a preview screen to review. To finalize, press **Proceed with Changes**.

<input checked="" type="checkbox"/>	RESTAURANT TECHNOLOGY Unassigned		
Hourly	Default	\$0.00 -> \$18.00	18 ^{new} , 0.00 ^{new} != 0 ^{old} Setting Rule
<input checked="" type="checkbox"/>	ACCORD OFFICERS Unassigned		
Hourly	Default	\$0.00 -> \$18.00	18 ^{new} , 0.00 ^{new} != 0 ^{old} Setting Rule
<input checked="" type="checkbox"/>	SEATTLE - SHILSHOLE Unassigned		
Hourly	Default	\$17.63 -> \$18.00	18 ^{new} , 0.00 ^{new} != 0 ^{old} Setting Rule
<input checked="" type="checkbox"/>	TEMPO OFFICERS Unassigned		
Hourly	Default	\$0.00 -> \$18.00	18 ^{new} , 0.00 ^{new} != 0 ^{old} Setting Rule

71 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](#)

Proceed with Changes Cancel