Global Wage Entry

Last Modified on 04/13/2022 2:31 pm MDT

Prior to Creating Wages, be sure Wage Rules have been entered:

https://support.dolceclock.com/help/entering-and-updating-minimum-and-tipped-wage-rules

From the Gearwheel Menu go to Wage Settings



1. Using the Wage Settings Tool, select Create Wages from the tool dropdown list.

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1		Ast Wages to thes Employees Working the	ese Roles these Roles Use Wages/Salary from	Apply
-	Create Wages (If Employee Qualified) 🗸	1 of 26 Schedules V 9 of 9 Roles Selected	V Use date from Payroll Or	Wage
	Employee Types Employees Only		Regular Wages Salary Tipped Wage	
	Employee Health Benefits		New Wage \$ 5.5 or Increase by \$ > on Mar 20, 2022 🗄	
			Meal Deduction \$	
				45

- 2. Select Schedules and Role(s) for wage to apply to. Selecting ALL schedules is recommended to ensure all employees are considered, regardless of their Primary identity.
- 3. Enter Wage / Tipped or Regular / and Date. Note that Dates cannot be entered prior to the start of the prior payroll period. If an earlier date is required, contact support@dolcesoftware.com
- 4. Press the Apply Wage Change button

REVIEW all potential changes

Uncheck any employees who should to whom the wage should not apply. Press Proceed with Changes to commit wages

		Cł	nanges to Employe	ee Wages		\otimes			
Start Date: Mar 26, 2019 Locations: CBUS Office, CBUS, INDY Office, INDY, Administrative, Newly Imported Employees Roles: Sommelier									
Employee	Role	Change Reg Wage	Change Tip Wage	Change Meal Deduction	Updated Min Wage & Tip Credit				
🗹 Nick Kelly									
Tipped	Sommelier		\$7.00 -> \$8.00		8 ^{new} , 0 ^{new} != 0 ^{old} Setting Rule				
🗹 Josh Surface									
Tipped	Sommelier		\$ -> \$8.00		8 ^{new} , 0 ^{new} != 0 ^{old} Setting Rule				
21 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								
		Proce	eed with Change	Cancel					

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.