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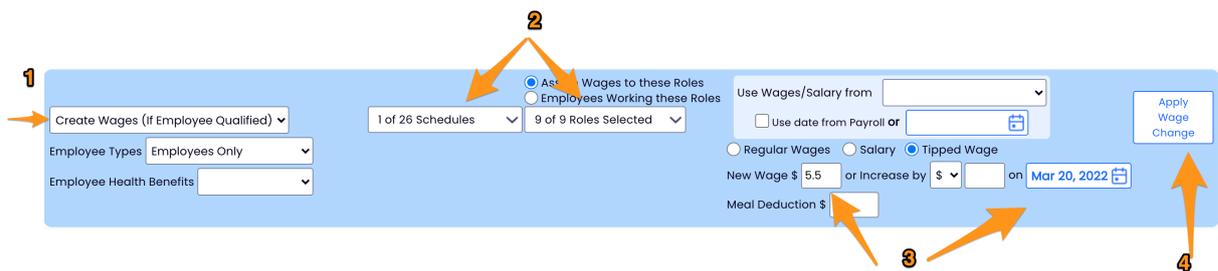
Prior to Creating Wages, be sure Wage Rules have been entered:

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

From the Gearwheel Menu go to **Wage Settings**
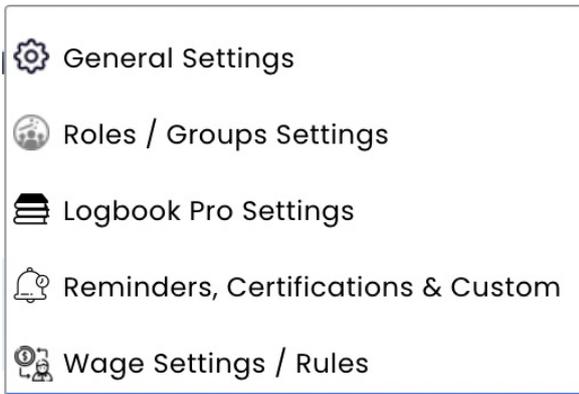
1. Using the Wage Settings Tool, select **Create Wages** from the tool dropdown list.

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

Changes to Employee Wages

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

[Proceed with Changes]   [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.