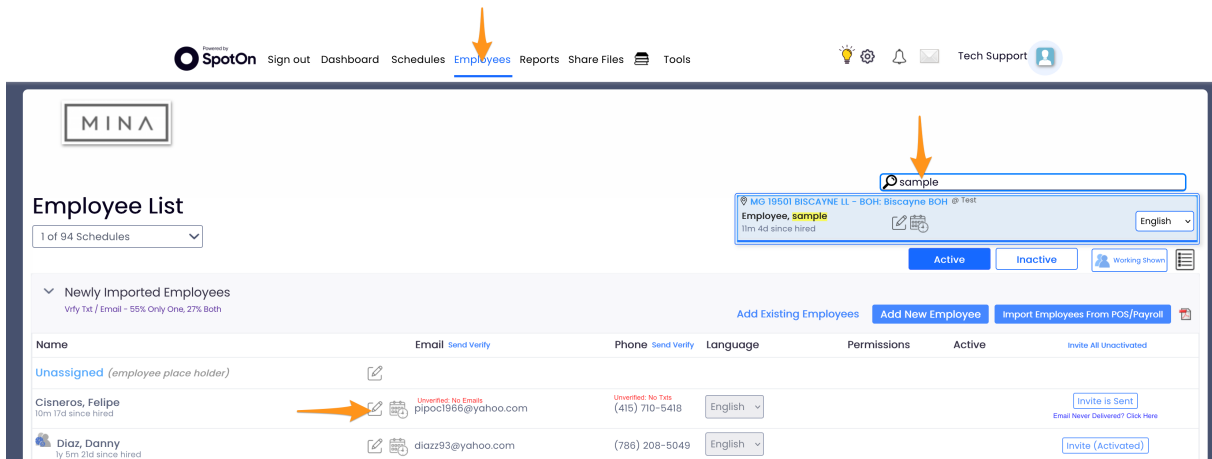


Manage Employee Wage Settings

Last Modified on 10/03/2023 3:03 pm MDT

From the Menu Bar go to **Employees**

Use the search field as shown below, or edit an employee from the list.



Select the **Salary / Wages** Tab

Edit Profile for Sample Employee

Edit Availability, Days Off and Activate/Inactivate

Profile Schedules / Roles **Salary / Wages** Permissions Alerts

In addition to the essential functionality of maintaining wages for your employees, this tab allows you to [Exclude Employee from Payroll Export](#), [Contractor Employee Setup and Use](#), exclude an employee from the tip pool, and more.

Thankfully, Teamwork will also be able to sync wages from other systems using the [Sync Wages to POS](#) tool and add wages on the fly from [within our payroll report](#).

Enter Role Specific Wages as shown below

1. If multiple locations exist, choose location
2. Choose role(s)
3. Enter WAGE and Start Date (ie beginning of pay period)
4. Add Wage

Current Pay Period: Sunday Mar 6, 2022 – Sunday Mar 20, 2022

Set Wages / Salaries for Location: MG 19501 BISCAYNE LL

New Wage / Salary

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

Employee's Roles: 1 of 3 Roles Selected ^

- All Roles
- Grill
- Prep Cook**
- Cook

Hourly Wage	Start Date	Notes
\$ 17.50	Feb 20, 2022	

for Regular Rate enter credit \$ Otherwise leave blank

with a wage will use the "Default Wage" wage

State Wage Rules
 Current Min Wage is \$10.00,
 Max Tip Credit \$3.02
 Starting Sunday Oct 17, 2021
 4:00am

[Add Wage/Salary](#)

NOTE on Date: When entering a date, the system will prompt you do confirm wage start date, with start of pay period shown.

Pay Period start prior to Sunday Mar 13, 2022

[Sunday Feb 20, 2022](#)

Pay Period start containing Sunday Mar 13, 2022

[Sunday Mar 6, 2022](#)

Your date choice

[Sunday Mar 13, 2022](#)

To run a report on all employees' wages, go to **Reports > Wage Report**

For global selection designation of Tipped wages, see [Entering "Tipped" Wages](#)

To raise the Minimum Wage floor globally, see [Raising Minimum Wage and Minimum Tipped Wage](#)