Adding Salaries

NOTE: Only FULL ADMIN can enter salaries.
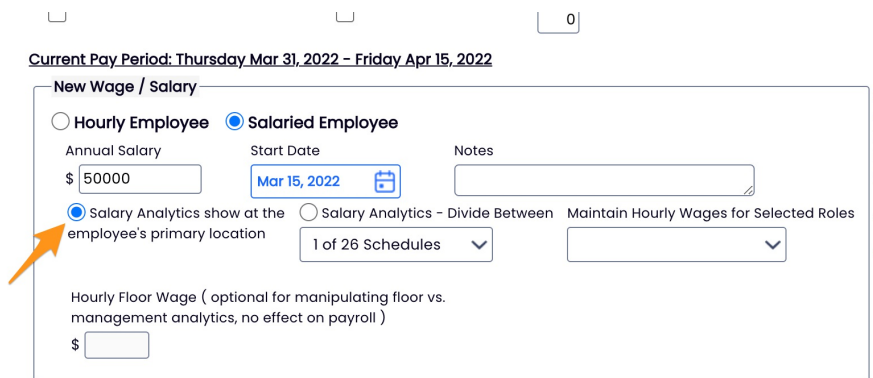
From the Menu Bar go to **Employees**

Select **Edit** to access an employees settings
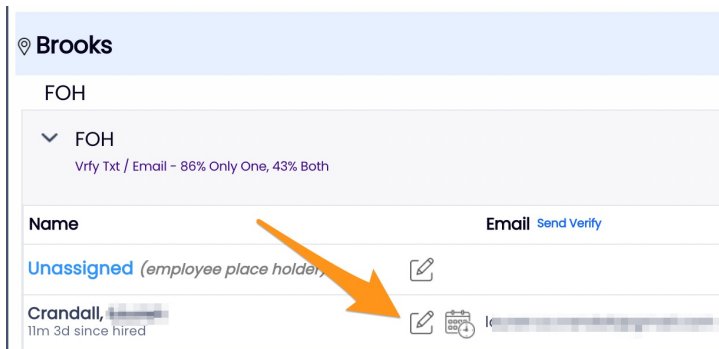
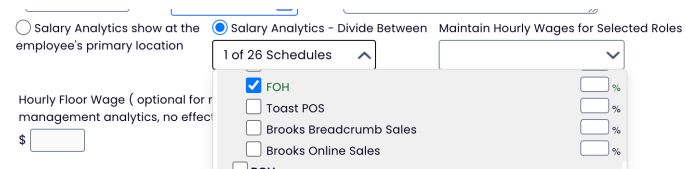
Select the **Salary / Wages** Tab

Check the Salaried Option, Enter Salary, and Start Date

Press the **Add Wage/Salary** button to complete.

NOTE: You have the option to apply the salary analytics to a department other than the employee's primary schedule.

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

For global selection designation of Tipped wages, see Entering "Tipped" Wages