

Adding Wages from the Payroll Report

Last Modified on 12/24/2023 1:49 pm MST

Wages can be added or edited directly from the Payroll Report

When payroll is run, a warning is shown for missing wages.

Reports

Payroll

Sep 11, 2022 to Sep 24, 2022

Options: Search for Employees, Everybody, Location 1, 2 of 6 Schedules

Status	Requested on	Time	Name	Download / Open
Ready	Sep 22, 11:51am	00:04	Payroll_2357_Sep 11_to_Sep 24.html	View Report
Ready	Sep 22, 11:50am	00:04	Payroll_2357_Sep 11_to_Sep 24.html	View Report
Ready	Sep 22, 11:49am	00:04	Payroll_2357_Sep 11_to_Sep 24.html	View Report

Tip Bundle Warnings: None

Clock-Ins with Invalid Roles: None

Missing Employee Payroll Wages: 1 Employee
• Brunson, Jaylen

Scrolling into the payroll report, missing wages are highlighted

Employee	Location	Role	Base / OT	Hourly Rate	Hours	Overtime Hours	E/D/PS/SS	Total Hours	Wages	Break Issues	Cash Tips	CC Tips	AutoGr	Total Tips	Fee Deducted	Service Fees	Sales Com	Effective Wage	Com	Comments
Brunson, Jaylen	Bar 1		Base	\$0.00	3.00				\$0.00	0										No Wage Entered Server.

and the COMMENT off to the right specifies the role that needs a wage:

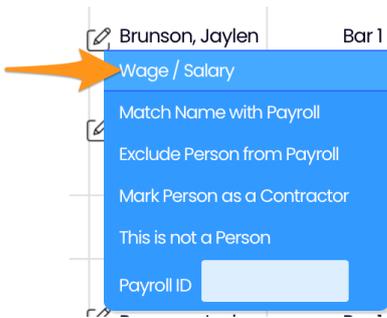
Comments

No Wage Entered Server.

To add the wage, click the EDIT icon

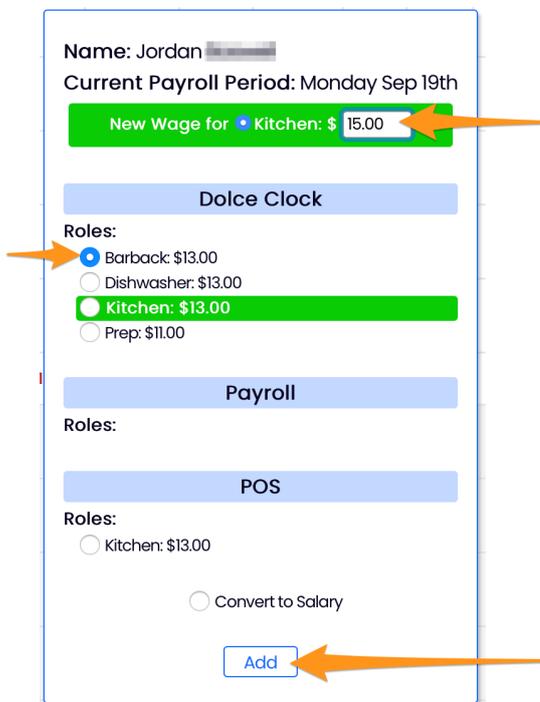
Employee	Location	Role	Base / OT	Hourly Rate
 Brunson, Jaylen	Bar 1		Base	\$0.00

Choose **Wage / Salary**



Enter the wage as shown. Or, click an existing wage from either Teamwork / POS / Payroll wage references, to auto-populate the wage field.

Press **Add** to complete



To move an employee from the Hourly portion of payroll to the Salary classification, select **Convert to Salary** and **Add**

Convert to Salary

Notes:

- Any wage can be updated, not only those flagged as "missing".
- The wage is dated to the start of the payroll period. To select an alternative date, the wage must be added from the employee's wage tab.
- To enter an actual salary amount, use the employee's wage tab to add.