



How to Guide...

Business Suite

Check Minimum wage



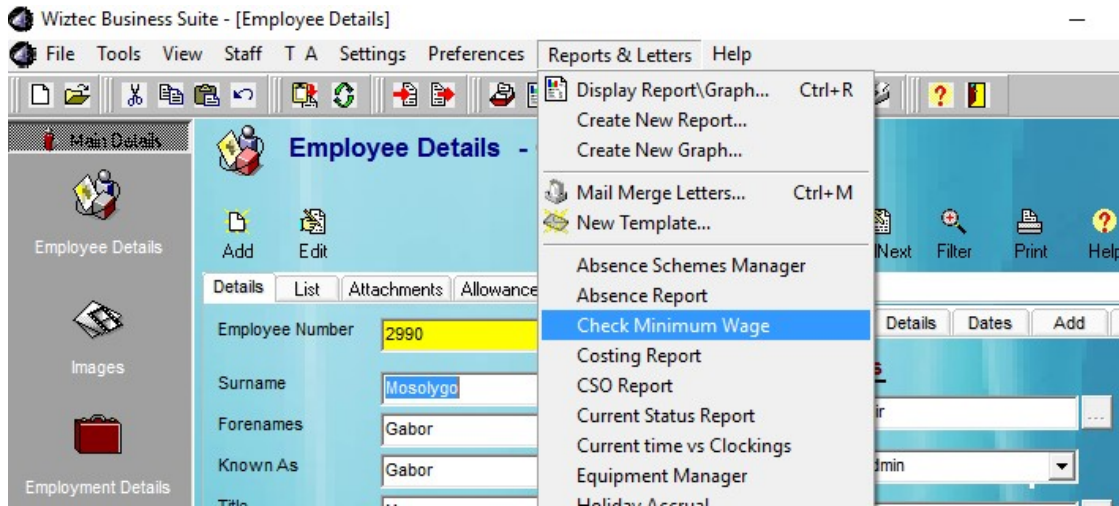


Check Minimum wage allows you to check what employees are currently earning below minimum wage. It then allows you to change all of these employees pay details so that they are earning minimum wage.

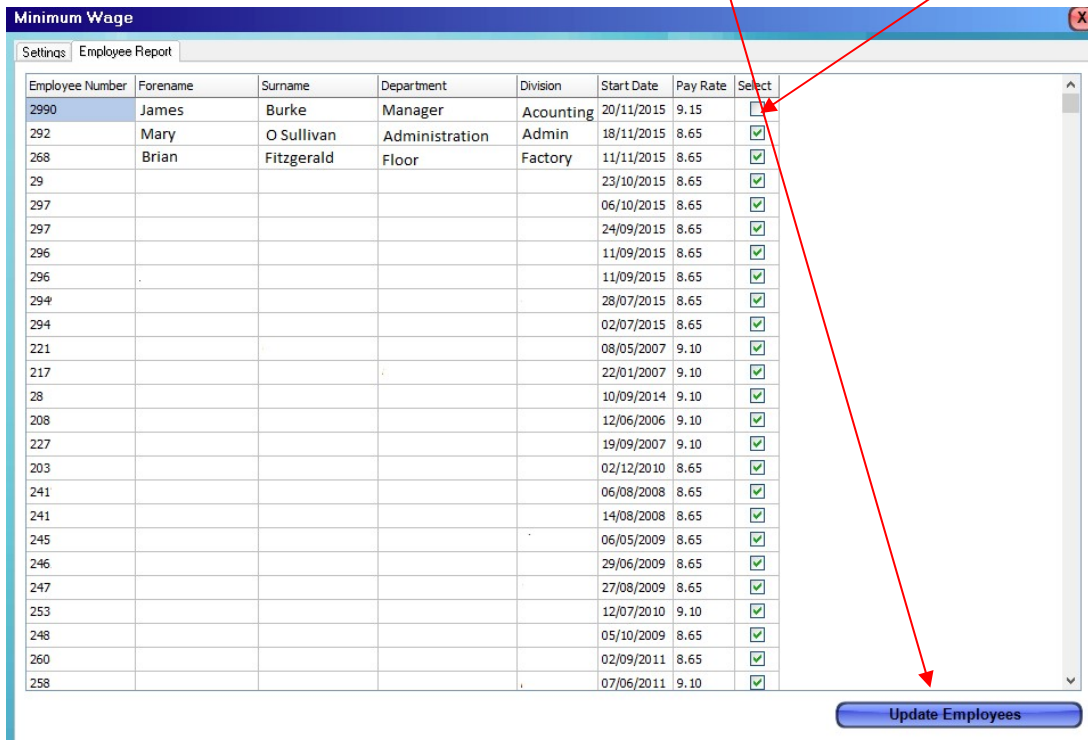
To do this:

Login to the Business Suite.

Select 'Report & Letters' and then choose 'Check Minimum Wage'.

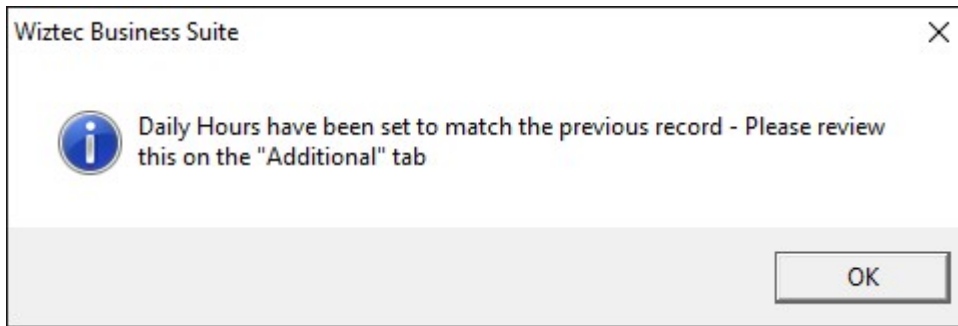


The Minimum wage screen will open and the list of employees will be displayed. The ticked boxes are the employees that are on minimum wage. Hit 'Update Employees'

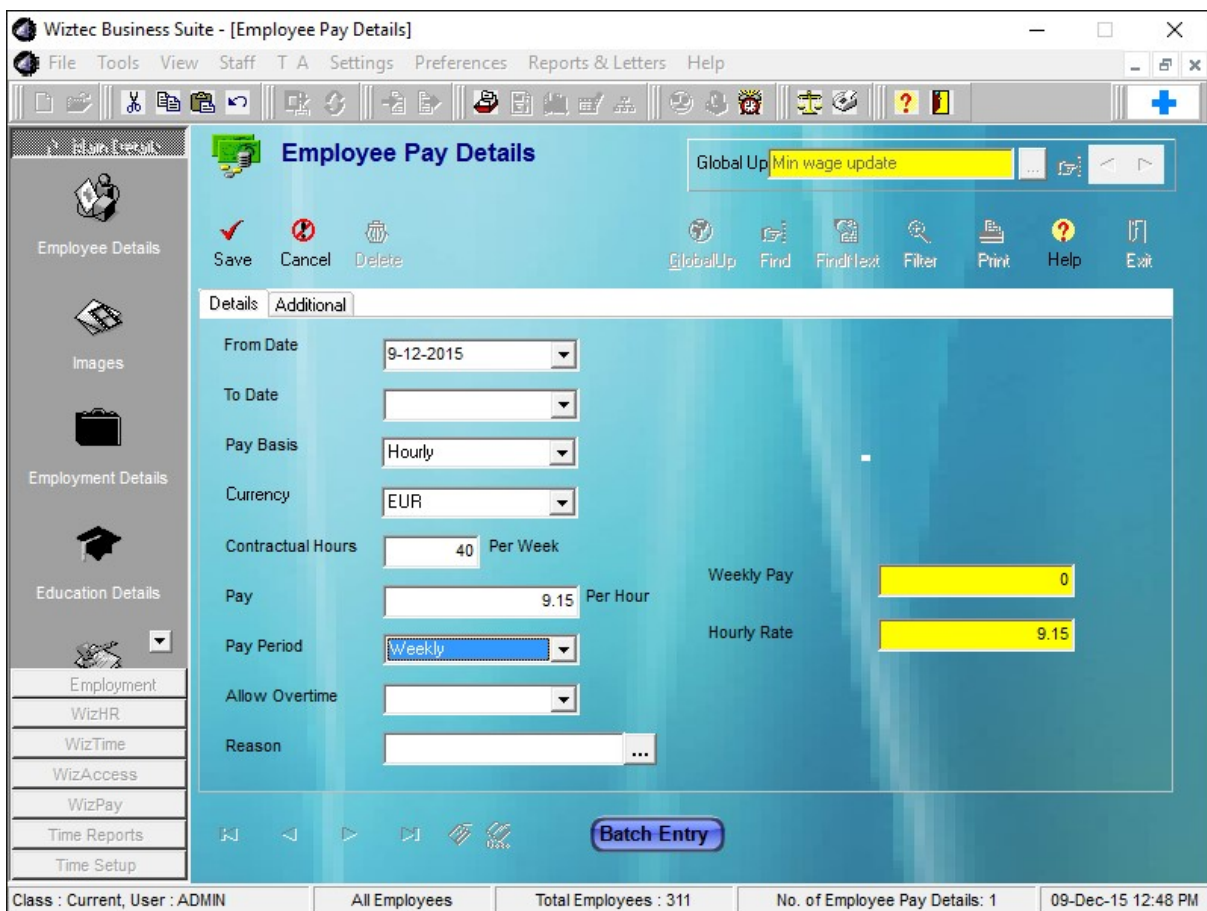




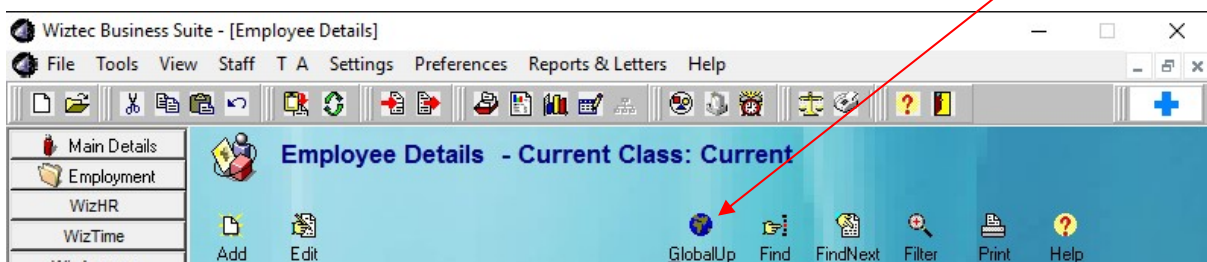
This will open the minimum wage update screen. The pop up screen will appear hit 'OK'



On the Employee Pay Detail- Minimum wage update, change the pay basis to Hourly, the pay to (.15 (new Minimum wage) and the pay period to weekly. Hit 'Save'.



A screen will appear to tell you to run a global update. Hit 'OK'. To run the global update exit the 'Employees Pay Details' screen and go back at the 'Employees Details' screen, hit 'Global Up' icon.

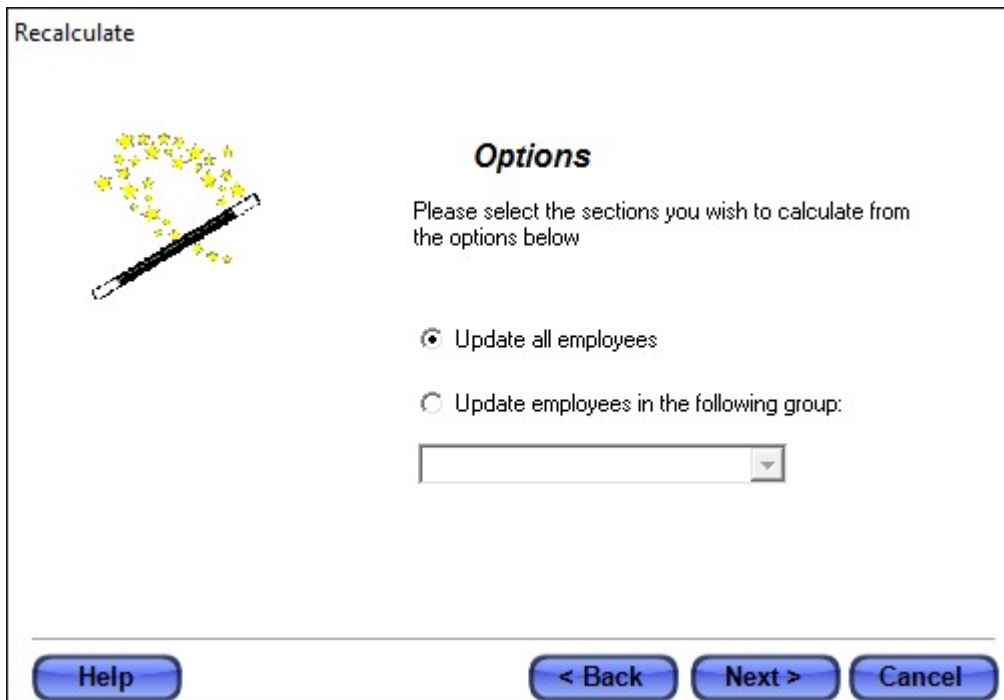




The Recalculation screen will open, hit 'Next'

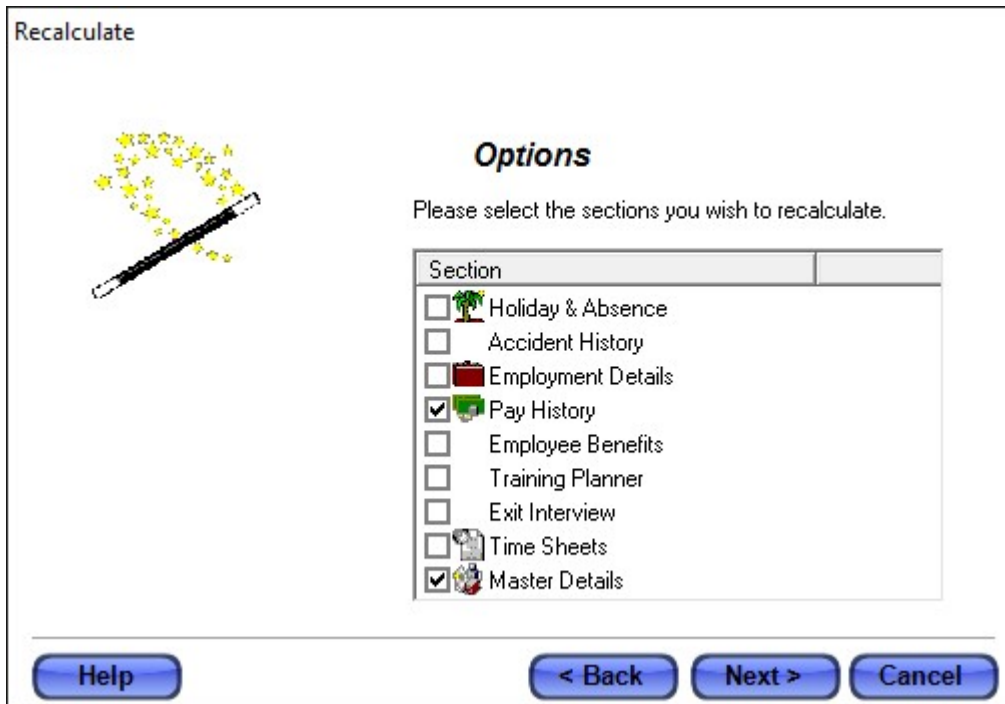


Select 'Update all employees' hit 'Next'.






Once at the options screen un-tick all boxes except 'Pay History' and 'Master Details'. This ensures that only the pay details and main details of the affected employees are changed. If you leave all of the items selected this will update the entire system and could take a long time to update.



Recalculate



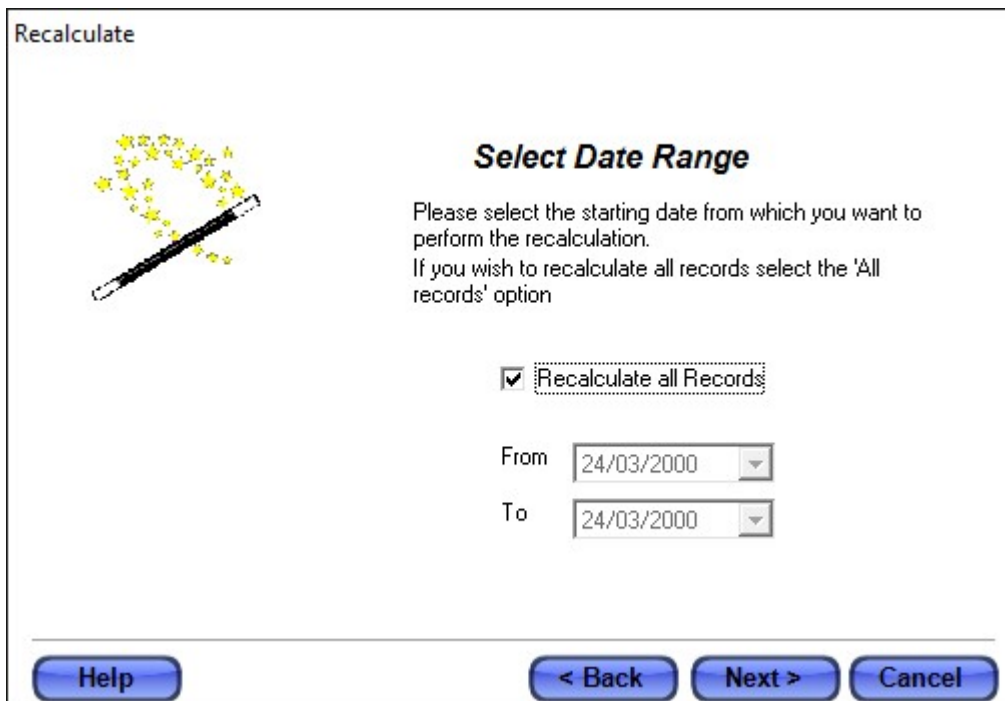
Options

Please select the sections you wish to recalculate.


Section
<input type="checkbox"/> Holiday & Absence
<input type="checkbox"/> Accident History
<input type="checkbox"/> Employment Details
<input checked="" type="checkbox"/> Pay History
<input type="checkbox"/> Employee Benefits
<input type="checkbox"/> Training Planner
<input type="checkbox"/> Exit Interview
<input type="checkbox"/> Time Sheets
<input checked="" type="checkbox"/> Master Details

Help **< Back** **Next >** **Cancel**

Select 'Recalculate all Records'. Hit 'Next'.



Recalculate



Select Date Range

Please select the starting date from which you want to perform the recalculation.
If you wish to recalculate all records select the 'All records' option

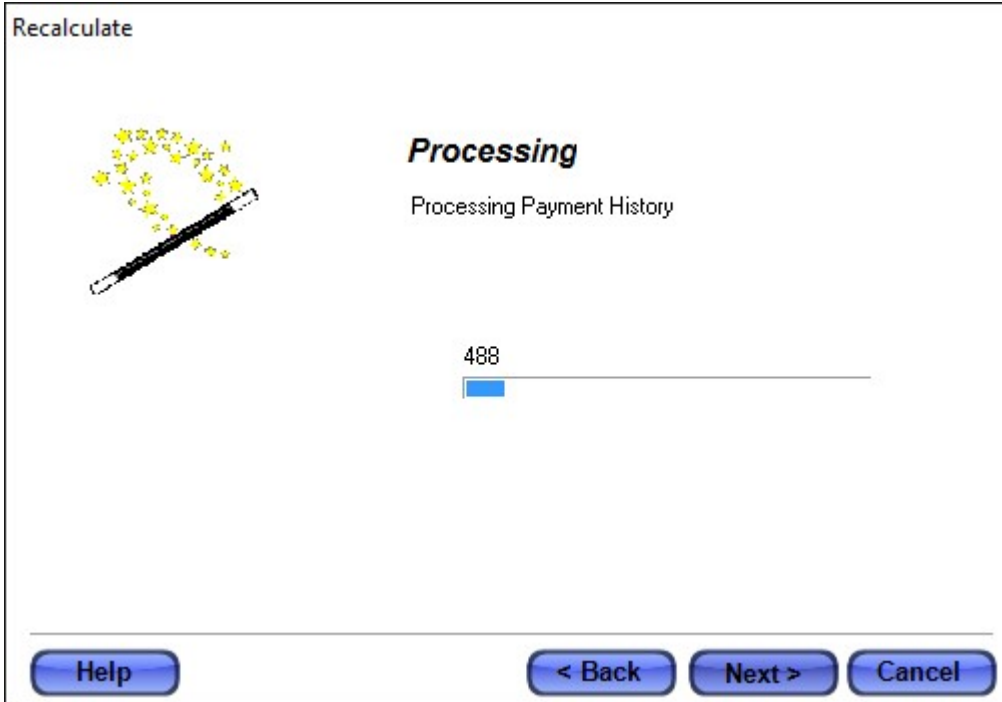
Recalculate all Records

From:

To:

Help **< Back** **Next >** **Cancel**

The update will begin



Once this is complete, hit 'Finish'.



You may now wish to check that all employees that need to be changed have changed. To do this just follow the first steps of this document to run the 'Check Minimum Wage' report.