

Wage Adjustments (Job Aid 3)

Store Directors/Schedule Writers are able to adjust the wage rate above or below the target wage rate for **departments** and **auto-scheduled jobs**.

All wage rates are based on last week actual wage rates (excluding overtime).

Process

In this scenario, the store will adjust the wage rate for **301 Grocery** to reflect a higher wage rate of using more senior employees in the **department**.

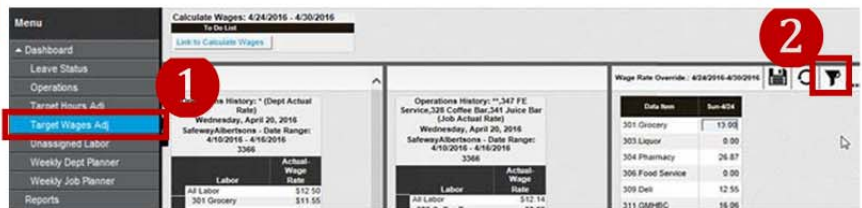
For departments that are auto-scheduled you can adjust the wage rate for specific **jobs** within the department (EX: Checker, Checker SCO, Coffee Clerk, etc.)

The store will also adjust the wage rate for **347 Checker** to reflect a higher wage rate of using more senior employees in the **job**.

After adjusting the hours, you will need to re-calculate the hours.

From the main menu:

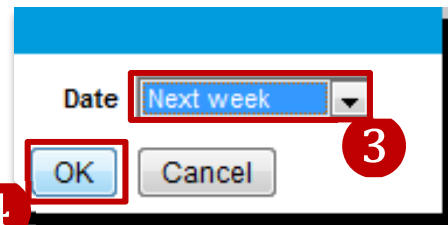
1. Go to the **Target Wage Adj** tab.



2. Select the **Filter** icon. A selection window will appear.



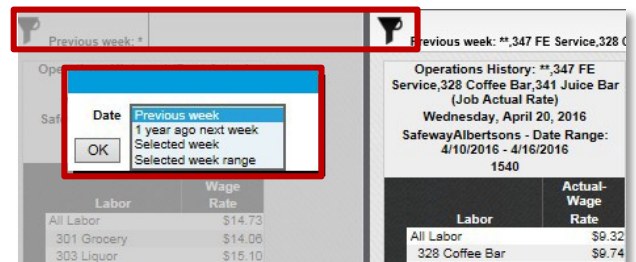
3. Change the Date settings to **Next Week** using the drop down option.



4. Click **OK**. The screen will return to the Wage Adjustments page.



You can also use the filters for each list of **wage rates** to view **historical wage rates** by selecting the **Filter** icon.



Wage Adjustments (continued)

The page is divided into three (3) sections:

- A. Listing of wages by dept.
- B. Listing of wages by job
- C. Wage Rate Override

5. After reviewing the job that needs the wage rate change from **Listing of wages (Dept & Job)** sections,



go to the **Wage Rate Override** section



and identify the wage rate to change.

Wage Rate Override.: 4/24/2016-4/30/2016

Data Item	Sun-4/24
301. Grocery	11.55
303. Liquor	0.00
304. Pharmacy	26.87
306. Food Service	0.00
309. Deli	12.55
311. GMHBC	16.06

6. Click in the box to enter the desired wage rate.

[EX: Grocery]

- a. Enter the desired wage rate (13.00).
- b. You can change a figure you entered by clicking on it again.

Click the box for the next job to enter the desired wage rate. [EX: Checker]

- a. Enter the desired wage rate (13.50).
- b. You can change a figure you entered by clicking on it again.

7. Select the **Save** icon from the toolbar.



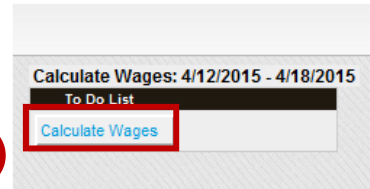
8. Go to the "Calculate Wage" section (Disregard the dates)

Wage Adjustments (continued)

9. Click the **Calculate Wages** button.



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10. Filter to correct week (dates). Click the **Calculate Labor Hours** icon. This will re-calculate the hours.



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The system will update the target wages.

Target wages are available on this report to reflect the impact of the Wage Adjustments

Component	Driver	Total	Sun-4/12	Mon-4/13	Tue-4/14	Wed-4/15	Thu-4/16	Fri-4/17	Sat-4/18
Store	Target Hrs	1,760.00	244.25	248.00	240.00	267.00	236.00	260.00	264.75
Store	Target Wages	\$9,072.68	\$1,284.10	\$1,300.90	\$1,300.90	\$1,300.90	\$1,300.90	\$1,300.90	\$1,284.10
301 Grocery	Target Hrs	70.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
301 Grocery	Target Wages	\$1,734.85	\$247.84	\$247.84	\$247.84	\$247.84	\$247.84	\$247.84	\$247.84
303 Liquor	Target Hrs	124.00	20.00	12.00	20.00	20.00	20.00	12.00	20.00
303 Liquor	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
304 Pharmacy	Target Hrs	71.00	8.00	11.00	11.00	11.00	11.00	11.00	8.00
304 Pharmacy	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
306 Food Service	Target Hrs	120.75	17.25	17.25	17.25	17.25	17.25	17.25	17.25
306 Food Service	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
309 Deli	Target Hrs	111.50	14.75	14.75	14.75	14.75	14.75	14.75	23.00
309 Deli	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
311 GMHBC	Target Hrs	40.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00
311 GMHBC	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
315 Floral	Target Hrs	64.00	8.00	16.00	0.00	16.00	0.00	16.00	8.00
315 Floral	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
316 Bakery	Target Hrs	126.00	16.00	20.00	12.00	23.00	8.00	23.00	24.00
316 Bakery	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
328 Coffee Bar	Target Hrs	106.75	15.25	15.25	15.25	15.25	15.25	15.25	15.25
328 Coffee Bar	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Now that adjustments are complete, you need to review the changes in the **Weekly Dept. Planner**.