

Salary Calculations

Overview

The following process will help you with scheduled and actual salary calculations in mySchedule.

Process

Each section describes a different specific concept of scheduled and actual salary calculations. This job aid is not designed to be followed step-by-step.

From the main screen:

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- FSM store sales are uploaded to mySchedule each morning at 5AM local time
 - Store close must be complete by 3AM to interface in mySchedule at 5AM.
 - mySchedule receives a feed from Workbrain two times each morning that contains the prior days clockings.
 - 1st punch import: At **3:40AM** the clockings are extracted from Workbrain and loaded into mySchedule prior to **5:00AM**.
 - 2nd punch import: At **7:40AM** the clockings are extracted from Workbrain and loaded into mySchedule prior to **9:00AM**.



*All Workbrain edits must be completed by 7:40AM to be included in the final import to mySchedule

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Salary Calculations (continued)

Operations Dashboard

	Total	Sun-7/5	Mon-7/6	Tue-7/7	Wed-7/8	Thu-7/9	Fri-7/10	Sat-7/11
All Labor								
Sales								
System Frc Sales	\$651,389	\$111,714	\$102,163	\$90,905	\$75,676	\$76,045	\$86,360	\$108,505
Target Sales	\$651,389	\$111,714	\$102,163	\$90,905	\$75,676	\$76,045	\$86,360	\$108,505
Actual Sales	\$638,935	\$102,201	\$98,397	\$93,752	\$75,676	\$76,045	\$86,360	\$108,505
Last Year Sales	\$638,424	\$110,003	\$99,389	\$89,131	\$73,343	\$73,460	\$85,306	\$105,792
Act vs LY Sales %	0.39 %	-7.09 %	-3.01 %	5.18 %	3.18 %	3.52 %	1.24 %	2.56 %
Direct Hours								
Target Hours	3,788	555	568	493	561	474	576	562
Scheduled Hours	3,921	588	602	573	531	524	541	565
Calculated Hours	3,843	549	567	566	531	524	541	565
Direct Wages								
Target Salary %	7.66 %	6.36 %	7.41 %	7.13 %	10.07 %	8.19 %	8.90 %	6.63 %
Scheduled Salary %	8.16 %	6.74 %	8.19 %	8.77 %	9.65 %	9.27 %	8.60 %	6.91 %
Calculated Salary %	8.19 %	7.01 %	8.16 %	8.54 %	9.65 %	9.27 %	8.60 %	6.91 %
Target Wages	\$51,840	\$7,348	\$7,853	\$8,775	\$7,896	\$6,515	\$7,990	\$7,464
Scheduled Wages	\$54,816	\$7,757	\$8,610	\$8,235	\$7,514	\$7,295	\$7,667	\$7,737
Calculated Wages	\$54,068	\$7,458	\$8,117	\$8,283	\$7,514	\$7,295	\$7,667	\$7,737

1. **Scheduled Hours** – based on hours scheduled
2. **Schedule Salary %** - based on scheduled wages and forecasted sales
3. **Scheduled Wages** – based on scheduled wages

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4. **Calculated Hours** – based on actual hours worked
5. **Calculated Salary %** - based on actual wages worked and actual sales
6. **Calculated Wages** – based on actual wages

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Salary Calculations (continued)

Salary Exempt employees labor calculations

Exempt/Salaried Employee (Excluding Pharmacist) Wage Calculations:

- All hours scheduled (up to 8 hours per day and **40** hours per week) will be included in both **Scheduled Wage** and **Calculated Wages**. *No Schedule = No Cost!*
 - All scheduled hours will be costed and included in both **Scheduled Wages** and **Calculated Wages!**
 - **No overtime premiums** will be calculated for > 40 hours for the week.
 - Float Holiday week: All hours scheduled in a week in which employee has a holiday (up to 8 hours per day and 32 hours per week) will be included in both **Scheduled Wages** and **Calculated Wages**.
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Exempt/Salaried Pharmacist Wage Calculations

- All hours scheduled will be included in both **Scheduled Wages** and **Calculated Wages**. *No Schedule = No Cost!*
 - All scheduled hours will be costed and included in both **Scheduled Wages** and **Calculated Wages!** Overtime hours at regular hourly rate will be calculated for hours > 40 hours for the week.
 - Note: RX exempt salary employees will also calculate **\$10 PREM 044** for each hour over 40 where applicable
 - Note: If you anticipate approved hours in excess of 40 for Pharmacists, you should schedule accordingly
 - Holiday week: All hours scheduled will be included in both **Scheduled Wages** and **Calculated Wages**, same as defined in a non-holiday week
 - Pharmacist scheduled 32 hours in a holiday week will calculate 32 REG and 8 hrs indirect federal holiday not worked
 - Pharmacist scheduled 40 hours in a holiday week will calculate 40 REG and 8 hrs indirect federal holiday not worked
 - Pharmacist scheduled 48 hours in a holiday week will calculate 48 REG and 8 hrs indirect federal holiday not worked
 - Scheduled hours includes scheduled hours on the holiday
 - Note: Rx exempt salary employees worked hours >32 in a holiday week are processed via mass upload, PeopleSoft auto-pays 32 hours in a holiday week
 - Note: RX exempt salary employees will also calculate **\$10 PREM 044** for each hour over 40 where applicable
 - Pharmacists Default Meal Periods: In order for you to easily allocate the correct hours per day and per week (without any caps), we have removed the default meal periods from being generated. Whatever you enter (**To** and **From** time) will be included in the cost. Meal periods can always be assigned manually if desired and will decrement from **Scheduled Hours** and **Costed Hours**
 - Note: Norcal stores will still have default meal breaks
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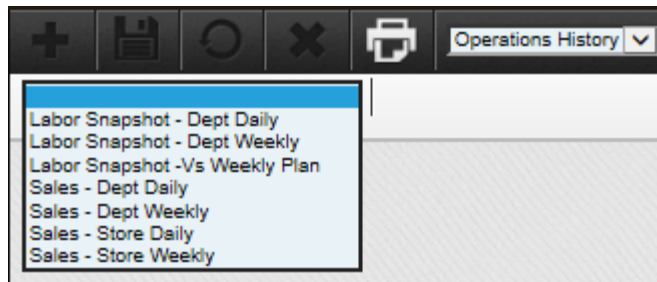
Salary Calculations (continued)

Additional Salary Performance Reports

On the **Reports** dashboard several reports exist on the **Operations History** report tab designed to provide labor analysis reporting.

- **Labor Snapshot** reports provide labor analysis reporting
- **Sales Reports** provide sales analysis reporting

Run reports and evaluate which reports will assist with your labor analysis and advise if you have any additional report recommendations.



Requests for assistance should be communicated through your district or division mySchedule subject matter expert (SME).

To report defects or change requests for process and application improvement, please send messages to ngs.support@safeway.com
