Wage Adjustments

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

Wage rates displayed are based on last week all-in wage rates and targeted wage rates (excluding holidays and 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 dashboard:

Albertsons

Companies

- Target Wage Adj Click on the Target Wage Adj tab. 2. Select the Filter icon. A selection window will appear. Wage Rate Override.: 5/14/2017-5/20/2017 HO 7 ext calenda Previous week: **,347 FE Service,328 Coffe Operations History: **,347 FE Service,328 Coffee Bar,341 Juice Bar (Job Actual Rate) v Dept Pl Operations History: * (Dept Actual Rate) Data Iter Sun-5/14 Tuesday, May 9, 2017 bertsons - Date Range: 4/30/2017 5/6/2017 Tuesday, May 9, 2017 ayAlbertsons - Date Range: 4/30/2017 301.Grocery 5/6/2017 303.Liquor 1731 1731 304.Pharmacy 306.Food Service e Off R All Labo \$18.4 309 Deli \$20.17 301 Grocen S23.62 All Labo 3. Change the Date settings to **Next Calendar Period**, using the drop down menu. Vage Rate Override.: 5/14/2017-
 - 4. Click **OK**. The screen will return to the wage adjustments page.

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

Operations History	u š (Dont Antua)	Roto)	Operations History: **,347 FE Ser Coffee Bar,341 Juice Bar (Job Act			
Safew Date Previ 1 yea OK Select Select	Safew Date Previous week 1 year ago next week Selected week Selected week range			Tuesday, May 9, 2017 SafewayAlbertsons - Date Range: 4 5/6/2017 1731		
Labor	Rate	Rate		Wage		
All Labor	\$21.56	\$18.49	Labor	Rate		
301 Grocery	\$23.62	\$20.17	All Labor	\$15.53		
303 Liquor	\$0.00	\$0.00	328 Coffee Bar	\$14.51		

Wage Adjustments

OK

Next calendar period

Cancel

Date OK

Λ

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- b. You can change a figure you entered by clicking on it again.
- 7. Select the **Save** icon from the toolbar.



	H ab			
Rate Override.: 4/24/2016-4/30/2016	Ĕ	0	Next cale	ndar period
7				

12.85 N

0.00

7.76

16.1

347.Checker

347.Checker SCO

347.Courtesy Clerk

347 FE Service Mar

13.50

0.00

7.76

16.1

347.Checker

347.Checker SCO

347.Courtesy Clerk

347 FE Service Mar

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

Link to Calculate Wages			
	^	Wage Rate Override.:	4/24/2016-4/30/2016
Operations History: * (Dept Actual Rate)	Operations History: **,347 FE Service,328 Coffee Bar,341 Juice Bar	Data Item	Sun-4/24
Wednesday, April 20, 2016	(Job Actual Rate) Wednesday, April 20, 2016	301.Grocery	13.00
4/10/2016 - 4/16/2016	SafewayAlbertsons - Date Range:	303.Liquor	0.00
3366	4/10/2010 - 4/10/2010	304 Pharmacy	26.87

Wage Adjustments

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Wage Adjustments (continued)

9. Click the Calculate Wages button.



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



Calculate Wages



The system will update the target wages.

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

Image: Adj View Calculate Wages Image: Calculate Wages									
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	\$0.0
304 Pharmacy	Target Hrs	71.00	8.00	11.00	11.00	11.00	11.00	11.00	8.0
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	17.2
306 Food Service	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
309 Deli	Target Hrs	111.50	14.75	14.75	14.75	14.75	14.75	14.75	23.0
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**.