



Minimum Wage Increase effective 1/1/21

California Minimum Wage Increases effective January 1st, 2021.

\$13 (25 or fewer employees)

\$14 (26 or more employees)

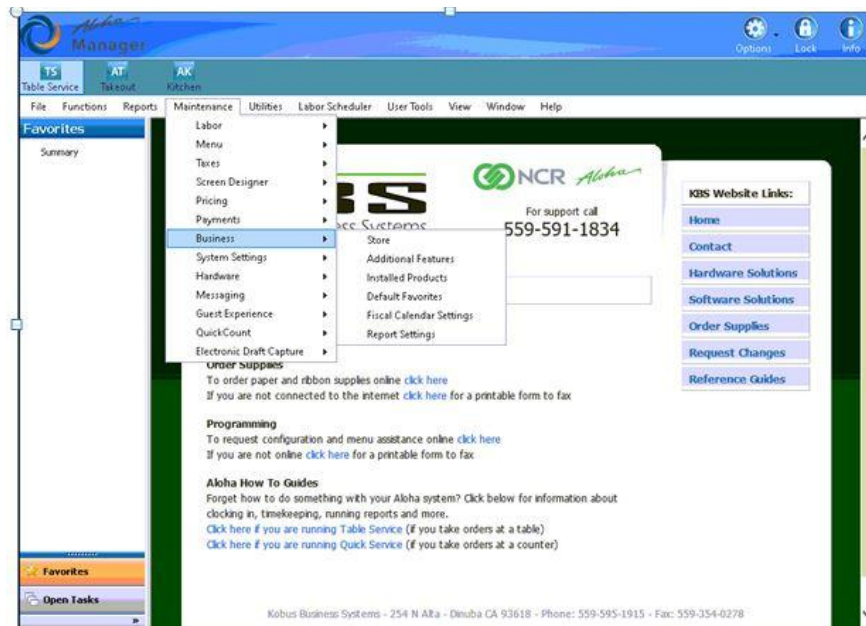
https://www.dir.ca.gov/dlse/faq_minimumwage.htm

Below are the step by step instructions needed for you to change the minimum wage rates on your system. Depending on how your system is set up, follow step 1 or step 2.

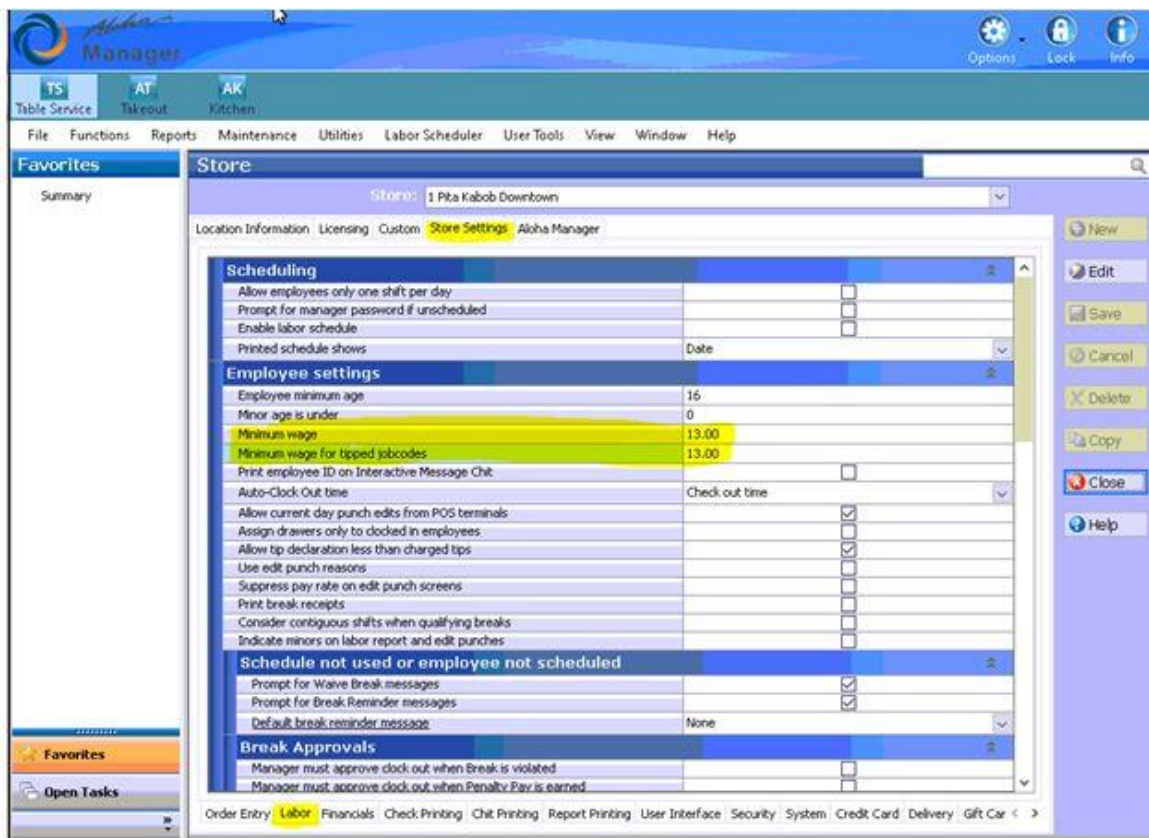
- 1) How to change minimum wage in store settings
- 2) How to change individual employee pay rate

1) How to change minimum wage in store settings please note if you use the store settings to control minimum wage this will require a refresh or end of day to become effective.**

1a) Maintenance > business > store

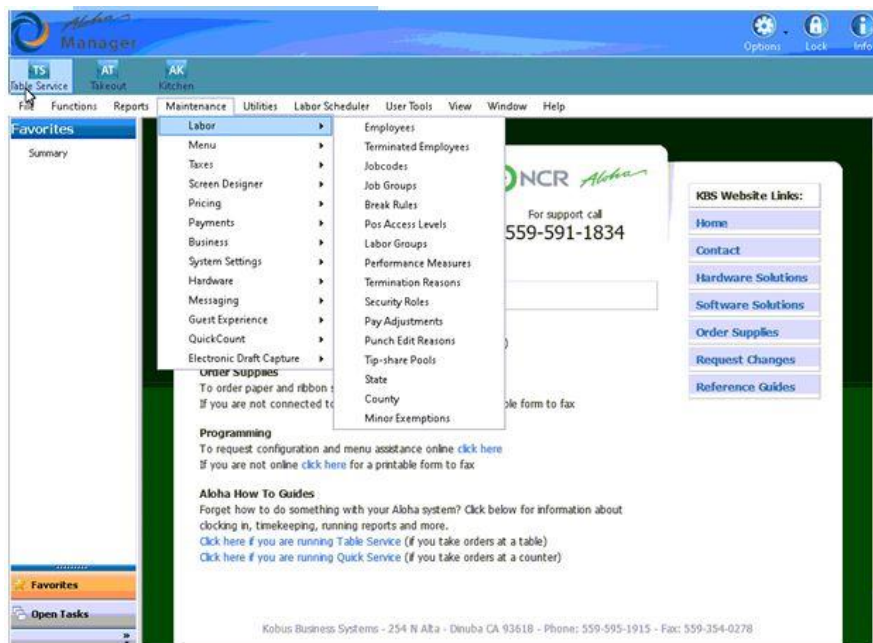


1b) Store setting > labor > update “minimum wage” & “update minimum wage for tipped jobcodes”



2) How to change individual employee pay rate ** please note if you change minimum wage under the individual employee section you can set what date you would like it to become effective.**

2a) Maintenance > labor > employees



2b) Select employee from drop down > Job code tab

The screenshot shows the Alpha Manager interface. The 'Employees' section is active, displaying a dropdown menu for the selected employee: '888 KBS KBS POS and above store'. Below this, the 'Jobs' table is visible, listing job codes, access levels, and current pay rates. The 'Pay rates' table below it shows a single entry for 7/15/2014 at a rate of 0.00.

Jobcode	Access level	Current pay rate
KBS	KBS	0.00
Manager	Manager	0.00
MGR Salary	Manager	0.00
Cashier	Cashier	0.00
Host	NONE	0.00
Server	Server	0.00
Clk Serve	Server	0.00
Busser	NONE	0.00

Effective date	Pay rate	End date	Modified date
7/15/2014	0.00	None	7/15/2014

2c) Add a new pay rate > effective 1/1/2021 @ \$13.00 (for 25 or fewer employees) or \$14.00 (for 26 or more employees).

The screenshot shows the Alpha Manager interface with a new pay rate added to the 'Pay rates' table. The 'Jobs' table remains the same as in the previous screenshot. The 'Pay rates' table now includes a new entry for 1/1/2021 at a rate of 13.00, with an end date of 'None' and a modified date of 12/8/2020.

Effective date	Pay rate	End date	Modified date
7/15/2014	0.00	7/15/2014	7/15/2014
1/1/2021	13.00	None	12/8/2020

Please let us know if you have any questions or need assistance.

The office will be closed in observance of the Christmas Holiday 12/24/20 & 12/25/20 and in observance of New Years 12/31/20 and 1/1/21.

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