

Sage WageEasy

Calculating Employee base pay rates

Sage WageEasy has the capacity to recognise Ordinary Worked Hours and calculate any loadings required for alternative worked hours. This ability comes from using the entered Timesheet hours, and automatically referencing them against the parameters set down by the Employee's assigned Award.

In each Employee's file they are attached to a Base rate. This Base rate is the dollar figure applied and paid to each normal hour. It is also the source used in the calculation towards additional payments for alternative hours, like Overtime, Shift loadings etc. By using a Base rate Sage WageEasy ensures each worked hour is paid to the Employee at the correct \$ amount. To convert an Employee's Salaried amount, into an amount they get paid for each hour they work, their base pay rate, please see the below examples.

Weekly Salary

Hours Worked in a Week
 ----- = \$ Base Rate
 Standard Weekly Gross

Fortnightly Salary

Hours Worked in a Fortnight
 ----- = \$ Base Rate
 Standard Fortnightly Salary

Monthly Salary

Hours Worked in a Week x 52 Weeks in a year = Hours worked in a Year

Hours Worked in a Year
 ----- = Monthly Worked hours
 12 Months in a Year

Annual Salary/12 months in Year/Monthly worked hours = \$ Base rate

Calculating from an Annual Salary

365 Days in a Year
 ----- = 52.14 weeks in a Year
 7 Days in a Week

Yearly Salary/52.14 weeks in a year/Weekly worked hours = \$ Base Rate

Calculating from an Annual Salary which includes Super
365 Days in a Year

----- = 52.14 weeks in a Year

7 Days in a Week

Yearly Salary (\$49050.00) / 1.09 (For Super) = \$45,000.00 Yearly Salary Super excluded.

Yearly Salary/52.14 weeks in a year/Weekly worked hours = \$ Base Rate

The same principal applies when dealing with Loaded Base Rates that already have the loadings included.

Eg. Casual Employee Rate with 30% Loading = \$ 25.72

Loaded Base Rate (\$25.72)

----- = \$19.7846 Base Rate

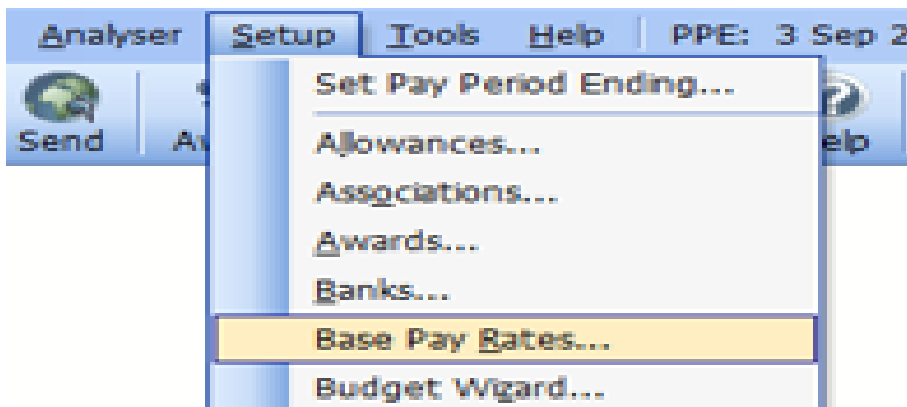
1.30 (Loading percentage)

When creating the Company data base and downloading the applicable Association some Pay rates may have been included in this process. These rates will have been stored under Set Up/Base Pay Rates.

Please check this list to ensure each Employee can be attached to a relevant Pay rate.

If you are Importing Employees or manually entering them in using the Employee Wizard, please be aware that the base pay rate is a mandatory field that must be populated in the process. If there are no base pay rates available you will be unable to continue through. Pay rates can be Added or Edited at any stage.

Go to Set Up / Base Pay rates



Click on Add

Description	Code	Amount
☺ \$100000 PA		\$50.4714
☺ \$50000 PA		\$25.2357
👤 120000		\$60.7287
👤 55 000K		\$27.7593
👤 65 000K		\$32.8947
👤 80000		\$40.4858
👤 90000		\$45.5466
👤 Apprentice Cook Year 1 (4 Yr Term)		\$9.2300
👤 Apprentice Cook Year 2 (4 Yr Term)		\$10.9100
👤 Apprentice Cook Year 3 (4 Yr Term)		\$13.4200
👤 Apprentice Cook Year 4 (4 Yr Term)		\$15.9400
👤 Casino Customer Liaison Officer		\$19.0200
👤 Casino Electronic Gaming Employee Gr 1		\$18.4000

Type in the description & rate amount, click ok.

Add Base Pay Rate Details

Description:

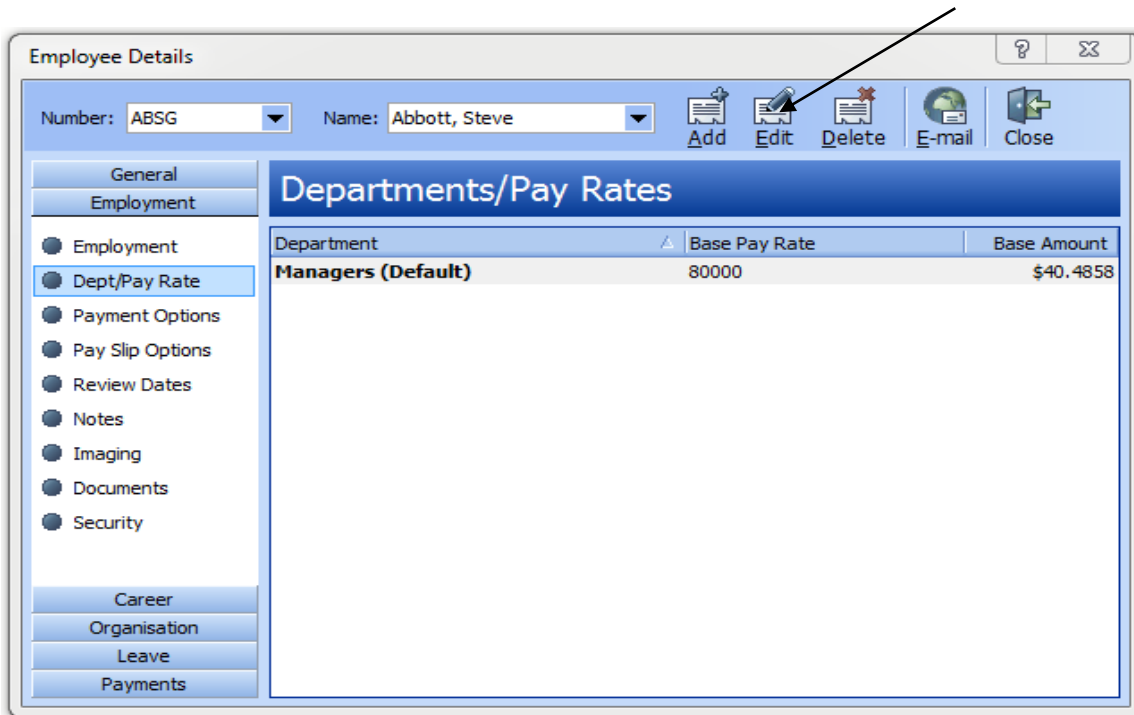
Amount:

Code:

OK Cancel

Go to Employee File / Select the Employee / Select Employment / Choose Dept/Pay rate / click Edit.

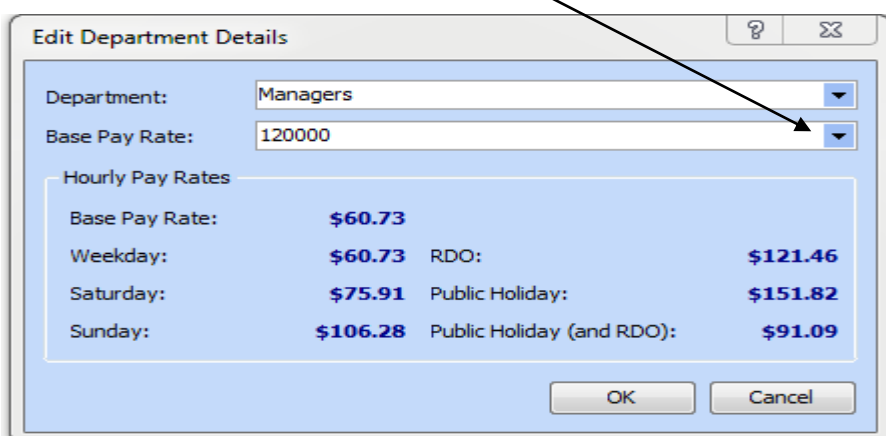
To edit a pay rate please ensure the correct rate is highlighted and then select Edit



Please be aware that if you edit a pay rate, any changes made will affect all Employees who are attached to this rate.

An Existing Employee can also be changed onto another pay rate at any stage.

The below box will appear, use the drop down arrow to select another base pay rate



Please be aware that an Employee can have numerous pay rates in their file. However it is the (default) rate that will be automatically applied to the Employee's hours for calculation unless otherwise specified.