

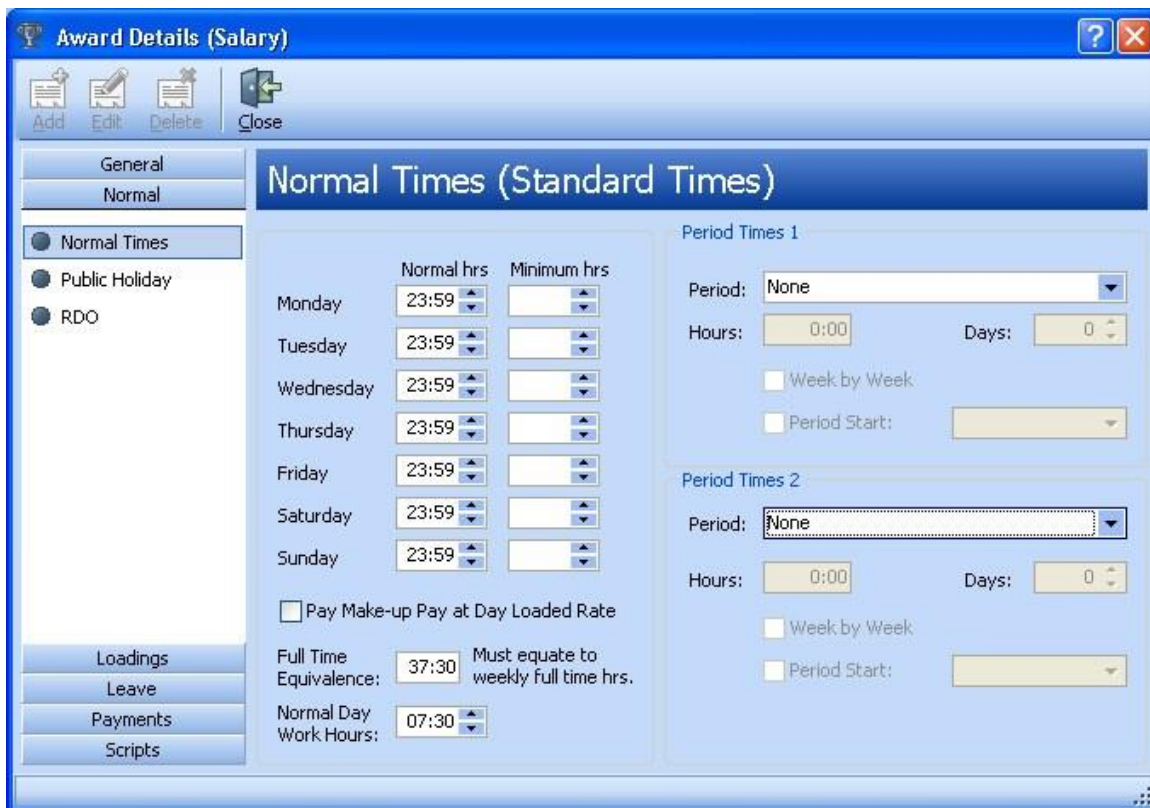
Sage WageEasy

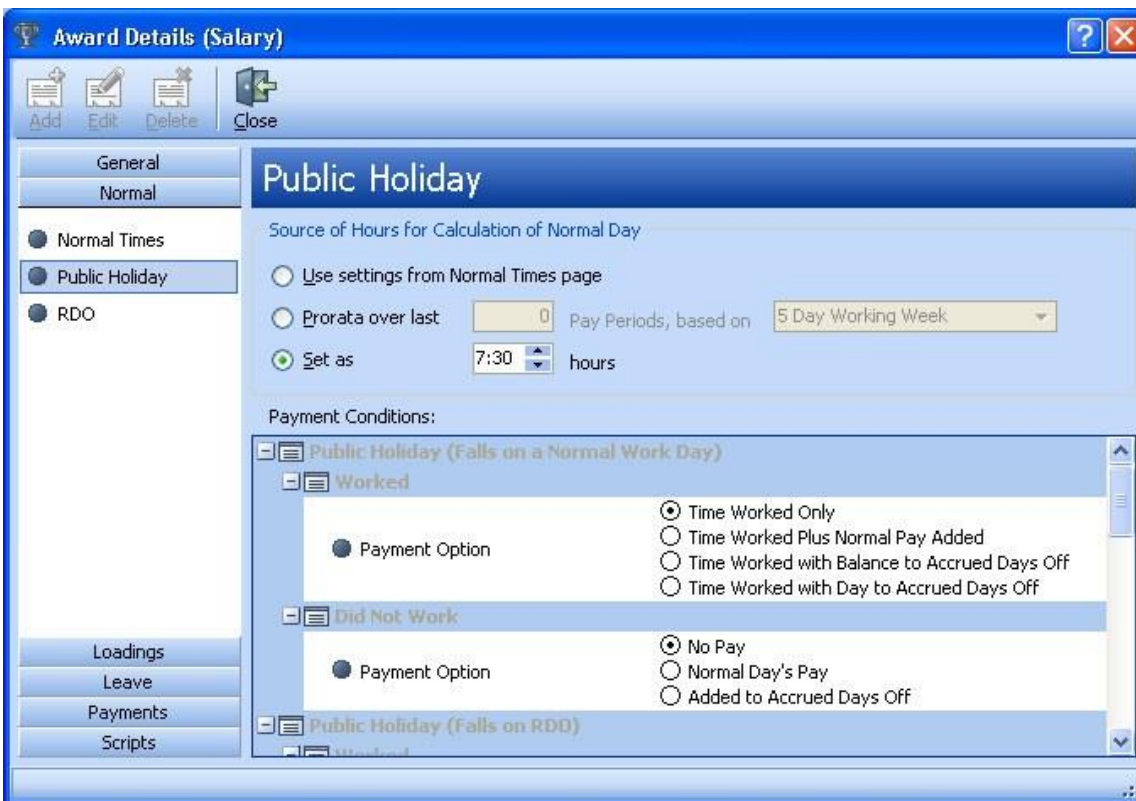
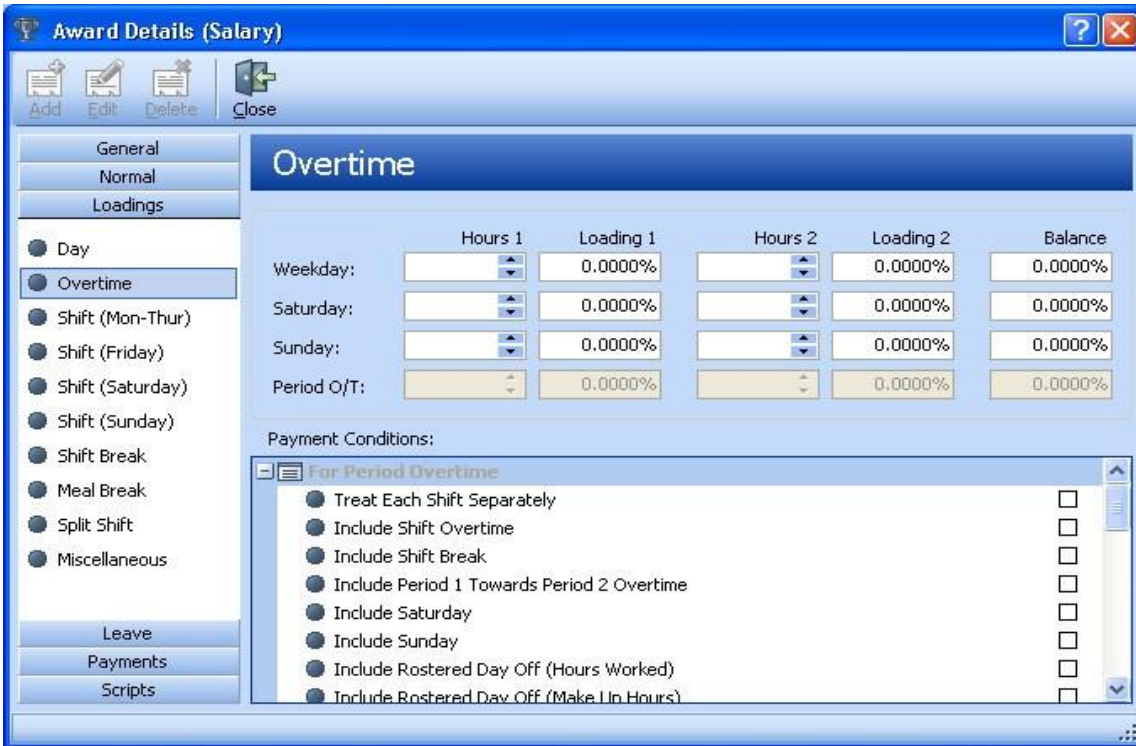
Standard pays award setup

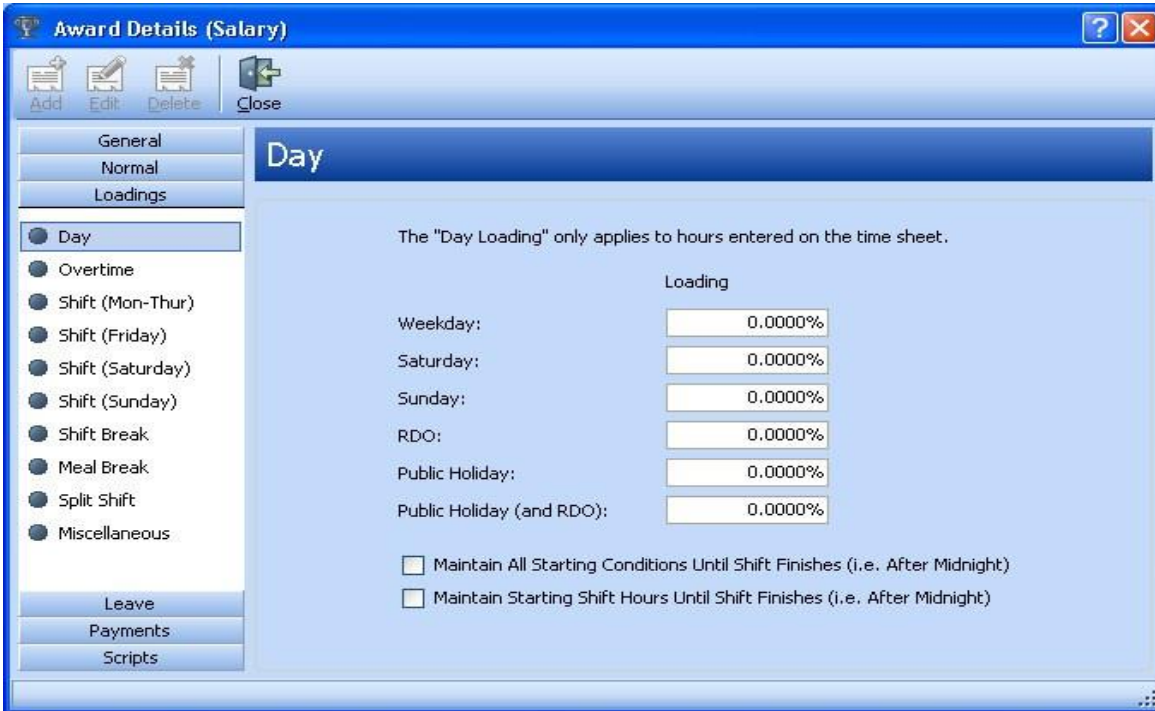
Having determined that you wish to pay employees via Standard Pay, rather than timesheet entry, the following screen shots represent the correct award or employment conditions setup for Standard Pays processing.

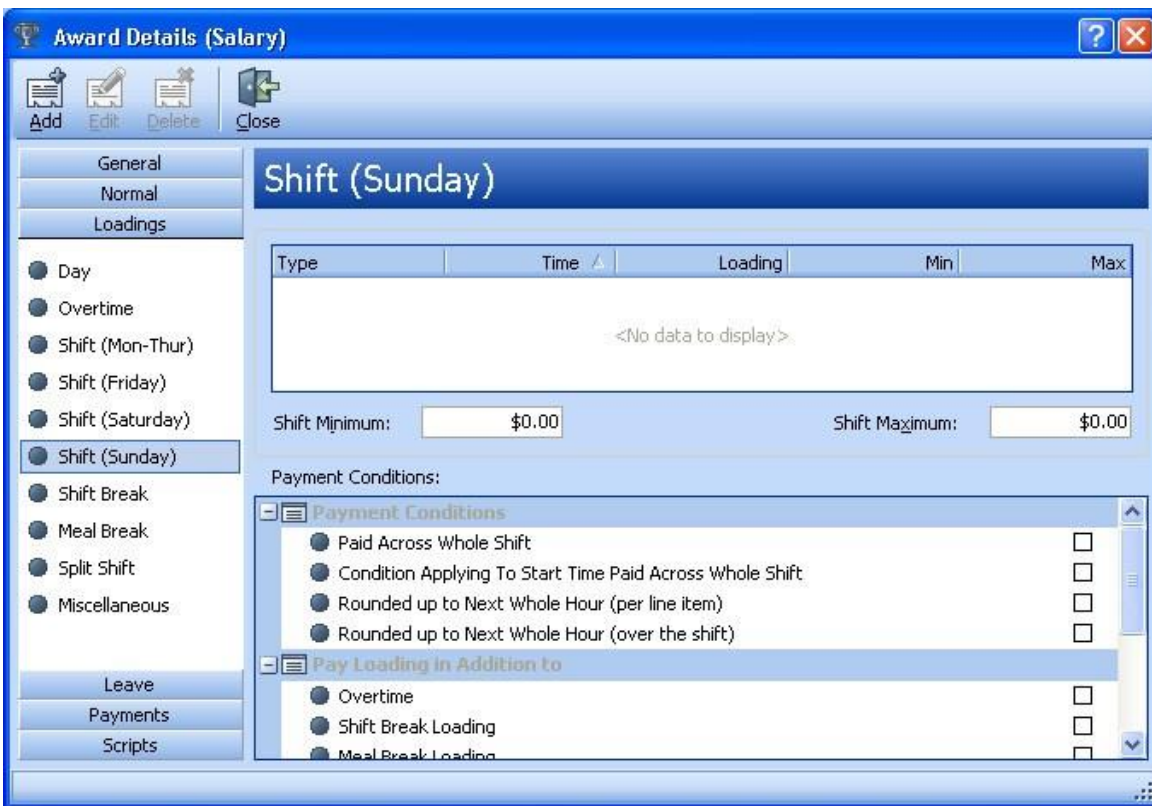
An existing award can be edited to meet with the below, or a new award created. Additionally, an Association PDL file can be provided to you by the Sage WageEasy Support Team that has the below award setup in it.

The awards area in Sage WageEasy is accessed from Setup | Awards









The screenshot shows the 'Award Details (Salary)' window with the 'Meal Break' award selected. The left-hand navigation pane has 'Meal Break' highlighted. The main area displays a table with columns 'Hours Worked', 'Meal Break', and 'Loading'. The table is currently empty, showing '<No data to display>'. Below the table, under 'Payment Conditions', there are two sections: 'Pay Loading On' and 'Pay Loading in Addition to'. 'Pay Loading On' includes 'Day Loaded Rate' and 'Apply Line Items Once Per Shift'. 'Pay Loading in Addition to' includes 'Overtime', 'Shift Loading (Monday - Thursday)', 'Shift Loading (Friday)', 'Shift Loading (Saturday)', 'Shift Loading (Sunday)', 'Shift Break Loading', and 'Split Shift Loading'. Each item has a radio button next to it.

The screenshot shows the 'Award Details (Salary)' window with the 'Split Shift' award selected. The left-hand navigation pane has 'Split Shift' highlighted. The main area displays a table with columns 'Hours Worked' and 'Loading'. The table contains one row: 'Any Shift Duration' with a loading value of '\$0.0000'. Below the table, there is a 'Break Within Shift:' dropdown menu. Under 'Payment Conditions', there is a section 'Pay Loading in Addition to' which includes 'Overtime', 'Shift Loading (Monday - Thursday)', 'Shift Loading (Friday)', 'Shift Loading (Saturday)', 'Shift Loading (Sunday)', 'Shift Break Loading', 'Meal Break Loading', and 'Rostered Day Off'. Each item has a radio button next to it.

The setup of the following Leave and Payments screens will be dependent on the type of leave and rate of accrual needed. Please use the following screens as a guide only. Further assistance on award setup items and leave accrual in particular, is best gained from the Sage WageEasy Support team.