



MenuLink 2009  
Minimum Wage Increase!



Are you ready for July 24th  
Minimum Wage Increase?

## How to Change the Minimum Wage in your MenuLink System

There are two options to change the employee's Minimum Wage:

- Store Control
- Corporate MenuLink Database Administrator Control

Regardless of the option you choose, your Company's MenuLink Database Administrator will need to perform these steps in MenuLink System Management on the effective date:

1. Log into System Management
2. From the All Stores Level, right click and select **Change Properties**
3. Select **Hourly Payroll** tab
4. In the Tip Credit Rate fields change the following:
  - **Combined Cash and Tips** (currently \$6.79)
  - **Minimum Cash Wage** (currently \$3.77)
  - **Max Tip Credit-Currency** (currently \$3.02)
5. Select **Labor** tab and change the **Minimum Wage** field (currently \$7.21)
6. Select **Save** and **Exit to Previous**

Next, choose Option 1 *or* Option 2 below.

**Option #1 Store Control** (This choice can be performed in advance)

In MenuLink.NET to give individual employee wage increases – perform at the Employee Profile on the Jobs tab:

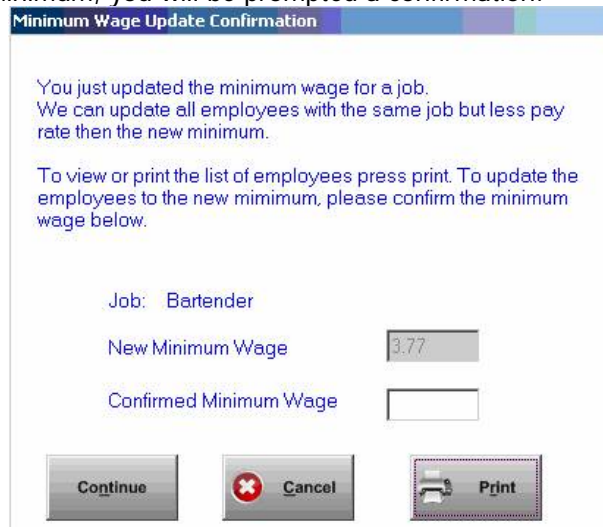
1. Increase existing Job Rate
2. Select a Rate Reason
3. Select an Effective Date (to be in future as much as 30 days in advance)

**Option #2 Corporate MenuLink Database Administrator Control** (This choice needs performed on the effective date)

From All Stores Level, change each Job Codes defaults for Pay Rates

1. From the **Labor** node, right click and select **Jobs Maintenance**
2. For each Job Code, change the following:
  - Beginning Hourly Pay Rate
  - Minimum Hourly Pay Rate
  - Maximum Hourly Pay Rate

If the Minimum and Maximum Hourly Pay Rate fields are populated, when an increase change is applied to the Minimum, you will be prompted a confirmation:



The screenshot shows a dialog box titled "Minimum Wage Update Confirmation". The text inside reads: "You just updated the minimum wage for a job. We can update all employees with the same job but less pay rate than the new minimum. To view or print the list of employees press print. To update the employees to the new minimum, please confirm the minimum wage below." Below the text, there are three input fields: "Job:" with the value "Bartender", "New Minimum Wage" with the value "3.77", and "Confirmed Minimum Wage" which is empty. At the bottom, there are three buttons: "Continue", "Cancel", and "Print".

At this point, you could confirm the new Minimum wage increase and the system will bump up all employees with this job code and pay rate to the new minimum pay rate.