



“HOW TO UPDATE PAY RATES”



You will require a copy of your industry award or enterprise agreement for reference.

Go to:

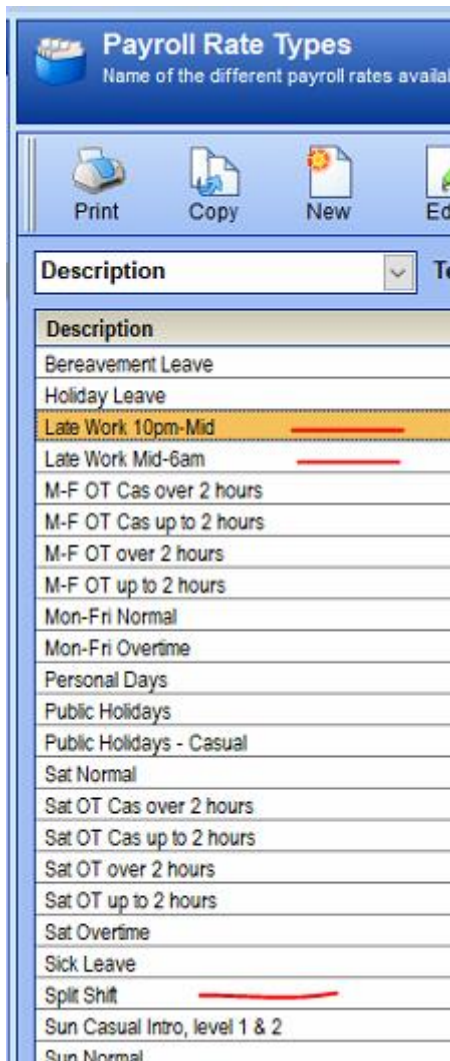
1.0 PAYROLL RATE TYPES

Bossii Admin -> Setup -> Setup Employees -> Payroll Rate Types

Firstly, we update the Allowances that exist in the award documents.

“Payroll Rate Types” include fields such as “Late Work” Allowances and “Split Shift”

Allowances





“HOW TO UPDATE PAY RATES”

Open each one of them up by double clicking on the entry or pressing EDIT

Payroll Rate Types - Edit
Name of the different payroll rates available in the bu

Save Print Back Log

Description: **Late Work 10pm-Mid**

Base Rate Loading: 0.00 %

Late Work Allowance
 Split Shift Allowance
 Leave
 Unpaid

Minimum Daily Amount: 0.00

Start Time: 10:00pm

Finish Time: 12:00am

Rate / Hour: 2.2700

Hrs / Day: 0.0000

Active

Change the rate to whatever the award reads from below and press SAVE. This will change the Allowances globally in BOSSII

Rates of pay

Adult

Full-time & part-time

Table 1 of 3

Classification	Weekly pay rate	Hourly pay rate	Late night - Monday to Friday - 10pm to midnight	Early morning - Monday to Friday - midnight to 6am
Introductory level	\$753.80	\$19.84	\$19.84 per hour plus \$2.31 per hour or part of an hour	\$19.84 per hour plus \$3.46 per hour or part of an hour
Level 1 - food and beverage attendant grade 1	\$775.40	\$20.41	\$20.41 per hour plus \$2.31	\$20.41 per hour plus \$3.46



2.0 PAY RATE TYPES

Secondly, we change the Base Hourly rates for each Pay Rate

Bossii Admin -> Setup -> Setup Employees -> Pay Rates

Starting with the Level 1 Full time/Part Time rate, Choose EDIT

Junior 19 & Under Level 5 - PPT	100 - Floor/Bar Staff	F / Part Time Staff
Junior 19 & Under Level 6 - Casual	100 - Floor/Bar Staff	Casual Staff
Junior 19 & Under Level 6 - PPT	100 - Floor/Bar Staff	F / Part Time Staff
Level 1 - Casual	100 - Floor/Bar Staff	Casual Staff
Level 1 - F / Part Time	100 - Floor/Bar Staff	F / Part Time Staff
Level 2 - Casual	100 - Floor/Bar Staff	Casual Staff
Level 2 - F / Part Time	100 - Floor/Bar Staff	F / Part Time Staff
Level 3 - Casual	100 - Floor/Bar Staff	Casual Staff
Level 3 - F / Part Time	100 - Floor/Bar Staff	F / Part Time Staff
Level 4 - Casual	100 - Floor/Bar Staff	Casual Staff
Level 4 - F / Part Time	100 - Floor/Bar Staff	F / Part Time Staff
Level 5 - Casual	100 - Floor/Bar Staff	Casual Staff
Level 5 - F / Part Time	100 - Floor/Bar Staff	F / Part Time Staff
Level 6 - Casual	100 - Floor/Bar Staff	Casual Staff
Level 6 - F / Part Time	100 - Floor/Bar Staff	F / Part Time Staff
Level Intro - Casual	100 - Floor/Bar Staff	Casual Staff
Level Intro - P/PT	100 - Floor/Bar Staff	F / Part Time Staff



“HOW TO UPDATE PAY RATES”

Pay Rates - Edit
Create a pay rate for groups of staff.

Save Print Back Log

Description: **Level 1 - F / Part Time**

Active

Cost Centre: F / Part Time Staff

Access Level: 100 - Floor/Bar Staff

Paid Contractor

Salary: 0.00 perWeek Mon Tue Wed

Superannuation: 9.50 %

Max Weekly Hrs: 0.00 No Overtime Mon Tue Wed

Base Hourly Rate: 20.0600 **Recalculate** Pay Casual Loading

Daily Rates

Day of Week	Rate	Hrs / Day	Rate / Hour	PH
Mon - Fri	Mon-Fri Normal	0.00	\$20.0600	
Saturday	Sat Normal	0.00	\$25.0750	
Sunday	Sun Normal	0.00	\$30.0900	
Mon - Fri	Public Holidays	0.00	\$45.1350	Y
Saturday	Public Holidays	0.00	\$45.1350	Y
Sunday	Public Holidays	0.00	\$45.1350	Y

Change the Base Hourly rate as per the award example below -> Press “RECALCULATE” to extrapolate the new costs for each time period -> Press SAVE above

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Introductory level	\$753.80	\$19.84	\$19.84 per hour plus \$2.31 per hour or part of an hour	\$19.84 per hour plus \$3.46 per hour or part of an hour
Level 1 - food and beverage attendant grade 1	\$775.40	\$20.41	\$20.41 per hour plus \$2.31 per hour or part of an hour	\$20.41 per hour plus \$3.46 per hour or part of an hour
Level 1 - kitchen attendant grade 1	\$775.40	\$20.41	\$20.41 per hour plus \$2.31 per hour or part of an hour	\$20.41 per hour plus \$3.46 per hour or part of an hour
Level 2 - food and beverage attendant grade 2	\$805.10	\$21.19	\$21.19 per hour plus \$2.31 per hour or part of an hour	\$21.19 per hour plus \$3.46 per hour or part of an hour

NB: Full Time / Part Time does not require any casual loading to be added to it. The tick next to this field should only be activated for Casual pay rates.



“HOW TO UPDATE PAY RATES”

Upon SAVE bossii will ask which staff should have this new value activated to

Name	Pay Rate	
Camila Maria Alonso Diaz		<input checked="" type="checkbox"/>
Kristina Permiakova		<input checked="" type="checkbox"/>
Mariana Angeli		<input checked="" type="checkbox"/>
Marietta Flaskos		<input checked="" type="checkbox"/>
Speros Angeli		<input checked="" type="checkbox"/>
Xiomara Meyer		<input checked="" type="checkbox"/>
Michael Flaskos	Custom: Kitchen Staff - Head Chef	<input type="checkbox"/>
Bianca Ricks	Custom: Manager	<input type="checkbox"/>
Anna Papas	Custom: Owner	<input type="checkbox"/>
George Angeli	Custom: Owner	<input type="checkbox"/>
Peter Kaselakis	Custom: Owner	<input type="checkbox"/>
Rene Gonzalez	Level 5 - Casual	<input type="checkbox"/>
Adam BOSSII	Master	<input type="checkbox"/>
Elias BOSSII	Master	<input type="checkbox"/>
Jamie BOSSII	Master	<input type="checkbox"/>
Jim BOSSII	Master	<input type="checkbox"/>

If you wish you can tick or untick any staff members to receive this new pay rate and it will automatically apply to the staff selected.

Otherwise press OK for bossii to save to selected staff members

Repeat the process for all Pay Rates (starting from 2.0 above) that you wish to change