

# Adjusting Employee Base Compensation for Minimum Wage

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This topic guides you in adjusting your employees' base compensation to reflect changes in the minimum wage, on systems upgraded the latest Wurk release. When the time comes to increase an employee's pay to match federal and state minimums, follow the steps below. In order to change an employee's base compensation, your company Administrator may need to update your security profile.

Be sure to update employee pay in time for the first payroll run after the new wage bill goes into effect, to avoid being in violation of state and federal laws.

Menu items and on-screen options may vary depending on your configuration and Security Profile.

## START HERE

1. If you haven't already, do your own research about minimum wage laws and upcoming changes to ensure compliance within your company. Minimum wage laws are set by Federal, State, and/or Local statutes, and different types of pay (such as wages, tips, bonuses, etc.) may have different requirements.

You can find the latest wage minimums and effective dates at the U.S. Department of Labor's [website](#).

2. In Wurk, navigate to **Team>My Team>Employee Information** on the main menu. For larger organizations, you may also want to sort by Employee State.

← Employee Information

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	Employee ...	Badge	Username	First Name	Last Name	Employee ...	In Payroll	Locked	Role	Role Effic...	Employ...
	starts with	=	=	starts with	starts with	starts with	All	All	=	=	Terminated
<input type="checkbox"/>	00122		KWaters11	Katie	Waters	D&D	Yes	No		12/31/1900	Active
<input type="checkbox"/>	00126		HLarkin12	Harold	Larkin	D&D	Yes	No		12/31/1990	Active
<input type="checkbox"/>	00127		LDubois13	Lauren	Dubois	D&D	Yes	No		12/31/1990	Active
<input type="checkbox"/>	00127		LDubois13	Lauren	Dubois	Second D&D	Yes	No		12/31/1900	Active
<input type="checkbox"/>	00128		KClarkson14	Kenton	Clarkson	D&D	Yes	No		12/31/1900	Active
<input type="checkbox"/>	00130		ANelson15	Ashley	Nelson	D&D	Yes	No		12/31/1900	Active
<input type="checkbox"/>	00131		TTurner16	Tomas	Turner	D&D	Yes	No		12/31/1900	Active
<input type="checkbox"/>	00132		CJones17	Cathy	Jones	D&D	Yes	No		12/31/1900	Active
<input type="checkbox"/>	00133		MDonaldson18	Michael	Donaldson	D&D	Yes	No		12/31/1900	Active
<input type="checkbox"/>	00134		NReagan19	Nicholas	Reagan	D&D	Yes	No		12/31/1900	Active

3. For each employee affected by the minimum wage increase, follow the instructions for **Changing Employee Pay from Hourly to Salary**. Make sure you set the correct effective date for the change and prorate as needed so that the employee sees the pay increase in the next payroll.

You can future-date a pay change by simply setting the EFFECTIVE FROM date to a date in the future.

If you do not have access to the employee records that need to be updated, contact their manager or your Company Administrator.

