

Setting Pay Calculations

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Pay Calculation Profiles are defaults that are applied to employees to control pay calculations. For example: if your full-time and part-time employees are paid with different pay calculations, you will use two different Pay Calculation Profiles (one for the full-time users and one for the part-time users). Pay Calculation Profiles are assigned to employees on the employee record in the Profiles section. Timesheet exceptions are also configured in each pay calculation profile and can have different thresholds for indicating when employees are late in, early out, early in, late out, or absent.

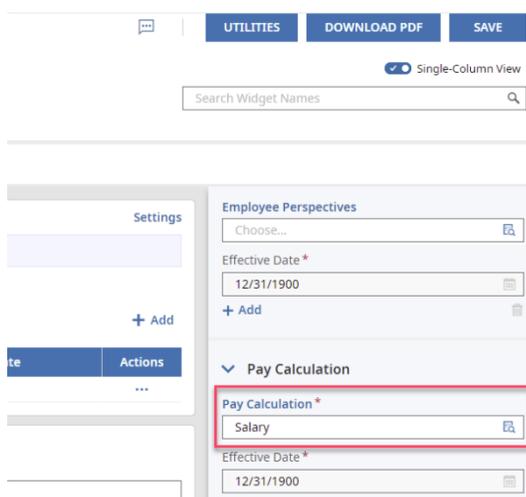
NOTE: Your Pay Calculation profiles are set up by your administrator during Implementation. To add or change these, contact Werk Support (contact support@enjoywurk.com).

START HERE

1. To apply a pay calculation profile to an employee, navigate to the employee record.

To quickly navigate to an employee record, you can search for them by name in the Search field at the top of the main menu.

2. From the employee record, scroll to the **Profiles** section and select a **Pay Calculation** from the dropdown field highlighted below.



The screenshot shows a web interface for 'Employee Perspectives'. At the top, there are buttons for 'UTILITIES', 'DOWNLOAD PDF', and 'SAVE', along with a 'Single-Column View' toggle and a search bar for 'Search Widget Names'. Below this is a 'Settings' sidebar with a '+ Add' button. The main content area is titled 'Employee Perspectives' and contains several fields: 'Choose...' (with a search icon), 'Effective Date *' (set to 12/31/1900), and a '+ Add' button. Underneath, there is a section for 'Pay Calculation' with a dropdown menu. The dropdown menu is open, showing 'Pay Calculation *' and 'Salary' (highlighted with a red box). Below the dropdown is another 'Effective Date *' field set to 12/31/1900.

If you set up a new Pay Calculation Profile with Werk Support, you should Reapply Pay Calculations to your employees' timesheets. From the main menu, search for Reapply Pay Calc and select the Reapply Pay Calculations search result (or navigate to **Team > Time & Labor Maintenance > Reapply Pay Calculations**). Then select the employees whose timesheets have been changed and click **RECALCULATE**. Set the effective date for the calculation and click OK. This ensures that the new pay calculation will properly

update timesheets.

Employee Id	First Name	Last Name
starts with ▾	starts with ▾	starts with ▾
654321	Kirk	Smith
123456	Lamar	Moore
1234	Beth	Bowman
00122	Katie	Waters
00126	Harold	Larkin
00127	Laureñ	Dubois
00128	Kenton	Clarkson
00130	Ashley	Nelson
00132	Cathy	Jones
00134	Nicholas	Reagan
00135	Jennifer	Jones

Question

Select dates to recalculate from and to.

⚠ Actual dates used may vary based on rules and settings.

FROM DATE*

01/31/2022 

TO DATE

- Calendar Date 
- Employee Terminated Date
- Employee Contract End Date
- Current Pay Period End
- Previous Pay Period End
- Next Pay Period End