

# How to globally activate ETI Descriptions and Codes



## How to globally activate ETI Minimum Wage codes or Special Economic Zones in your company:

From the Main Menu on payroll:

- Click on Payroll
- Click on Global Activation
- Click on ETI
- Select Employment Tax Incentive Descriptions (ETI)

The system will open the Global Change for ETI Codes screen which allows you to link multiple employees to the same codes at the same time.

A screenshot of a software interface titled "Global Change to ETI Codes". The interface has a light gray background. At the top, the title "Global Change to ETI Codes" is displayed in green. Below the title, there are two rows of input fields. The first row is labeled "Change Employee's" and contains a dropdown menu with "Please Select" as the selected option, followed by the word "to" and a small magnifying glass icon, and then a text input field. The second row is labeled "Apply these changes for" and contains a dropdown menu with "All Employees" as the selected option. At the bottom of the screen, there is a green text instruction: "Complete the Above Selection and Press CONTINUE to Link the Employees".

You can select to change the Employees:

- Minimum Wage code, or
- Economic Zone

Once you selected what you want to change, you will be able to click on the magnifying glass to select the applicable ETI Codes available.

You can select to apply the change to:

- All employees
- Per Analysis Screen code, or
- New Employees

Click on Continue to start linking process and select your when prompted to do a General Recalculation.