

How to update ETI Minimum Wage Codes



How to update the ETI Minimum Wage codes

From the Main Menu on payroll:

- Click on Payroll
- Click on Definitions
- Click on System Description Codes
- Select ETI Codes

The system will open the ETI Code screen which lists all Minimum Wage codes and Special Economic Zone codes that have been loaded on your system:

- Select the code that needs to be updated and click on the **Change** button at the bottom of the window.

Selecting a Special Economic Zone (SEZ) affects the ETI calculation. Confirm that the SEZ is acknowledged by law and designated by the Minister of Trade and Industry.

Click on the heading of the desired List Box before selecting any of the options below.

Buttons: Add, Change, Delete, Close. Top of List ☒

- This will open the Minimum Wage Code details screen. Press Tab until the Minimum Wage Value dialogue box is highlighted.

Descriptions

Code	#001
Report Description	Basic Minimum Wage
Screen Description	Basic Min. Wage
Minimum Wage Value	3200.00
Minimum Rate per Hour	20.0000
Monthly Hours	160.00

Please Note: The Monthly Hours field can only be changed when the Company is accessed with VIPSD. If the Monthly Hours have changed and Employees are linked to this code, we recommend that a new Minimum Wage Code be added.

OK

- You can now update the value to the new applicable Minimum Wage Value
- Press Tab again to route to the **Minimum Rate Per Hour** dialogue box. Update the value to the new applicable Minimum Rate per Hour
- Click on OK to close the screen and route back to the descriptions screen. As soon as all Minimum Wage Codes have been updated you can close the screen

Take note: The ETI Minimum Wage codes are used in all companies – changing codes will affect all payroll companies utilising ETI in the current pay period.