

Minimum Wage and Exempt Employee Salary Threshold - 2023

MINIMUM WAGE

Effective **January 1, 2023**, Colorado and Denver minimum wages will increase as follows:

- State Minimum Wage: \$13.65/hour
- State Tipped Minimum Wage: \$10.62/hour
- Denver Minimum Wage: \$17.29/hour
- Denver Tipped Minimum Wage: \$14.27/hour

****If you have employees who are paid minimum wage, you MUST update their hourly rate before the first paychecks in 2023****

To update the minimum wage rates for your employees in the payroll system, do the following:

1. Login to your payroll account
2. Click the **Employees** icon from the menu on the right side of the screen 
3. Navigate to the employee you want to update (select from dropdown or use arrows to scroll through employee list)
4. Click the **Compensation** tab
5. Update the **Default Rate** so that it is at least minimum wage
 - Update any additional hourly rates as needed

Regular Pay Salaried Hourly

Annual Salary Default Hours **Default Rate**

Additional Pay Types	Default	Rate
Reimbursement	<input type="text" value="0.00"/>	
Health Ins Stipend	<input type="text" value="0.00"/>	
Officer Wages	<input type="text" value="0.00"/>	
Addl Hourly Hrs.	<input type="text" value="0.00"/>	Rate <input type="text" value="13.6500"/>

6. Click **Save** in the dark gray bar at the bottom of the screen

Continue to do this for each employee who needs their compensation updated.

If you have employees in **other states** who are making minimum wage, please contact Easytrack to confirm the state's minimum wage.

EXEMPT EMPLOYEE SALARY THRESHOLD

Effective **January 1, 2023**, Colorado's exempt employee salary threshold will increase to **\$50,000/year**.

If you have exempt employees making less than this amount, you MUST do one of the following:

1. Increase their salary to at least the minimum threshold
2. Make them a non-exempt hourly employee

To make changes, do the following:

1. Login to your payroll account
2. Click the **Employees** icon from the menu on the right side of the screen 
3. Navigate to the employee you want to update (select from dropdown or use arrows to scroll through employee list)
4. If you are increasing their Salary:
 - a) Click the **Compensation** tab
 - b) Enter their *new salary amount* in the **Annual Salary** box

Regular Pay Salaried Hourly

Annual Salary

Default Hours

Default Rate

c) Click **Save** in the dark gray bar at the bottom of the screen

5. If you are changing them to a Non-Exempt Employee:

- a) Click the **Compensation** tab
- b) Next to *Regular Pay*, select **Hourly**
- c) Confirm their **Default Hours** are **0**
- d) Enter their hourly pay rate in the **Default Rate** box

Regular Pay Salaried Hourly 

Annual Salary

Default Hours

Default Rate

e) Click **Save** in the dark gray bar at the bottom of the screen

If you are changing someone to a Non-Exempt employee, make sure the employee is aware of this change and that you are tracking their regular and overtime hours worked.

If you have employees in **other states** and are unsure of that state's salary threshold, please contact Easytrack to ensure you are in compliance.

If you need assistance, or have questions, please contact Easytrack.