

Minimum Wage and Exempt Employee Salary Threshold - 2023

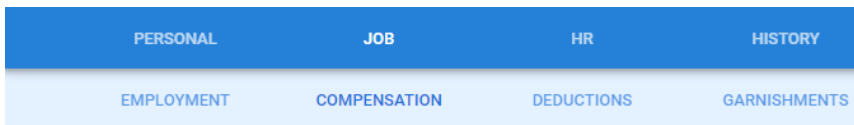
MINIMUM WAGE

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

- *State* Minimum Wage: \$13.65/hour
- *State Tipped* Minimum Wage: \$10.63/hour
- *Denver* Minimum Wage: \$17.29/hour
- *Denver Tipped* Minimum Wage: \$14.27/hour

To confirm the minimum wage rates for your employees are correct in the payroll system, do the following:

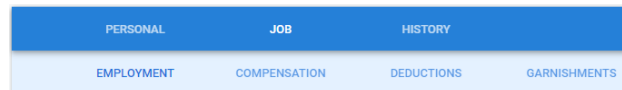
1. Login to your payroll account
2. Click **Workers** from the menu on the left side of the screen to go to your list of Employees
3. Click the *name of the employee*
4. Click **Job** in the blue menu at the top of the screen
5. Click **Compensation** from the sub-menu



6. Confirm the Hourly Rate (or rates if more than one) is *at least* minimum wage.
7. Update as needed

** Notes for **TIPPED** Employees:**

1. Before completing the steps above, select Job from the menu at the top of the screen and then select Employment from the submenu



2. Scroll down and confirm **Tipped** is toggled on under Tipped Employee



Continue to do this for each employee who needs their compensation confirmed/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

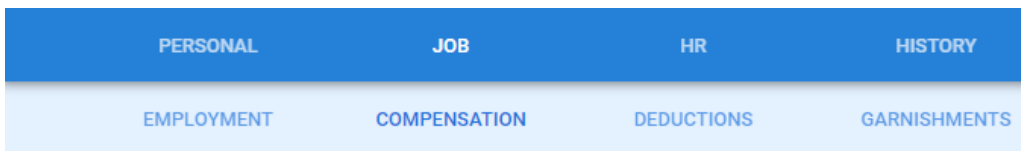
Effective **January 1, 2023**, Colorado's exempt employee salary threshold will increase to **\$50,000/year**.

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

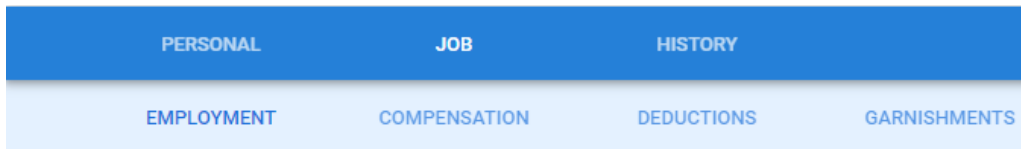
1. Increase their salary to at least the minimum threshold
2. Make them a non-exempt hourly employee

To make changes, do the following:

1. Login to your payroll account
2. Click **Workers** from the menu on the left side of the screen to go to your list of Employees
3. Click the *name of the employee*
4. If you are increasing their Salary:
 - a) Click **Job** in the blue menu at the top of the screen
 - b) Click **Compensation** from the sub-menu



- c) Enter the new *Salary amount* (must be at least \$50,000 per year) in the Regular box
5. If you are changing them to a Non-Exempt Employee:
 - a) Click **Job** in the blue menu at the top of the screen
 - b) Click **Employment** from the sub-menu



- c) In the **Type** box, select *Hourly* from the dropdown menu
- d) Now click **Compensation** from the menu at the top of the screen
- e) Enter or confirm the **Hourly Rate**

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 confirming or setting up pay rates, or if you have any questions, please contact Easytrack.