**DHS Guidance on Filling out Minimum Wage Rate Add-On Tool**

1. Do not include staff on the application form that are already getting paid an hourly rate of pay that is at or above the upcoming new WSB minimum wage requirement.  The providers should only put on the application form the employees that are were paid at a rate of pay less than the WSB requirements that they will be increasing to these new wage requirements.
2. In addition to only including staff who are paid below the minimum wage standards, it should also be noted that if you have an employee that starts below the minimum, say in June, but gets a raise to bring them at or above the minimum by the end of the two- month period, that employee should not be included.
3. Providers should ensure that the payroll reports used for the application is based on the actual pay period beginning and ending dates, not the date(s) the employees were paid.
4. On the application form, use the payroll beginning and ending dates for each employee; do not put the date of the pay day(s) on the application form. The dates on the application form must be the actual start and end dates of the pay periods being used.
5. Report the actual compensated hours for all employees regardless of they had a hire or termination data within the pay periods being used to complete this application.  The statute says it should be based on the compensated hours from the pay period.
6. Pensions for which the provider has an obligation such as PERA are allowable for the actual amount due even if not paid during the payroll period but estimates of future liabilities cannot be allowed.
7. If the on-call hours were actually hours worked at a different rate because they were on-call, then those hours can be included in the total compensated hours in Column G of the application.  However, you should only include the employee’s regular rate of pay in Column D.  If, instead, on-call hours are amounts paid for the employee to be on-call, then those hours should not be included in the total compensated hours in Column G.  All employees who had compensated hours during the pay period you submit who fall below the minimum wage rates should be included.  If on-call employees did not have any compensated hours worked during the period, or they are at or above the minimum wage rates, then do not include them.
8. Only staff who are below the minimum wage rates should be included in the application.  We assumed all RNs would be making a higher wage.  If this employee is below the minimum wage rates, please include them in the application and you can choose “Other Care Related Staff” for the position.