

CareFree Webinar – Wages in CareFree

Webinar Content

Duration: 1 hour

Section 1 – Initial Finance Settings for CareFree

- Setting Up Bank Holidays in Items
- Configuring the Bank Holiday Rate in Options

Section 2 – Carer Roles Setup

- The Importance of Roles and how to assign them
- Creating additional Roles using 'Show Me'

Section 3 – Pay Rules

- Changing the Rule Type to Charge
- Quick overview of the Rules Screen
- Introduction of the 7 Rules
- Using the Tools Option to copy/ increase rates
- Selecting the different Pay Roles

Section 4 – Additions and Adjustments

- Adding Pay adjustments for Items such as Expenses and Extra Charges

Section 5 – Verification of Calls

- Quick overview of the Verify Screen
- How to change the Call Status and Times
- Locking calls

Section 6 – The Wages Report

- Selecting the Dates
- Enabling Mileage Calculation
- Call Status and their Importance
- Paying on Actual Times if required
- Calculate, Preview and Finalise

Section 7 – Stored Wages

- Viewing wages in the Carer record

Section 8 – Correcting Mistakes on Finalised Items

- How to Unfinalise an Wage Sheet
- How to Bulk Unfinalise Wage Sheets

Section 9 – Questions & Answers