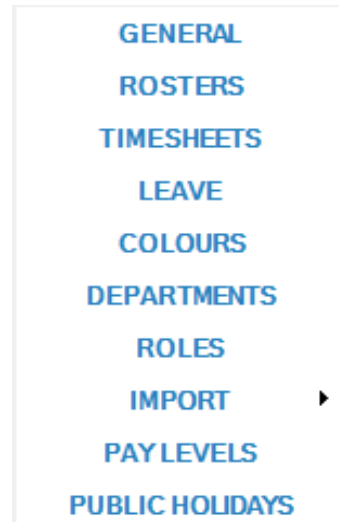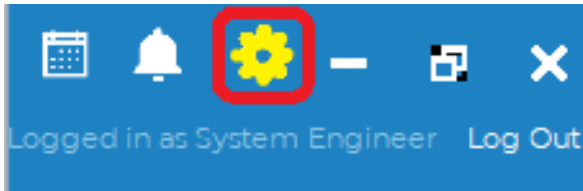# SETTINGS/IMPORT STAFF

- You can find all the settings for WageLoch in the **Cog Menu** in the top-right of **WageLoch Cloud Roster**.
- You can also use the "Import" sub menu to import staff and accrual balances

GENERAL

ROSTERS

TIMESHEETS

LEAVE

COLOURS

DEPARTMENTS

ROLES

IMPORT ▶

PAY LEVELS

PUBLIC HOLIDAYS

- For an example, the Roster Setup options are now under the ROSTERS section in the Cog Menu:

Roster Settings

| Publishing | Budgets | Printing | Compact Printing | Headers/Footers | Other |

☑ **Publish completed rosters via Staff Portal** and email ▼

☐ **When roster is changed and published, email** Enter comma-separated list here

☐ **Include this message with every roster emailed**

☐ **Request a read receipt on emailed rosters**