USER GUIDE

NL CAO + Schaal/Trede

Dutch CAO salary scales (schaal/trede) in Odoo: steps per scale, employee assignment, periodic step increases, a dated minimum wage (WML) audit with the holiday allowance and a salary budget.

English

Odoo 18 · 19 · 20 · support@pokutsoft.com · pokutsoft.com

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1. Overview

Enter the scales and steps of your CAO, place each employee on a scale and step with the weekly hours, raise steps on their anniversary and audit the hourly wage of every employee against the statutory minimum wage of the audit date.

2. Features

- **CAOs and scales.** A CAO with dates, full-time hours and step period; scales with their steps and monthly gross amounts.
- **Employee placement.** CAO, scale, step, step date and weekly hours on the employee; the monthly and hourly gross follow.
- **Periodic steps.** Apply Periodic Steps previews and raises eligible employees to the next step, capped at the top of the scale.
- **Hourly wage as the statute calculates it.** Annual hours from the workable days of the calendar year, not 52 weeks.
- **WML on the audit date.** The minimum of the period and the age of the employee on that date; a period without amounts on file stops the audit.
- **Holiday allowance.** 8 % of the wage with the part above three times the minimum wage left out.
- **Salary budget.** Current and projected monthly and yearly cost per employee after step increases and an indexation.
- **WML table with sources.** Hourly minimums per age and half year from 2024 to 2026, each with its source.

3. Installation

Open Apps, search for “NL CAO + Schaal/Trede” (technical name nl_cao_schaal_tresalary_engine) and install it. Required modules: hr. Available for Odoo 18.0, 19.0 and 20.0, Community and Enterprise. The interface is in English and Dutch.

4. Workflow

1. Open CAO Salary > CAOs and create the CAO with its dates, full-time weekly hours and step period.

2. Open Salary Scales and create the scales of the CAO with their steps and monthly gross amounts. Activate the CAO.

3. On each employee, open the CAO Salary tab and fill in CAO, scale, step, step date and weekly hours. The monthly and hourly gross, the minimum wage and any shortfall are shown.

4. Open WML Audit, create an audit with the date to check and click Run Audit. Employees below the minimum are listed with the yearly shortfall and the statutory holiday allowance.

5. Open Configuration > Apply Periodic Steps to preview and apply the step increases that are due.

6. Open Salary Budgets, choose the projection years and an indexation and click Compute.

7. Add the minimum wage amounts of each new half year under Configuration > WML Minimum Wage.

5. Roles and rights

CAO Salary User reads CAOs and scales and runs audits. CAO Salary Manager also manages CAOs, scales, the WML table and step increases. HR officers and HR managers get these rights automatically.

6. Questions

Why does the audit refuse to run?

No minimum wage is on file for the audit date; add the amounts of that half year.

Is the 13th month or holiday pay paid by this app?

No. It calculates and checks; payroll stays with your provider.

7. Support

Questions are answered at support@pokutsoft.com.