



MacromatiX – Workforce

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Workforce

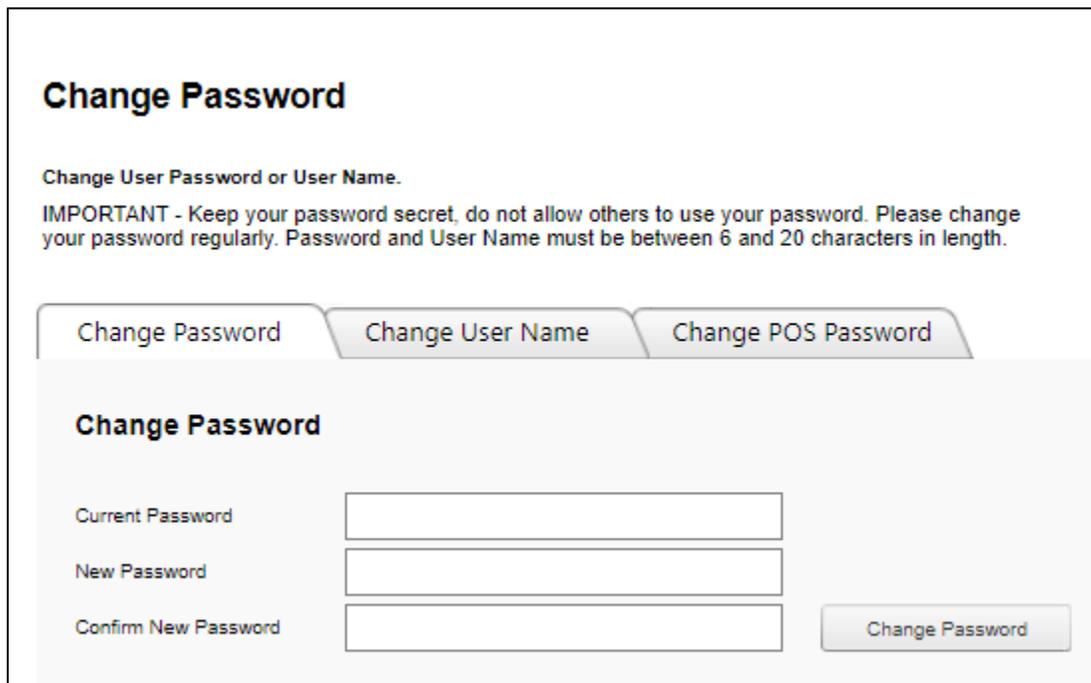
Workforce are the employees that engaged with the store.

Change Password

Change Password is used when existing user wants to change their password. Every staff member in a store will need to have a Macromatix user profile in order to change their password.

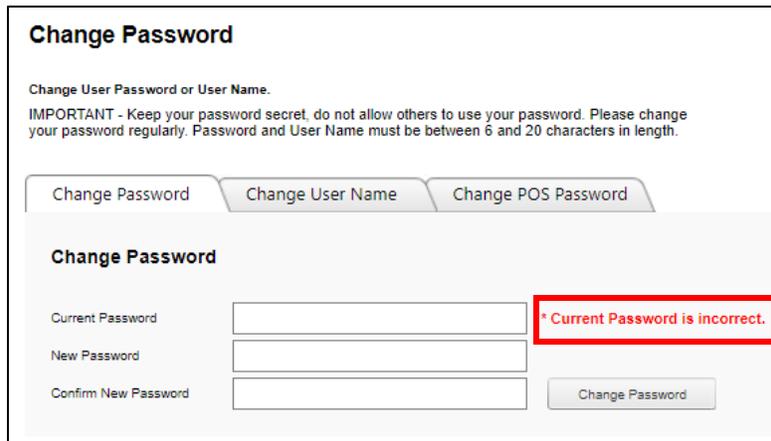


Change Password screen

A screenshot of the "Change Password" screen. At the top, it says "Change Password" in bold. Below that, it says "Change User Password or User Name." and "IMPORTANT - Keep your password secret, do not allow others to use your password. Please change your password regularly. Password and User Name must be between 6 and 20 characters in length." There are three tabs: "Change Password", "Change User Name", and "Change POS Password". The "Change Password" tab is selected. Below the tabs, there are three input fields: "Current Password", "New Password", and "Confirm New Password". A "Change Password" button is located to the right of the input fields.

- **Current Password** – Enter in current password.
- **New Password** – Enter in the new password which is different from the current one.
- **Confirm New password** – Enter in the matching new password
- Select **Change Password**

If the user enters the incorrect password the error message will appear.



Change Password

Change User Password or User Name.

IMPORTANT - Keep your password secret, do not allow others to use your password. Please change your password regularly. Password and User Name must be between 6 and 20 characters in length.

Change Password Change User Name Change POS Password

Change Password

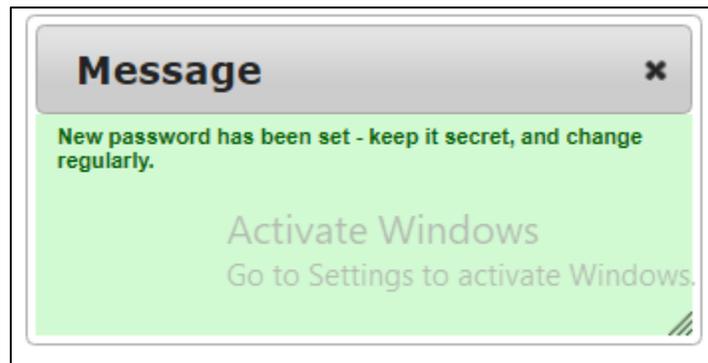
Current Password * Current Password is incorrect.

New Password

Confirm New Password

Change Password

When passwords are entered correctly the following confirmation message will appear



Change User Name – this occurs when an existing user wants to change user name.

Change Password

Change User Password or User Name.

IMPORTANT - Keep your password secret, do not allow others to use your password. Please change your password regularly. Password and User Name must be between 6 and 20 characters in length.

Change Password Change User Name Change POS Password

Change User Name

Current User Name

New User Name

Confirm New User Name

Change User Name

- **Current username** – Enter in current username.
- **New username** – Enter in new username which is different username from the current one.
- **Confirm New username** – Enter in the matching new username
- Select **Change User Name**

If the user enters the incorrect username the error message will appear.

Change Password

Change User Password or User Name.

IMPORTANT - Keep your password secret, do not allow others to use your password. Please change your password regularly. Password and User Name must be between 6 and 20 characters in length.

Change Password Change User Name Change POS Password

Change User Name

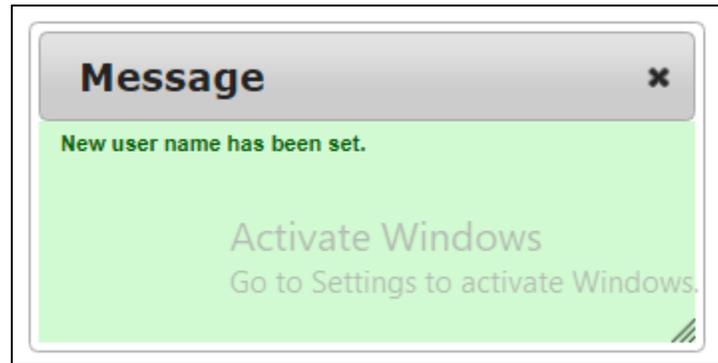
Current User Name * Current User Name is invalid.

New User Name

Confirm New User Name

Change User Name

When username is entered correctly the following confirmation message will appear.



Change POS password

Change Password

Change User Password or User Name.

IMPORTANT - Keep your password secret, do not allow others to use your password. Please change your password regularly. Password and User Name must be between 6 and 20 characters in length.

Change Password Change User Name **Change POS Password**

Change POS Password

POS User Id	<input type="text" value="15"/>	
New Password	<input type="text"/>	
Confirm New Password	<input type="text"/>	<input type="button" value="Change Password"/>

- **Pos user id** – Enter in current POS User Id.
- **New Password** – Enter in new password which is different password from the current one.
- **Confirm New Password**– Enter in the matching new password as the new password.
- Select **Change Password**

If the user enters the incorrect password the error message will appear.

Change Password

Change User Password or User Name.

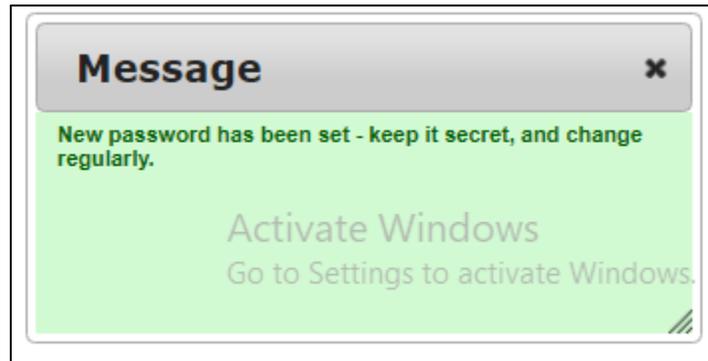
IMPORTANT - Keep your password secret, do not allow others to use your password. Please change your password regularly. Password and User Name must be between 6 and 20 characters in length.

Change Password Change User Name Change POS Password

Change POS Password

POS User Id	<input type="text" value="15"/>	
New Password	<input type="text" value="15"/>	Password and confirm password do not match
Confirm New Password	<input type="text" value="16"/>	<input type="button" value="Change Password"/>

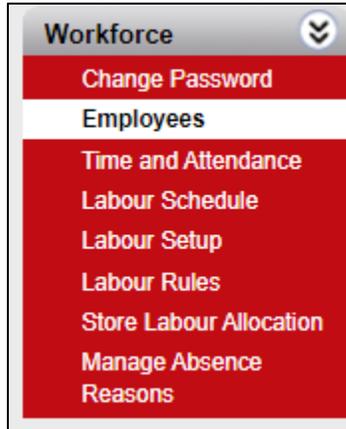
When passwords are entered correctly the following confirmation message will appear



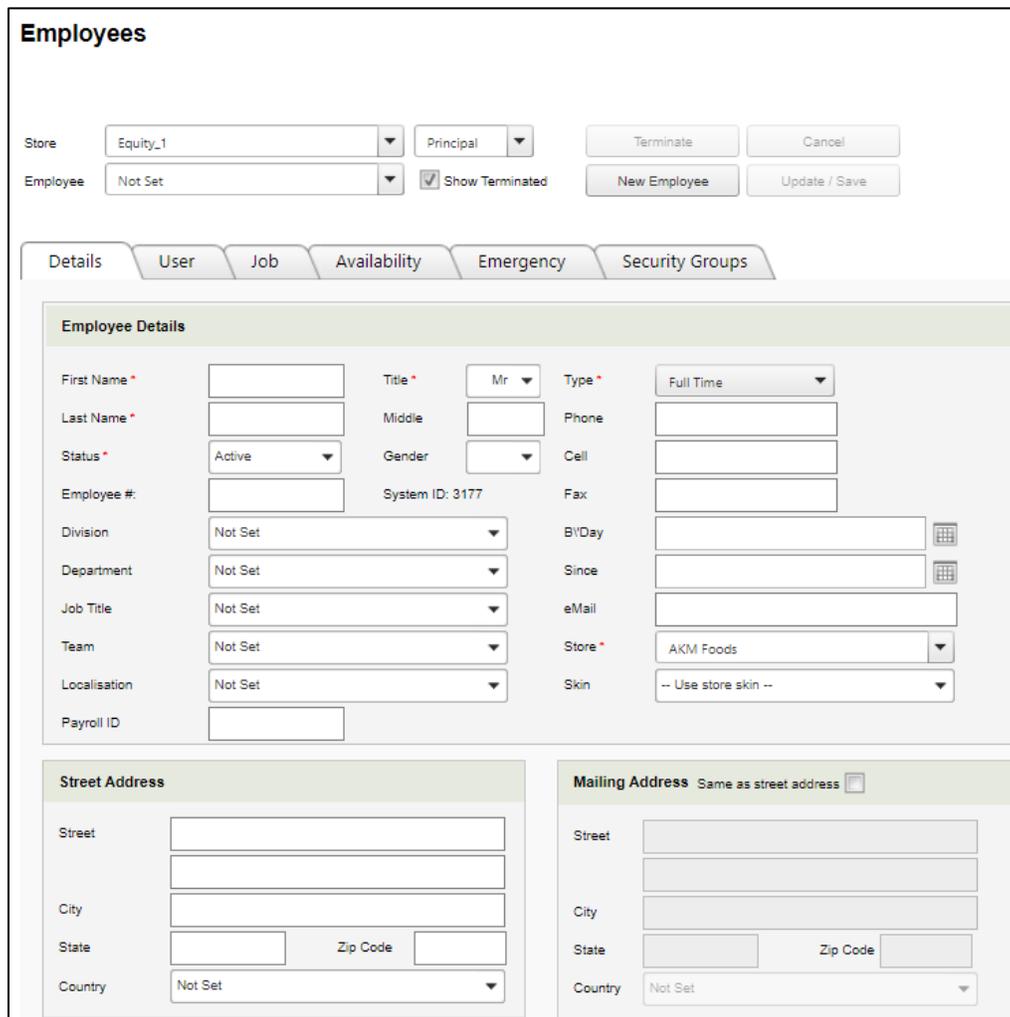
Employees

To register a new employee or edit an existing employee.

Note: All employees must have an employee profile in Macromatix.



Employees page will appear.



The screenshot shows the "Employees" page in a web application. At the top, there are dropdown menus for "Store" (Equity_1) and "Principal" (Principal), along with buttons for "Terminate", "Cancel", "New Employee", and "Update / Save". Below these are dropdowns for "Employee" (Not Set) and a checked checkbox for "Show Terminated".

The main content area has tabs for "Details", "User", "Job", "Availability", "Emergency", and "Security Groups". The "Details" tab is active, showing the "Employee Details" form. The form is divided into several sections:

- Employee Details:** Fields for First Name, Last Name, Status (Active), Employee #, Division (Not Set), Department (Not Set), Job Title (Not Set), Team (Not Set), Localisation (Not Set), Payroll ID, Title (Mr), Middle, Gender, System ID (3177), Type (Full Time), Phone, Cell, Fax, B'Day, Since, eMail, Store (AKM Foods), and Skin (-- Use store skin --).
- Street Address:** Fields for Street, City, State, Zip Code, and Country (Not Set).
- Mailing Address:** Fields for Street, City, State, Zip Code, and Country (Not Set). There is a checkbox for "Same as street address".

Enter in the information for the employee. Ensure the details are correct.

- **Store** – Select from the drop down
- **Employee** - Select the employee name from the drop down
- The user security type such as (Store or corporate)
- Select **Show Terminated** for reporting purposes

The screenshot shows a form with the following fields and buttons:

- Store: KSA539 WESTONARIA (dropdown)
- Employee: ALICIA MAZWEMBE (dropdown)
- Show Terminated:
- Buttons: Terminate, Cancel, New Employee, Update / Save, Add Existing

There are various parameters which are tabulated for the ease of the user

The screenshot shows a tabbed interface with the following tabs:

- Details
- User
- Job
- Availability
- Emergency
- Security Groups
- Multi Store Access

Details

The details tab has fields for personal information which is important per employee. The fields contain Human resource and operational data to provide daily support to the restaurant managers.

Example:

The screenshot shows the Employee Details form for ALICIA MAZWEMBE. The form is divided into several sections:

- Employee Details :** ALICIA MAZWEMBE
- Personal Information:** First Name (ALICIA), Last Name (MAZWEMBE), Title (Ms), Middle, Gender, Status (Active), Employee #: (700229), System ID: 2094.
- Contact Information:** Phone, Cell, Fax, B'Day, Since, eMail.
- Operational Data:** Division (Not Set), Department (Not Set), Job Title (Not Set), Team (Not Set), Localisation (Not Set), Store (KSA539 WESTONARIA), Skin (-- Use store skin --).
- Payroll ID:** 700229
- Street Address:** Street, City, State, Zip Code, Country (Not Set).
- Mailing Address:** Same as street address (checked), Street, City, State, Zip Code, Country (Not Set).

User

The user tab allows security updates such as username and password resets.

- Note that when a password is reset, the primary logged in user will need to authorize.

Should the logged in user need to change his/her password, the authorization will need to be validated by another user/manager with the relevant security access.

The screenshot shows the 'User' tab for an 'Employee : Area Manager'. It is divided into two main sections: 'User Logon Details' and 'POS Details'.
User Logon Details:
- Username: AreaManager (6-50 characters)
- Reset password: [masked] (6-50 characters)
- Authorization: [masked] (manager password)
- A 'Reset Password' button is present.
- A 'Logon disabled' checkbox is currently unchecked.
POS Details:
- POS ID: 1
- POS Password: [empty field]
- Clock Punch ID: 1

Job

The Job tab has pay rates configured, along with adding on a new job. The relevant person can change the pay rates as described in the user's employment contract.

The screenshot shows the 'Job' tab for an 'Employee : Area Manager'. It contains two main sections: 'Pay' and 'Jobs'.
Pay:
- Question: 'How is the employee paid ?'
- Radio buttons: 'Hourly, differs by jobs' (selected), 'Hourly, same for all jobs', 'Salaried'.
- 'Meal Waivered' checkbox is unchecked.
Jobs:
- '+ Add new record' button and 'Refresh' button.
- Table with columns: Job, Pay Rate, Effective Pay Rate, Primary Job.
- Row 1: Job: '<select job>', Pay Rate: R 0,00, Effective Pay Rate: R 0,00, Primary Job: [check] [X].
- Footer: 'No records to display.'

Add a New Employee

To add a new employee, select the **Add new record**.

Select the Job designation, Pay rate and flag the tick sign to mark as active.

Macromatix has the feature to add training requirements as per the client.

Example:

Jobs			
+ Add new record			Refresh
Job	Pay Rate	Effective Pay Rate	Primary Job
Restaurant General Manager	R 90,00	R 90,00	<input checked="" type="checkbox"/>  

Roles	
Role Name	Trained?

Availability

Due to the nature of restaurants, employee availability is key to customer service. As an example, weekday/weekend shifts along with emergency time off can be logged using this feature

Details	User	Job	Availability	Emergency	Security Groups
Employee : Area Manager					
+ Add new record					Refresh
Day of Week	From	To			
No records to display.					

To log the availability of the employee, the following steps can be followed:

- Select the **Add new record** button
- Select the day of the week and the time the tick sign must be flagged to update the availability record

+ Add new record					Refresh
Day of Week	From	To			
Sun	08:00 AM		05:30 PM	<input checked="" type="checkbox"/> 	
<input type="checkbox"/> All day					
No records to display.					

Emergency

The Emergency tab is used to record the next of kin for an employee.

Example:

Employee : Area Manager	
In case of emergency	
Contact	<input type="text" value="James Scott"/>
Relationship	<input type="text" value="Family"/>
Phone	<input type="text" value="1234567891"/>
Mobile	<input type="text" value="1234567891"/>

Security Groups

Security groups can be used to assign designated access to an individual.

Details	User	Job	Availability	Emergency	Security Groups
Employee : Area Manager					
Set as Member of Security Group					
<input type="text" value="RGM & Area Coach"/>				<input type="button" value="Set as Member"/>	
Member of Groups					
Assistant Manager				Delete	
RGM & Area Coach				Delete	

To assign access, drop down the list and select the designation in the example above RGM & Area Coach has been selected.

Select the **Set as Member** button, this will add the employee to a member of a group.

Member of Groups	
Assistant Manager	Delete
RGM & Area Coach	Delete

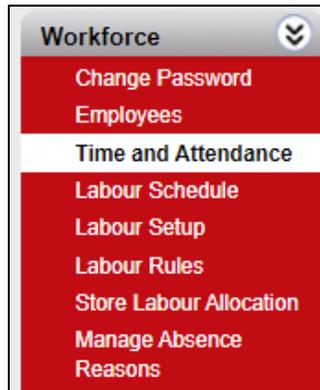
NB: Always Update/Save after editing or creating information for a user to have the configuration saved.

Time and Attendance

Time and attendance is used to view the hours worked.

- Records the start, finish and break times of employees.
- Permits stores to calculate the payroll correctly and to adjust the labour costs to improve efficiency.

Every employee in the store will scan their finger when starting and finishing their shift including breaks. The time will be logged in Macromatix for the Manager to approve or deny for accurate payroll.



Time and Attendance (Today)

Store:

Date: [Yesterday](#)

Displays shifts started between 2020-07-11 11:00 PM and 2020-07-12 10:00 PM.

Employees:

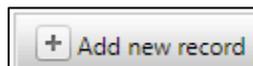
Store	Name	Scheduled	Actual	Pay	Pay Rate	Pay Hours	Penalty Rate	Breaks	Break Hours	Authorized
No records to display.										

Leave Info

Employee	Start Date	End Date	Reason
No records to display.			

Click on **Add**, a panel will appear to enter in the shift details. You can select from the following options to record the shift manually.

The user may click the Add new record to enter leave information (start date, end date and the reason for the leave – e.g. annual or sick leave).



Labour Schedule

Manage the labour shift schedule to ensure the store always has an efficient amount of employees on duty to manage the peak and off-peak periods.



See next page*

This page will show the labour schedule. It will show all the work areas available for scheduling and how many roles have been assigned for each work area. The manager will choose which schedule period they wish to view by using the date drop down tabs or by selecting Day/week button .



Labour Schedule

Store: KSA10/0 DELAWAREVILLE

Schedule is In Progress

Auto Refresh Data

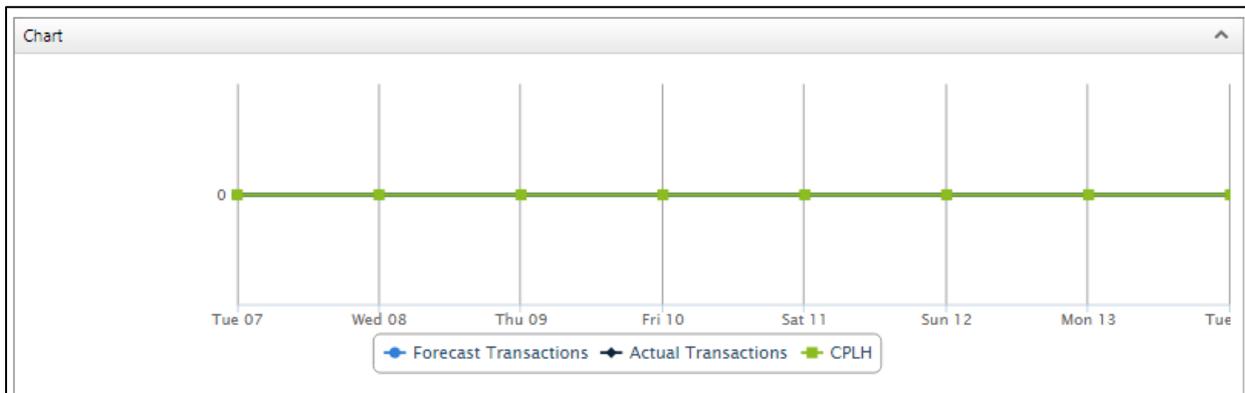
Schedule: Week: Week 28 Starts: 2020-07-07 Day: 2020-07-13 Monday < Day Week >

Roles	13 July 2020	4am	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Management																	
RGM																	
ARGM																	
Shift Supervisor																	
BOH - Back of House																	
Cook 1																	
Cook 2																	
Cook 3																	
Cook 4																	
Cook 5																	
MOH - Middle of House																	
COB Packer 1																	
FFS 1																	
F2F 1																	
COB Packer 2																	
FFS 2																	
F2F 2																	
COB Packer 3																	
FFS 3																	
FFS 4																	
FOH - Front of House																	
Cashier 1																	
Assmblr/Presenter 1																	
Cashier 2																	
Assmblr/Presenter 2																	
Cashier 3																	
Cashier 4																	
Cashier 5																	
Drive Thru																	
Order Taker																	
Packer																	
Presenter																	
Delivery																	
Cashier																	
Packer																	
Lobby																	
Lobby Host																	
Hygiene Captain																	

Another example page that appears on labour schedule:

KPIs								
	Totals	Actual	Actual	Actual	Actual	Actual	Actual	Forecast
		Tue 07 Jul	Wed 08 Jul	Thu 09 Jul	Fri 10 Jul	Sat 11 Jul	Sun 12 Jul	Mon 13 Jul
Forecast Sales \$	0	0	0	0	0	0	0	0
Actual Sales	0	0	0	0	0	0	0	0
Ticket Average	0	0	0	0	0	0	0	0
Forecast Transactions	0	0	0	0	0	0	0	0
Actual Transactions	0	0	0	0	0	0	0	0
Scheduled Team Member Cost	0	0	0	0	0	0	0	0
Actual Team Member Cost	0	0	0	0	0	0	0	0
Scheduled Team Member Rate	0	0	0	0	0	0	0	0
Actual Team Member Rate	0	0	0	0	0	0	0	0
Actual Team Hours Incl. Unauthorised	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Scheduled Team Member % of Sales	0	0	0	0	0	0	0	0
Actual Team Member % of Sales	0	0	0	0	0	0	0	0
CPLH	0	0	0	0	0	0	0	0
Actual vs Forecast CPLH	0	0	0	0	0	0	0	0
Scheduled SPH	0	0	0	0	0	0	0	0
Actual SPH	0	0	0	0	0	0	0	0
▶ Scheduled Team Member Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
▶ Scheduled Direct Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Optimum Hours	420	60	60	60	60	60	60	60

The KPIs and Chart screen shows the progress of the stores sales. It displays a selection of requested KPI's for labour to help the Manager compare hourly and daily results of running an efficient and accurate labour schedule.



Employee Shifts is used to calculate the total hours worked per day or weekly hours worked.



In order to see the hours per employee, click on the calendar icon  and the following screen will appear:

Employee Shifts		Tue 07 Jul	Wed 08 Jul	Thu 09 Jul	Fri 10 Jul	Sat 11 Jul	Sun 12 Jul	Mon 13 Jul
Totals	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Lab 102 Manager	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Area Coach2	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Antony Wa	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Andrew Higgs	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Select the  and the dropdown will appear with options.

Show Employee Type
 Show Time Off Hours

The user must tick on the box  next to the option. For Example, if the user tick the

Show Employee Type

Employee Shifts		Tue 07 Jul	Wed 08 Jul	Thu 09 Jul	Fri 10 Jul	Sat 11 Jul	Sun 12 Jul	Mon 13 Jul
Totals	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Lab 102 Manager (Full Time)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Area Coach2 (Full Time)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Antony Wa (Full Time)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Andrew Higgs (Full Time)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

The screen shows in which group an employee falls into.

- For example, if an employee works full time – next to the employee name, there will be **full time**, and if they work part time, it will be **part-time** next to their name.

Show Time Off hours

 Show Time Off Hours

This screen indicates the time off per employee.

Employee Shifts								
	Totals	Tue 07 Jul	Wed 08 Jul	Thu 09 Jul	Fri 10 Jul	Sat 11 Jul	Sun 12 Jul	Mon 13 Jul
Lab 102 Manager	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
▶ Time Off	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Area Coach2	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
▶ Time Off	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Antony Wa	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
▶ Time Off	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Andrew Higgs	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
▶ Time Off	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

NOTE:

- The Employee Shifts panel on the Labour Schedule page displays all employees who are scheduled to work during the day or week that you are viewing. You can see their scheduled shift hours allocated across the day or week
- The **Totals** column is formatted as follows: number of shifts/total hours scheduled for date you are viewing
- Green shading of the horizontal Hour panel means that time has passed. Red has not occurred.

Labour Setup



Labour Setup Roles

Labour Setup - Roles

Roles Jobs Job Roles Age Categories Work Areas Store Work Areas Work Area Template Setup Position Maximum Employees Allowances Job Class

+ Add new record Refresh

Role Name	Lead in Buffer	Foreground Color	Background Color	Multi-Resource	Auto-Clock	No Training Needed	Enabled	Indirect
Assembler	0	Black	Green	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assistant Restaurant Manager	0	White	Dark Green	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cashier/OrderTaker	0	Black	Orange	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chute Coordinator	0	Black	Yellow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CLNR	0	Black	Light Green	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cook	0	Black	Yellow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fast Forward	0	Black	Light Blue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Freezer to Fryer	0	Black	Red	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Host	0	Black	Blue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Roles: refers to the position one fall into, for example; SS, RGM etc.

The screen above shows the role per employee and how one may set it up. This allows the user to edit an existing role or add a new role.

- To edit the Role, select the on the **pencil icon** to make changes.
- To add new role, **Add new record** button to add a new position or role.



NOTE: Once the changes have been made, click on the tick to save  and click on the cross to

cancel the changes .

JOBS

Jobs: this indicate the pay rate, POS job ID, and job class/role.

Labour Setup - Jobs

Roles Jobs Job Roles Age Categories Work Areas Store Work Areas Work Area Template Setup

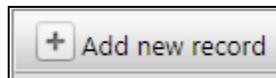
Position Maximum Employees Allowances Job Class

+ Add new record Refresh

Job Name ▲	Default Pay Rate	Exclude Cost	Management	POS Job ID	Enabled	Job Class	
Assitant Restaurant Manager	R 1,00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	ARM	
Restaurant General Manager	R 1,00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	RGM	
Shift Supervisor	R 1,00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	<input checked="" type="checkbox"/>	SS	
Team Member_CSTM	R 22,47	<input type="checkbox"/>	<input type="checkbox"/>	7	<input checked="" type="checkbox"/>	CSTM	
Team Member_FSTM	R 21,40	<input type="checkbox"/>	<input type="checkbox"/>	8	<input checked="" type="checkbox"/>	FSTM	
Assistant Restaurant Manager_Trainee	R 1,00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	<input type="checkbox"/>	ARM	

To add new job and edit an existing job.

To add a new job, select the **Add new record** button



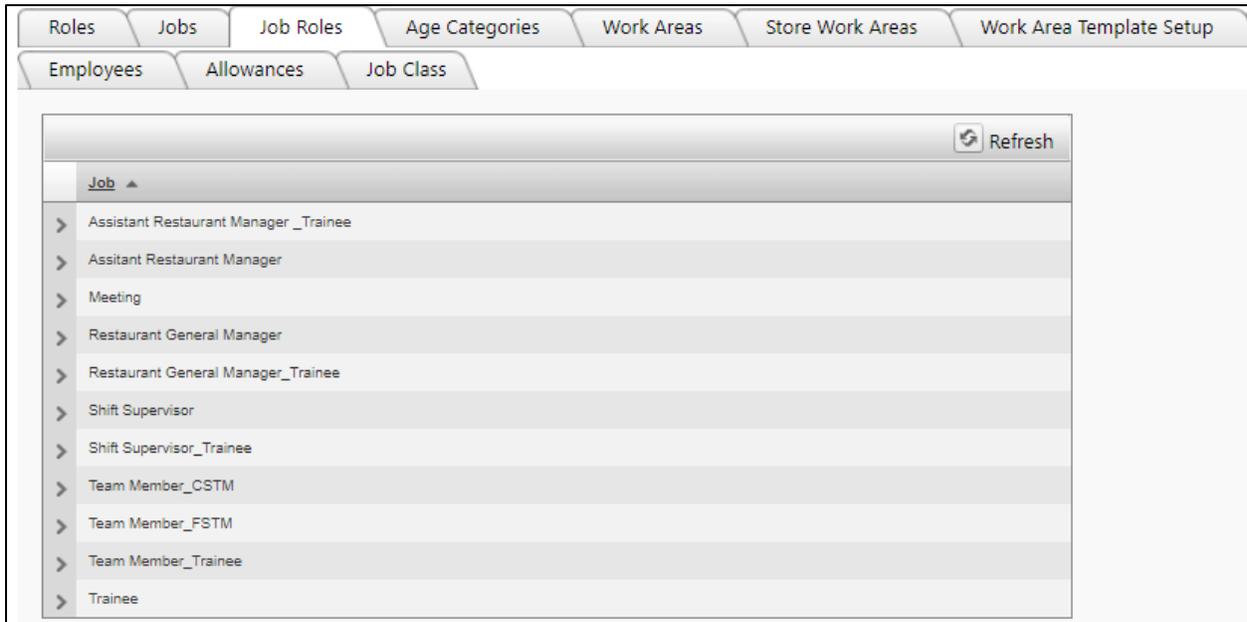
This allows a user to add a new job title, payrates and a job class. Once done adding, the user will then have to save the changes using the tick or delete using the cross.

+ Add new record Refresh

Job Name ▲	Default Pay Rate	Exclude Cost	Management	POS Job ID	Enabled	Job Class	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	RGM	<input checked="" type="checkbox"/> <input type="checkbox"/>
Assitant Restaurant Manager	R 1,00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	ARM	
Restaurant General Manager	R 1,00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	RGM	

Job Roles

Job roles are used to make changes of the role per employee.



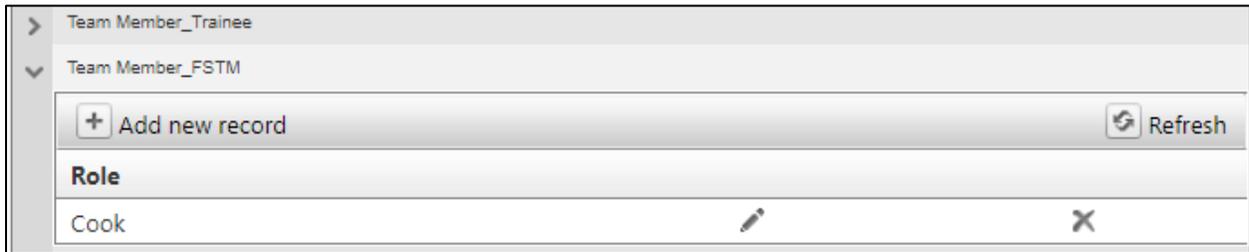
Select the role by using the arrow key.



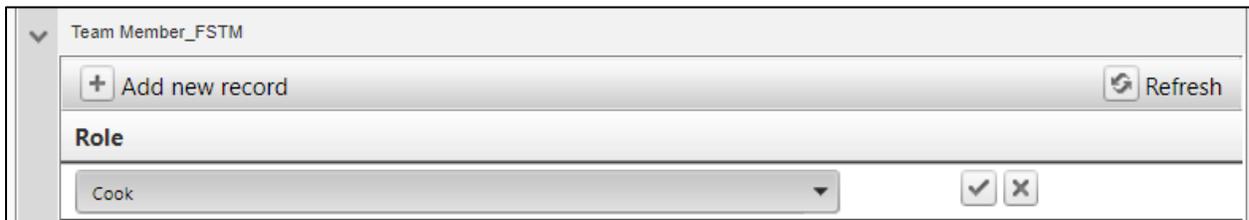
The following scree will appear:



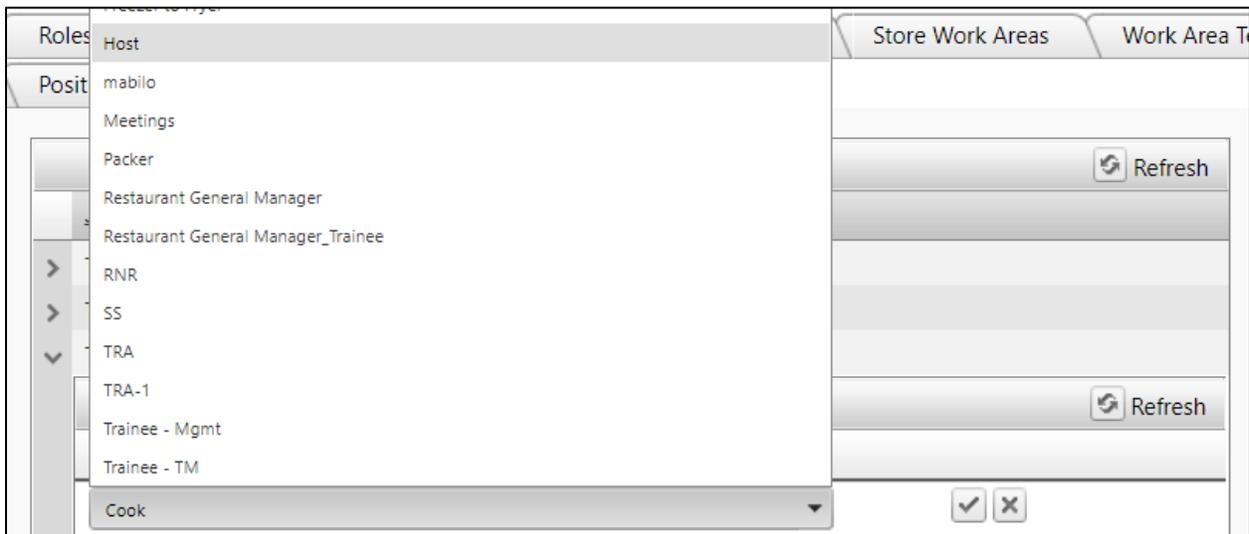
This allows the user to edit any selected role.
To edit /make changes, the user must click on the pencil icon:



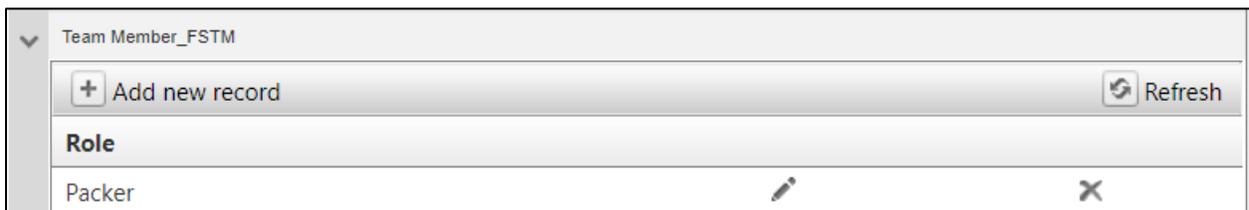
The user may click on the pencil icon  again, to proceed with the changes or click the cross  to cancel. The following screen will appear:



The page will have the dropdown arrow which have various roles to select from.



If the role of a team member changes from Cook to Packer – Select the role and save using the tick.
Once saved, the changes will be shown.



Age category

Labour Setup - Age Categories

Roles Jobs Job Roles Age Categories Work Areas Store Work Areas Work Area Template Setup

Position Maximum Employees Allowances Job Class

+ Add new record Refresh

Category	From Age	To Age	Foreground Color	Background Color		
Minor	13	15	<input type="text"/>	<input type="text"/>		
Adult	16	99	<input type="text"/>	<input type="text"/>		

This allows the user to place employees in an age group. A user can create a new age group/category when they wish to. The user can add using the **Add new record** button.



Enter in the details and select save using the tick icon.

+ Add new record Refresh

Category	From Age	To Age	Foreground Color	Background Color		
<input type="text"/>						
Minor	13	15	<input type="text"/>	<input type="text"/>		
Adult	16	99	<input type="text"/>	<input type="text"/>		

Work Areas

This indicates types of area/workstations taking place in the store.

Labour Setup - Work Areas						
Roles	Jobs	Job Roles	Age Categories	Work Areas	Store Work Areas	Work Area T
Employees	Allowances	Job Class				
+ Add new record				Refresh		
Work Area Name ▲	Sales Related	Enabled ▼				
BOH - Back of House	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Delivery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Drive Thru	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
FOH - Front of House	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Lobby	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Edit (rename) the work area or add a new work area. Select **Add new record** to add a new work area.



- Enter in the name of the new work area
- To edit an existing work area, click on  and the following screen will appear:

+ Add new record				Refresh		
Work Area Name ▲	Sales Related	Enabled ▼				
BOH - Back of House	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
<input type="text" value="Delivery"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive Thru	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
FOH - Front of House	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Lobby	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

This allows the user to rename the work area and save changes or cancel the changes.

Employees

Labour Setup - Employees

Roles Jobs Job Roles Age Categories Work Areas

Employees Allowances Job Class

Employees

Roles Availability

Pay

How is the employee paid ?

Hourly, differs by jobs

Hourly, same for all jobs

Salaried

Pay Rate

Jobs

Add new record

Job	Primary Job
-----	-------------

Roles

Select the employee using the dropdown arrow.

Employees

Under Roles - Select how the employee is paid and save.

Example

The screenshot shows a web interface for configuring an employee's pay. At the top, there is a dropdown menu for 'Employees' with the value 'AB DeVilliers - Training Store 15'. Below this are two tabs: 'Roles' and 'Availability'. The 'Pay' section is active and contains the following options:

- How is the employee paid ?
 - Hourly, differs by jobs
 - Hourly, same for all jobs
 - Salaried
- Meal Waivered

A 'Save' button is located at the bottom of the form.

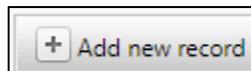
NOTE:

- If **Hourly, differs by jobs** has been selected - The user may (if preferred) tick the Meal Waivered.
- If **Hourly same for all jobs** has been selected - the user should add the pay rate.
- If **Salaried** has been selected - enter salary amount

Jobs

Job	Primary Job			
Assitant Restaurant Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select Add new record to add a new Job



Select a job title:

Job	Primary Job			
<select job>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assitant Restaurant Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-
- <select job>
 - <select job>
 - Restaurant General Manager
 - Shift Supervisor
 - Team Member_CSTM
 - Team Member_FSTM

Once the job title is selected- select the tick to save.

+ Add new record		Refresh	
Job	Primary Job		
Assistant Restaurant Manager	<input checked="" type="checkbox"/>		
Shift Supervisor	<input type="checkbox"/>		

Once job is created or added, the following screen appears below:

This is to indicate that the employee, who the job title has been created for has been trained to do the roles relating to the job.

Roles	
Role Name	Trained?
Packer	<input type="checkbox"/>
Assembler	<input type="checkbox"/>
Cashier/OrderTaker	<input type="checkbox"/>
Chute Coordinator	<input type="checkbox"/>

LABOUR SETUP – LABOUR RULES/STORE LABOUR ALLOCATION

(configurations setup does not have a default- client specific)

Manage Absence Reasons

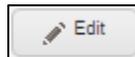
Allocate and manage reasons a team member is absent.



A list of Absent Reasons

Absence Reasons						
+ New Absence Reason						
Absence Reason	Export Code	Paid	Display In ...	Type		
Annual Leave	AL	<input type="checkbox"/>	<input type="checkbox"/>	Team		
Medical Leave	DL	<input type="checkbox"/>	<input type="checkbox"/>	Team		
Sick Leave	SL	<input type="checkbox"/>	<input type="checkbox"/>	Team		
Study Leave	L	<input type="checkbox"/>	<input type="checkbox"/>	Team		

To edit a reason – select the Edit icon

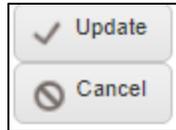


+ New Absence Reason						
Absence Reason	Export Code	Paid	Display In ...	Type		
<input type="text" value="Annual Leave"/>	<input type="text" value="AL"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Team"/>		
Medical Leave	DL	<input type="checkbox"/>	<input type="checkbox"/>	Team		
Sick Leave	SL	<input type="checkbox"/>	<input type="checkbox"/>	Team		
Study Leave	L	<input type="checkbox"/>	<input type="checkbox"/>	Team		

This allows the user to enter the:

- **Export code** which is an abbreviation used to differ leaves from each other
- **Paid** – this is to set if the leave paid or unpaid if taken.
- **Display in** – this is to set if the leave should be included in.....
- **Type** – this field is used to select the role an employee is allocated in.

Select **Update** or **Cancel**



Update saves the information:

+ New Absence Reason					
Absence Reason	Export Code	Paid	Display In ...	Type	
Annual Leave	AL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Team	Edit

New Absence Reason

To add a new reason, select the **New Absence Reason** button



Enter in the new reason details

+ New Absence Reason					
Absence Reason	Export Code	Paid	Display In ...	Type	
<input type="text" value="Maternity leave"/>	<input type="text" value="ML"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Team"/>	Update Cancel

Select **Update**: The new reason will display in the list

+ New Absence Reason					
Absence Reason	Export Code	Paid	Display In ...	Type	
Maternity leave	ML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Team	Edit
Annual Leave	AL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Team	Edit
Medical Leave	DL	<input type="checkbox"/>	<input type="checkbox"/>	Team	Edit
Sick Leave	SL	<input type="checkbox"/>	<input type="checkbox"/>	Team	Edit
Study Leave	L	<input type="checkbox"/>	<input type="checkbox"/>	Team	Edit