

TIME and ATTENDANCE

User Manual

Labor Scheduler, Management & Payroll Reports

EDITION V

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GENERAL DESCRIPTION

Time and Attendance

One makes the investment in a Point-of-Sale system because it will provide cost controls, management information, ease-of-use and, in general, the promise of savings of *time* and *money*. Similarly, the **POSitouch Time and Attendance/ Labor Scheduling Module for Windows** gives you a better grasp of the 20 percent, plus or minus, of your overhead that labor comprises; it allows you to compare sales vs. labor information, control your budget, overtime prediction, etc. - so that you can continue to run your business. The difference is that now you have accurate figures to make informed decisions.

The Time and Attendance Module for Windows is a program that is integrated with the **POSitouch** Point-of-Sale system by providing a **Job Scheduler**, an **Employee Scheduler**, and a Time Clock Function via touch screens. The program also provides various Management Reports such as: **Labor Cost Analysis**, **Overtime Prediction Report**, **Labor Productivity**, **Labor/Sales Distribution** along with more traditional Payroll reports, including the ability to export Time and Attendance data to a Payroll Service. These reports help you to lower your Labor vs. Sales index through scheduling, budgeting, tracking labor productivity, and overtime prediction. Labor reports are available from the Touch Screens to provide quick access to important labor statistics at any time, right from your operation's floor.

TIME CLOCK - OVERVIEW

What follows is a narrative explanation of the Time and Attendance System; the actual step-by-step build is detailed in the reference section. Employees punch in and out via designated touch screen terminals. The Time and Attendance Module for *Windows* follows the same **POSitouch ease of use** philosophy that exists throughout the Order Entry System. This is especially important since non-POS users such as: cooks, busboys, dishwashers, etc. must use the system, as well as servers and bartenders who have more exposure to the POS systems.

The system may optionally prohibit users, such as: servers, bartenders and managers, from performing POS functions prior to punching in. Likewise, it is possible to prevent a user from punching out, if he or she has "open and/or unpaid" checks. At punch out, the servers can have the ability to enter their Declared Tips from the touch screen. Tip Declaration can be compulsory or optional with a few suggested sales percentages. At any time, servers can print a **Time Card** or a **Time Receipt** for their own records. An **Overtime Prediction Report** is available to alert managers to employees who are approaching overtime in order to properly manage labor costs.

From the Management side, a **Time Report** can be initiated from a touch screen, which shows the detail of punch activity for a particular day in the current week. The **Time Report** from the Backoffice can be produced for a particular day or week. From the Touch Screen Labor figures can be compared to Sales figures to provide a working labor/sales or sales/labor index.

An **Exception Report** is available that highlights erroneous punches, i.e., a *punch in* with no *punch out* or *off-schedule* employees. Management uses both of these reports to determine if an employee's hours need to be adjusted. Adjustments are made for the current week from the touch screens or from the Backoffice system for all other weeks, with a notation of the reason for the adjustment. Once adjustments are complete, final Payroll Reports are printed and verified to close out the week.

The **Payroll Report** is available in either summary or detail format, and can be output to a file for export to a Payroll Service, e.g., *ADP* or a third party payroll software, *ReMacs*, *Ciridian*. The **Labor Distribution Report** is available to give valuable labor productivity information such as Labor vs. Sales by server or department, *Take Out*, as well as Declared Tips, Charge Tips, 8% of Net Sales, etc.

Employees can be assigned to perform multiple jobs, i.e. Hostess, Server, etc. in multiple departments and can punch in and out of these jobs as necessary. Management authorization can be

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optionally required; if a user needs to perform a job other than his/her own *Default Job* that he or she normally works. Budgets can be assigned to Departments for each day of the week. Their value rests in the system's ability to indicate, when scheduling employees that you are over budget for the day and department. A budget can be planned on the basis of projected sales, which can be the same as last week's, last year's, or manually entered figures.

THE SCHEDULERS: EMPLOYEE AND JOB

Hours and Schedules

When entering Hours and Schedules, management has the ability to view an employee's hours and different schedules, organized in the following ways:

- Hours:
 - This Week's
 - Last Week's

- Schedules:
 - Regular Schedule
 - Next Week's
 - This Week's
 - Last Week's

This Week's Hours are taken from the actual punches *in* and *out* that are recorded in the punch file for this week. Last Week's Hours are simply a snapshot of the previous week's punches. Authorized personnel from the Back Office may adjust these hours if necessary.

The Regular Schedule contains the schedule that an employee normally works. This schedule is automatically copied into Next Week's Schedule each time this week's hours and schedules are advanced so that reentry is not necessary. If an employee is needed to work hours that are not normally in his/her Regular Schedule, the adjustments can be made ahead of time to Next Week's schedule.

The employee's schedule is recognized by the Time Clock program and can be enforced, i.e., the employee can be prevented from punching *in/out* outside of the scheduled hours, unless authorized by a manager. Management may authorize punch *in* and *out* activity at the *POS* terminal, either with numeric entry or the swipe of a magcard. The system records "attempted and rejected" punches in the case that a manager is not available to authorize a valid early or late punch, allowing for verification of *attempted* punch times.

Job Scheduler

The **Job Scheduler** allows management the ability to schedule its various departments (Dining Room, Bar, Kitchen, etc.) on a weekly basis. There can be up to 20 different departments and as many as 24 different jobs within each department, but no more than 100 total jobs in the system. Departments can be scheduled for an entire day or for an individual shift within the day (i.e., Lunch Kitchen, Dinner Bar). Note, *Labor Shifts* do not necessarily have to correspond to *Order Entry Sales Shifts*, but should be similar if comparisons are to be made between labor activity and sales of the same shift period.

Employees can be assigned to work multiple jobs in a single day and may have different pay rates for the jobs. When viewing the schedule for a specific job, management can also view an employee's entire schedule and total hours, so that conflicting schedules are avoided and overtime situations are highlighted.

Budgeting and Projectors

While laying out the schedule for a particular department and/or shift with the Job Scheduler, the user can view a budget for that department and shift to allow adjustment of labor assignments to fit the budget. Daily projection figures can be entered into the computer to *scale* the budget based on these projections. By *scaling* the budget you are creating an index based on Projected Sales divided by Budgeted Labor and Projected Sales divided by Scheduled Labor. This index or percentage is what you need to watch when scheduling to maintain a budget to make sure that you have not *over scheduled* for a *slow* week and *under scheduled* for a *busy* week.

Sales figures from last week can be automatically copied into Projected Sales with a keystroke. Normal Sales can be entered or copied from Projected Sales.

THE PAYROLL CYCLE: Operational Overview

Employees punch in and out at designated touch screens. Each employee must be authorized to perform at least one job, their *Default Job*. If the employee performs more than one job within the restaurant, alternate jobs can be set up for the employee. Each job can have a different pay rate. When an employee punches in, their list of the authorized jobs is displayed. The *Default Job* or normal job for the employee is always the first job in the list of authorized jobs. Employees may select an alternate job by touching that job as they are punching in. Depending on their Employee Type, manager intervention may be necessary. **POSitouch** automatically adjusts for changes in the pay rate depending on the job chosen.

There are three Employee Types:

R - Regular Employees may punch in to their *default job*, but must have manager approval to select an alternate job.

S - Special Employees are allowed to select an alternate job for themselves without manager approval, but cannot authorize an alternate job for other employees.

M - Manager Employees are allowed to select alternate jobs for themselves and authorize alternate jobs for other employees.

As people punch in and out at the various touch screens that are set up *for time clock mode*, the punches are collected in a punch file (C:\SC\PUNCH2.DAT) . Each time a user at the Backoffice console accesses the Time and Attendance module, the punch file is read and the individual employee's *time card* is updated with any new punches. In this fashion, each time the Time and Attendance module is entered from the Backoffice, up-to-date and accurate punch information for the employee is available.

The system keeps two weeks of current, punch information: *This Week* and *Last Week* (within the **Employee Hours and Schedules** section). These weeks are not necessarily the *current week* and *last* calendar week, but it may be any week and the preceding week, depending on the date shown on the Time and Attendance Main Menu screen. In other words, if one has forgotten to **Advance Weekly Schedule** for three weeks, then the system's *This Week* is three weeks ago and *Last Week* is the week before that. The Time and Attendance calendar week can be set up to advance automatically to avoid this situation. (See: **SETUP > OPTIONS & COMPANY DATA** from the Time and Attendance Main Menu).

When punch information is collected from the touch screens, it is stored in a punch file based on the calendar date. The Time and Attendance date (shown on the Main Menu) should also be the current calendar week's date. If this is not the case, the **Advance Weekly Schedule** function should be selected until this is so. Weeks may be preset to advance automatically to prevent the Time and Attendance

system from falling behind the calendar week; this is useful except in the case where a bi-weekly payroll system is being used.

Also, businesses that pay their employees from the 1st to the 15th and again from the 16th to the end of the month, can print their preferred payroll report for an **Arbitrary Period** to designate the duration of the payroll for which they need data.

Periodically during the day, **Time Reports** can be printed from a touch screen. This report is a snapshot of punch transactions for that day, another day, or a given week making it possible to see who has or has not punched in, as well as who has forgotten to punch out. If there are indications of missing punches, the manager has the ability to adjust a punch transaction by deleting the whole incorrect punch record and adding a complete new one, or by adding a punch out time to an existing incomplete punch record. In general, if a person forgets to punch in or out, the employee should enter a punch as soon as the omission is realized and report it to the manager. In so doing, the manager now has a punch transaction record to edit when the adjustment is made. Adjustments for the current week can be made from the touch screen, while all other weeks are done from the Backoffice system.

Time clock activity and adjustments proceed on a daily basis throughout the week. Once the week has ended and a complete week's worth of punches has been collected, final reports can be printed for the week that has just ended.

In general, a **Time Report** and **Exception Report** are the first reports to be produced. The **Exception Report** is very much like a **Time Report**; only that it identifies records that are not payable since they lack a punch out time. The objective is to attempt to run the **Exception Report** until there are no more exceptions, i.e. all punch transactions are correct and properly payable. At this point, the **Payroll Report** can be produced. The information shown should be verified, making adjustments if necessary. Once a final run of the **Payroll Report** is produced, the week is considered complete. The **Advance Weekly Schedule** function can be used to roll the current week back to open a new week, this can be preset to happen automatically at the week's end. (See: *SETUP > OPTIONS & COMPANY DATA*).

The **Advance Weekly Schedule** function rolls the week's **Hours and Schedules** backwards, i.e. *Last Week's* hours get pushed back into an archive, *This Week* becomes *Last Week*, and a new *This Week* or current week is cleared and ready to accept new punch information. For Schedules, *This Week's Schedule* gets pushed back into *Last Week*, *Next Week* becomes *This Week*, and the *Regular Schedule* gets copied into the new *Next Week*.

To summarize, the basic functions performed on a weekly basis are:

- Employees punch in and out at the designated time clock touch screens, either to their default job or to alternate jobs that they are preauthorized to work. Depending on their Employee Type, they may be allowed to select an alternate job without manager assistance.
- Managers periodically produce **Time Reports** in order to get a snapshot of the employees that have punched in and out.
- Managers create adjustments to correct any incomplete or wrong punches, from the touch screens for the current week and from the Backoffice for all others.
- After the current week has ended, i.e. a full week of punches has been collected; a final **Time Report** for the week is produced. An **Exception Report** should also be produced to point out all incomplete punch records so that adjustments can be made.
- The final step is to produce a **Payroll Report** for the week. The **Payroll Report** extends the hours times the rate of pay plus overtime and produces the correct total dollars the employee should be paid for any job worked in this period.

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This report generally goes to a payroll service either in printed or machine readable form based on file outputs the system can produce so that individual employee checks can be printed.

- The **Advance Weekly Schedule** function is performed to push *Last Week's* Hours into an archive, *This Week* into *Last Week*, so that a new *This Week* can be cleared to accept new punches for the new week. This function also advances Schedules in the following manner: *This Week* is copied into *Last Week*, *Next Week* becomes *This Week*, and the *Regular Schedule* gets copied into *Next Week*.

SETUP FOR TIME AND ATTENDANCE

1) Files needed to get started with Time and Attendance

Time and Attendance is a separate Software Module that is purchased from your local POSitouch dealer. The Software Key in the back of your POS system unit must be programmed to enable this module to work; otherwise you will not be able to access it. A software key upgrade or a new key accompanies a copy of this manual and a Time and Attendance Transfer disk with the actual application programs.

Initializing a Time and Attendance Database - Getting Started

The Time and Attendance transfer diskette also includes an *empty* database, which includes five files:

TAEMPLOY.DBF The employees, hours and schedules reside in this file.

TAEMPL_1.IDX The three index files provide easy access to Names.

TAEMPL_2.IDX Employee ID number and Department and Job.

TAEMPL_3.IDX These index files can be rebuilt by TAREDO.

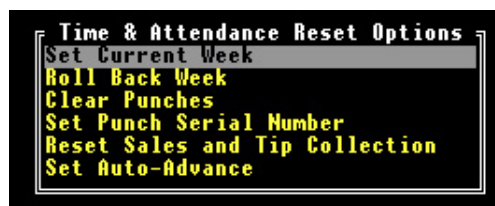
TAMASTER.DAT This file holds department & job list and various setup information.

After a successful Time and Attendance Transfer, the data files have to be removed from TANULL.ARC. This is done with the command. ARCE -R TANULL.

NOTE: This procedure will overwrite an existing time and attendance database and punch file. It should be done only when starting a new database.

Now you are ready to initialize the data files with the program **TARESET**. From the DOS prompt type TARESET.

C:\SC> TARESET



1. Set the Current Week to today's date.
2. Clear Punches for Both weeks.
3. Set Punch Serial Number to 0 (zero)

4. Reset Sales and Tip Figures.

5. Set Auto-Advance

With this process complete, you are ready to begin to actually build your own Time and Attendance database. The overview below serves as an outline; our suggestion is that you look in the reference section for the detailed explanations of the following setup chores.

2) Identify the Departments in the restaurant such as: Kitchen, Floor, Dining Room, Pub, etc. (See: *SETUP OPTIONS > DEPARTMENT & JOBS*).

Departments may correspond with **POS** Cost Centers, so that the labor activity in a department can be compared to sales in the similar **POSitouch** Cost Center. The purposes of the departments are just for such comparisons, but they are also used in the **Job Scheduler** feature. The **Job Scheduler** allows scheduling of jobs by department; for example, all kitchen staff can be scheduled on a single screen and seen together. It is, therefore, important to set up the appropriate department separations ahead of time.

3) Set up Jobs within each Department. (See: *SETUP OPTIONS > DEPARTMENT & JOBS*).

There are currently no limits as to number of jobs in the system that is logically connected to departments. A job can be created with the same name in multiple departments, i.e. the jobs of Dining Room Bartender and Pub Bartender can exist.

4) Define the appropriate Labor Shifts for the restaurant.

There can be as many as 5 labor shifts that divide the 24-hour day. Labor shifts need not correspond exactly to the Order Entry shifts within the Point-of-Sale system, however, if they do correspond, (perhaps, with an additional shift to account for the hours when the restaurant is not operational, i.e., after closing and before opening), then accurate comparisons can be made between the labor activity and sales of the same shift time period. (See: *SETUP OPTIONS > SHIFTS*).

5) Add Employees to the system. (See: *EMPLOYEES...*).

The information that is necessary in the Employee Record includes the Employee Number, Name, as well as a variety of other information pertinent to the employee's status in the Time and Attendance Module. It is intended that the Time and Attendance Employee Number must be exactly the same as the User Number for all **POS** users. Non-**POS** users such as Kitchen Staff should be assigned employee numbers above 1000 to keep them out of the 1-999 range used by the **POS** employees. Other information contained in the Employee Record is Address, Phone Number, Social Security Number, Wage Type, Employee Status, and various other information fields that are optional to the Time and Attendance Module.

6) Set up the authorized Jobs that each Employee can perform in the Employee Jobs and Rates section.

Employees can have virtually any number of authorized jobs, but the list should be kept as short as possible. The first job in each employees list is considered their *default job*, the job that they normally perform. When an employee uses the time clock to punch in, their list of authorized jobs is displayed. Again, this list should only include the jobs that they are approved to perform. Each job can be preset to have a different rate of pay, so that when an employee punches in to an alternate job, they are paid at the corresponding rate.

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7) The Time and Attendance Setup sections that have not yet been completed are filled in.

The Time and Attendance Setup section contains information about general Company Data, Overtime and Vacations, Shifts, Password Control for the system, Departments and Jobs, Adjustment Reasons and Reports Setup.

8) Once all of the sections of the Time and Attendance setup have been completed, there are sections of setup outside Time and Attendance in the Backoffice SETUP that must be completed. These include:

Setup > Restaurant Miscellaneous Data > System 1

☐ Use club account module?
☒ Use time and attendance module?

Back Office Setup > Hardware > Terminal Stations

No.	Location
1-	POSDRV
2-	TERM2

Location:

Term. type:	PC color
Term. prntr:	Epson TM-T80
C C printer:	POSDRV
Pole disp.:	None installed
Pole unit:	None
HC Cashout:	to Check Printer
Scale unit:	None
Scale prntr:	None
Lqr Pouring:	None
Check prntr:	None
Coin disp.:	None

☐ Dual coin dispensers?

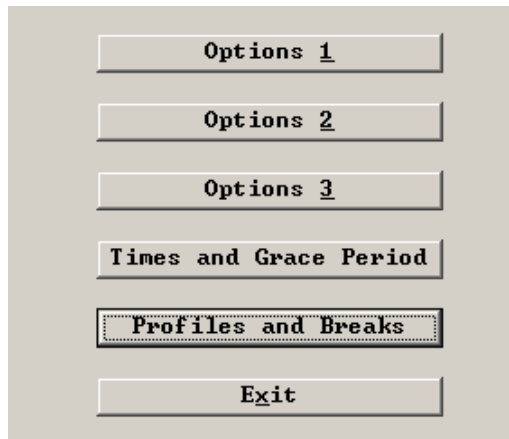
Screen saver: Prep time:

☐ Is cash drawer attached?
☒ Are manager screens accessible?
☒ Can Fast Orders be entered?
☒ Is Misc. Table accessible?
☐ Print check on REPRINT only?
☒ Allow take payment?
☐ Select checks to pay with keypad?
☒ Select checks to pay from chklst?
☐ Print a check for a FAST ORDER?
☒ Time Clock?
☐ Handheld Terminal? ☐ Large Screen?
☒ Allow club account?
☐ Fast Food terminal?
☐ Master bumper?
☐ Enable 'show orders'?
☐ Elim. Take Pay from Login screen?
☐ No User Programs?
☐ No club at check open?
☐ Auto bump VDU orders?

Alt. VDU:
Satellite # / Board #:

Baud Rate:

Setup > T & A Front of the House



The Setup > Time Clock section of the Backoffice System must be completed. This section includes information about the Time Clock Increment, Grace Periods for punching in and out, and various other fields that enable different options of the Time and Attendance for *Windows* Module. This setup operation creates a file named TIME.SYS in the \SC directory, which is essential to running your POS with Time and Attendance. The absence of this file will create an error message when trying to start up the Order Entry System with Time and Attendance enabled.

The **Reference Section** of this manual that follows is a detailed explanation of the setup that needs to be filled and its implications.

REFERENCE SECTION

This section details the setup work and periodic maintenance involved in running an efficient Time & Attendance System. Below we identify the screens and options that require setup in the Main Back Office Menu for the system to function according to customer needs.

Back Office Setup > Restaurant Misc. Data > System 1

The Use time and attendance module flag set to Y enables the Time and Attendance module to be active in the system. This alone does not initialize the module since specific terminals that are to be used for the Time Clock also need to be set up. (See next page for set up.) NOTE: The Time and Attendance module requires a security key upgrade; most often this is done when the POS is purchased. However, Time and Attendance can be enabled on the security key through files sent over the modem.

Back Office Setup > Hardware > Terminal Stations

No.	Location
1-	TERMINAL 1

Location:

Term. type:

Term. prntr:

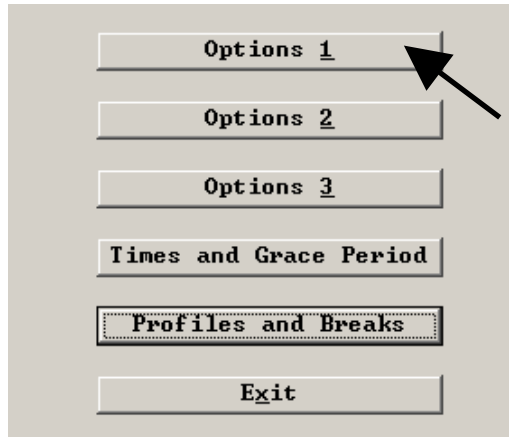
- ☒ Is cash drawer attached?
- ☒ Are manager screens accessible?
- ☐ Can Fast Orders be entered?
- ☐ Is Misc. Table accessible?
- ☐ Print check on REPRINT only?
- ☒ Allow take payment?
- ☐ Select checks to pay with keypad?
- ☒ Select checks to pay from chklst?
- ☒ Print a check for a FAST ORDER?
- ☒ Time Clock?

The Time Clock should be set to Y within the setup for every terminal that is to be used by employees to punch in and out, i.e., a Y in this field allows the Time Clock box to appear on the Front Screen of that terminal.

If the Order Entry System is already running an Immediate System Change is required to initiate the function at the terminal(s).

Back Office Setup > T & A Front of the House > Options 1

The setup options and their values reside in the file TIME.SYS. This file is read by front of the house program, SPCWIN, and determines a variety of settings related to who gets time receipts or time cards, the type of schedule enforcement, tip declaration and other controls.



'Produce time receipt' option:	2 - On any punch-in / -out
Collect declared tips option:	0 - Do not collect any tips
'No punchout w/ open tables':	1 - Open checks/payable check
☐ No punchout with drawer assigned?	
Mag. card series: 090-65 Overtime prediction hours: 40 Suggested tip declaration percent? 0.00 Suggested alternate tip declaration percent? 0.00 Print next schedule day: 0 ☐ Eliminate Print Schedule button?	
Time card trailer lines text	

Produce time receipt option specifies whether a receipt should be printed on all punches, out punches only, or not at all. Four options are provided:

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'Produce time receipt' option:	2 - On any punch-in / -out
	1 - No receipt at punch-out
	2 - On any punch-in / -out
	3 - On any punch-out only
	4 - Punchout and adjustments

- 1 No time receipt provided at all.
- 2 System produces a time receipt with at punch in and punch out.
- 3 System produces a time receipt only when an employee is punching out.
- 4 System produces a time receipt at punchout and for adjustments.

Collect declared tips option: Allows the users to enter a declared tip amount at punch out. Employee numbers under 1000 are reserved for POS users while over 1000 are non-POS users such as Kitchen help, who normally do not need to declare tips.

Collect declared tips option:	5 - if job is tipped
	0 - Do not collect any tips
	1 - Employee #'s < 1000
	2 - Employee #'s >= 1000
	3 - Collect for all empl's
	4 - Empl's w/ Collect Tips
	5 - if job is tipped

- 0 Do not collect tips for anyone.
- 1 Collect declared tips for employee's with user numbers greater than 1000.
- 2 Collect declared tips for employees with user numbers less than 1000.
- 3 Collect declared tips for all employees.
- 4 Collect declared tips for only employees with *Tips checked* in their employee record.
- 5 Collect declared tips for only employees who have a Tipped Job. See: Back Office Setup > Time and Attendance > Time and Attendance Back Office Setup > Department and Jobs > Job List > Edit Job

Job Name:	REST SERVER
Alternate code:	100
User type:	SERVER
☐ Apply shift differential?	
☒ Tipped?	

'No punchout with open tables' option defines what "open tables" are when the 'No punchout with open table ' feature is enabled. If sets to 0, servers are prohibited from punching out if they still have open tables and/or unpaid checks active in the system. If set to 1, the server cannot punch out if he/she has open tables active in the system.

	2 - On any punch-in / -out
	5 - if job is tipped
	1 - Open checks/payable check
	0 - Open tables
	1 - Open checks/payable checks

Magcard series number is filled in if the restaurant is to implement time clock punches via magcard. This field should contain the first five numbers of the magcard series supplied by the vendor.

Time and Attendance Documentation

Magcard series number is filled in if the restaurant is to implement time clock punches via magcard. This field should contain the first five numbers of the magcard series supplied by the vendor.

Overtime prediction hours for reporting purposes, this notifies the employer who is approaching overtime for the week, i.e., which employee already has total hours worked equal to or above the number of overtime prediction hours. See: Overtime Prediction Report for example.

Suggested tip declaration percent: gives wait staff the option to see their sales multiplied by a declared tip percentage in order to facilitate accurate declaration of tips for income tax purposes.

Suggested alternate tip declaration percent: gives wait staff the option to see their sales multiplied by an alternate declared tip percentage in order to facilitate accurate declaration of tips for income tax purposes.

Print next schedule day: translate this to mean on which business day of the week do you want your employees to print Next Week's Schedule from the Front of the House. Said another way, enter the value for the day of your labor week on which your employees will have access to print next week's schedule from the order entry system.

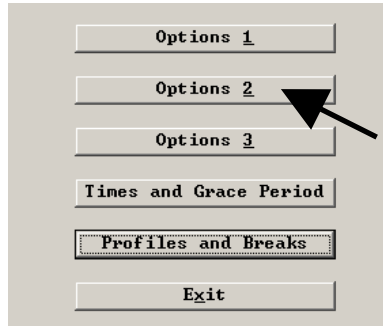
Eliminate Print Schedule button: This flag, when set, eliminates the Print Schedule button from front of the house.

Time card trailer lines text: in the four lines available, enter the text that you wish to print on the bottom of the employees time card when they print it out from the Order Entry System.

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Back Office Setup > T & A Front of the House > Options 2

Setup Options 2 has more controls to allow the manager/owner to determine when and how employees will use the POS system. It also allows you to define cashout labor information accessible from the Front of the House.



☒ Print time cards?	
☐ Labor cashout 2nd col is labor hours?	
☒ Labor cashout 3rd col is labor hours?	
☐ 4th column uses labor dollars?	
☐ Labor cashout---'Sales/Labor'?	
☐ Labor Prod Report uses Labor Hours?	
☐ Labor Prod Report uses Guests/Covers?	
☒ Labor Prod Report shows Sales/Labor?	
☐ Punch-in by mag card only?	
☐ Force early punch-in to schedule?	
☐ Compulsory time card at punchout?	
☐ two copies? ☐ on all punchouts?	
☐ Show cashout info at punchout?	
☒ Restrict POS use to users punched in?	
☐ No shutdown with employees punched in?	
☐ Manager authorization via mag card only?	
☐ Compulsory tip declaration at punchout?	
☐ Confirm tip declaration?	
☐ Allow entry of negative tips?	
Conf. tip prompt:	PLEASE CONFIRM YOUR TIP AMOUNT!
☐ Start of labor cost day ends open punches?	
☐ Clock increment rounds forward?	

Schedule Request Types

REQUESTED TIME OFF
VACATION

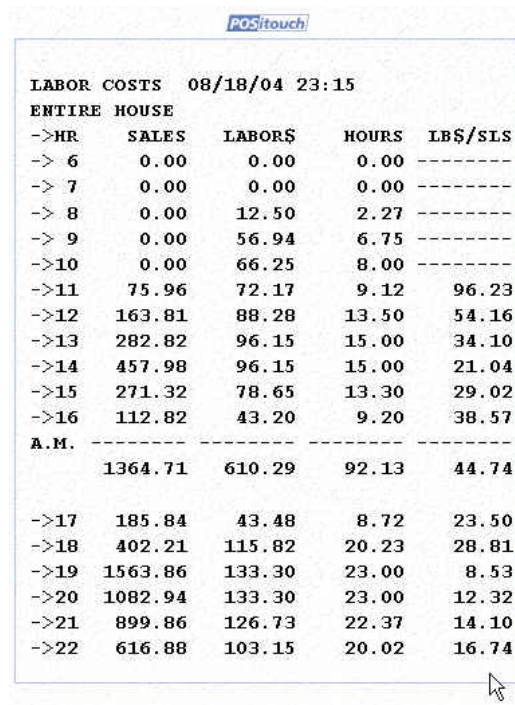
Print time cards a *check* enables a button to display on the time clock screen named Time Card. When touched, this function produces a time card for employees.

Labor cashout 2nd column is labor hours?

This option determines the *look* of the labor cashout, specifically which column is labor hours.

Labor cashout 3rd column is labor hours?

This option determines the *look* of the labor cashout, specifically which column is labor hours.



HR	SALES	LABOR\$	HOURS	LB\$/SLS
-> 6	0.00	0.00	0.00	-----
-> 7	0.00	0.00	0.00	-----
-> 8	0.00	12.50	2.27	-----
-> 9	0.00	56.94	6.75	-----
->10	0.00	66.25	8.00	-----
->11	75.96	72.17	9.12	96.23
->12	163.81	88.28	13.50	54.16
->13	282.82	96.15	15.00	34.10
->14	457.98	96.15	15.00	21.04
->15	271.32	78.65	13.30	29.02
->16	112.82	43.20	9.20	38.57
A.M.	1364.71	610.29	92.13	44.74
->17	185.84	43.48	8.72	23.50
->18	402.21	115.82	20.23	28.81
->19	1563.86	133.30	23.00	8.53
->20	1082.94	133.30	23.00	12.32
->21	899.86	126.73	22.37	14.10
->22	616.88	103.15	20.02	16.74

4th column uses labor dollars?

This option displays labor dollars in the fourth column for the labor cashout report.

Labor Productivity Report uses Labor Hours? This option will use labor hours for the labor productivity report.

Labor Productivity Report uses Guests/Covers? This option creates an index of labor dollars per guest or cover on the Front of the House labor cashout.

Labor Productivity Report shows 'Sales/Labor'? This option displays Sales divided by Labor on the Front of the House cashout.

Punch in by magcard only requires a magcard to punch in the system.

Force early punchin to schedule enables a punchin time earlier to the scheduled time to be registered as the scheduled time. For instance, if an employee is scheduled for work at 9:00 a.m. and punches in at 8:48 a.m., the punch in will register as 9:00 a.m. for the purposes of payroll.

Compulsory time card at punchout will automatically produce a time card for the employee at punch out.

Two copies? A check at this flag will print two copies of a time card at punch out.

Show cashout info at punchout? A check to this flag displays cashout info on the screen when an employee punches out.

Restrict POS use to users punched in if *checked*, restricts all users from accessing the POS system unless they have punched in. If salaried employees use the POS system, they must be set up in the Time and Attendance Employee database, and also set to have a Default Job.

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No shutdown with employees punched in? If set to *check*, the Order Entry System will not shutdown unless all employees are punched out for the day.

Manager authorization via magcard only restricts an authorization of an alternate job to only managers who have an approved magcard.

Compulsory tip declaration at punchout requires that waitstaff declare a tip (0.00 is a valid declaration) at punchout.

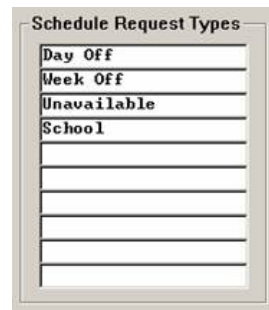
Confirm tip prompt: Enter the message that you want to appear on the Front of House screen when an employee tries to declare his/her tip.

Allow entry of negative tips? This flag allows one to enter negative tips in at the front of the house at punchout.

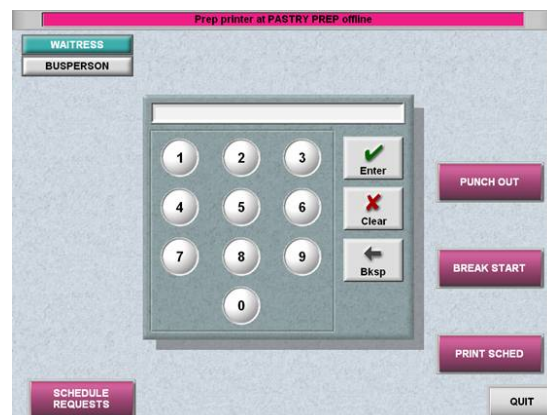
Start of labor cost day ends open punches if this flag is set to *checked*, then the system looks at the time setup in Start of Labor Cost Day in SETUP > RESTAURANT MISC. DATA > CASHOUTS and will not carry over earlier *in* punches. For instance, if the value of Start of Labor Cost Day is 5:00 a.m. anyone still punched in after this time will have to punch in again and the previous day's punch out will have to be adjusted. This is to prevent employee's who have not punched out the previous evening from being able to punch out the next business day.

Clock increment rounds forward? With this flag set the clock increment only rounds forward, not forward and backwards.

Schedule Request Types? We have added a set of 10 fields to create labels schedule request types.



This creates a button in the Front of the House labeled SCHEDULE REQUEST.



When SCHEDULE REQUESTS is touched it brings up the screen which allows the employee to post a Schedule adjustment using the schedule request

types. To the right are sample schedule requests. To add a request, select ADD.

Time and Attendance Documentation

Schedule Requests

LINA SMIRNOVAITE

01/15/07 16:24

D	07/11/06	02	Unavailable	07/11/06	7:00a	7:10a	NEED DAY OFF
D	07/11/06	00	Day Off	07/11/06	9:00a	9:00a	NEED DAY OFF
D	07/11/06	00	Day Off	07/11/06	6:00a	11:00p	DAY OFF
D	08/08/06	03	School	08/08/06	9:00a	11:00p	
A	01/15/07	03	School	01/15/07	9:00a	6:00p	CLASS

ADD

DELETE

SAVE

When you select ADD, the schedule request types come up.

Schedule Requests

LINA SMIRNOVAITE

01/15/07 16:24

Day Off

Week Off

Unavailable

School

ENTER

After selecting the Schedule Request type, you are asked to enter the date and time of the schedule adjustment followed by a screen for an additional memo.

Schedule Requests

LINA SMIRNOVAITE

01/15/07 16:30

Enter 'in' time:

1234567890

AMPM

Clear

01/15/07Mo	01/26/07Fr
01/16/07Tu	01/27/07Sa
01/17/07We	01/28/07Su
01/18/07Th	01/29/07Mo
01/19/07Fr	01/30/07Tu
01/20/07Sa	01/31/07We
01/21/07Su	02/01/07Th
01/22/07Mo	02/02/07Fr
01/23/07Tu	02/03/07Sa
01/24/07We	02/04/07Su
01/25/07Th	02/05/07Mo

Schedule Requests

01/15/07 16:31

Enter Memo:

1234567890

QWERTYUIOP

ASDFGHJKL

ZXCVBNM

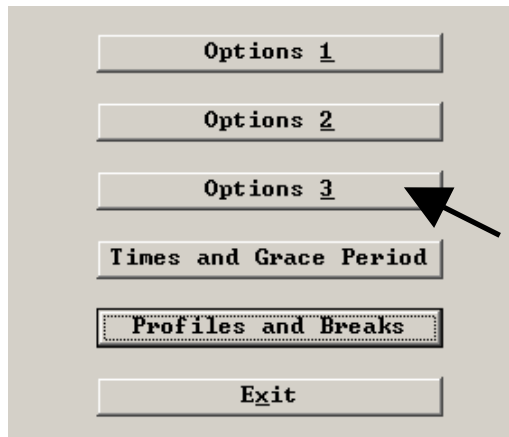
Enter

Clear

Bksp

Back Office Setup > T & A Front of the House > OPTIONS 3

Setup Options 3 has still more controls to allow the manager/owner to determine when and how employees will use the POS system. It also allows you to define cashout labor information accessible from the Front of the House.



☒	Eliminate rejected punches on time card?
☐	Eliminate rejected punches on time report?
☐	Eliminate tip %'s at punchout / cashout?
☐	Eliminate clock increment at punchout?
☐	No auth on punchout if auth on in?
☐	Punch employees out at week end?
☐	Punch employees out at day end?
☒	Eliminate Deleted punches from reports?
☐	Produce time receipt on hard check printer?
☒	Produce time receipt on soft check printer?
☐	Hard check time cards at Cashout Printer?
☐	Hard check time receipts at Cashout Printer?
☐	Eliminate User Privs from Jobs?
☐	Auto switch jobs based on schedule?
☐	Auto switch to non-tipped after hours?

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
TA start of day:	0:00	0:00	0:00	0:00	0:00	0:00	0:00
TA end of day:	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Eliminate rejected punches on time card? This option excludes rejected punches from appearing on the time card.

Eliminate rejected punches on time report? This option excludes rejected punches from appearing on the Order Entry Time Report.

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Eliminate tip %s at punchout/cashout a *check* to this flag will prevent the declared tip per-cent ages from appearing at punchout and the employee's cashout.

Eliminate clock increment at punchout? With the flag set the clock increment occurs only on punch in. At punchout, the actual time is entered instead of the increment time.

No authorization on punchout if authorization on punchin? With this flag set if an employee is authorized to work by the manager, then no authorization is required on punch out.

Punch employees out at weekend? This option punches out employees who are working at the hour of week's end.

Punch employees out at day end? This option punches out employees who are still working at the end of the labor business day.

Eliminate deleted punches from reports? This option prevents the printing of deleted punches on Time and Attendance reports.

Produce time receipt on hard check printer? This option produces a time receipt on the hard check printer.

Produce time receipt on soft check printer? This option produces a time receipt on the soft check printer.

Hard check time cards at Cashout Printer? This option produces a time card on the hard check printer.

Hard check time receipts at Cashout Printer? This option produces a time receipt at the Cashout Printer.

Eliminate User Privileges from Jobs? With this flag checked POSitouch does not look at the relationship between Job and User Type established in Back Office Setup > Time and Attendance > T&A BackOffice Setup > Department and Jobs > Job List > Edit Field > User Privileges. Instead the User Type in the Employee POS record governs the privileges associated with the users job.

Auto switch jobs based on schedule? This option automatically switches jobs based on an employee's schedule.

An employee is scheduled from 8-1 as a server and from 1-4 as a line attendant. Prior to this feature, he would have to punch out as a server at 1:00 and then punch back in as the line attendant. This process is now automated based on the following conditions.

An employee is scheduled for 2 jobs and the two schedule entries **need to abut each other**, such as 8-1 and 1-4, then the system automatically punches him out from the first job at 1:00 pm and then punches him back in at the second job at 1:00pm. See schedule example below:

Labor Scheduler - [SERVER DEPT. - This Week]	
File Edit View Zoom Utilities Window Help	
Week View: This Week: 03/16/2006 Dept./Group: SERVER DEPT.	
Saturday, March 18/2006	
Employee Name	Hrs
Bashaw, Ashley	34.00
Beltran-villa, Julee	00.00
2am 3am 4am 5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm	
SERVER TIPPED LINE ATTENDANT	

Time and Attendance Documentation

If an employee is on break when an automatic job switch is supposed to happen, then the employee's punch in from the break from the first job ends at the break punch out time and the new job punch in time is the time punched back in from break.

Auto switch to non-tipped after hours? This option automatically switches an employee to a non-tipped job when he is working outside of a restaurant's business hours. Based on the flag above, *Auto switch to non-tipped after hours*, and the table of *start* and *end* times defined on this setup screen, jobs are automatically switched. The switch is from the tipped job to the non-tipped job immediately after the tipped job in the employee's employment record.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
IA start of day:	7:30	10:45	10:45	10:45	10:45	10:45	7:30
IA end of day:	22:00	22:00	22:00	22:00	22:00	23:00	23:00

The result is that at the end of the restaurant's business day, based on the above setup screen, if a person is punched in at a tipped job, the system punches them out at their current job and then back in at their first non-tipped job in their employee job list.

The second piece of this flag concerns itself with the beginning of the business day. The employee punches in before the start of business day as defined in the table above, then the software checks to see if their job is tipped. If the job is tipped, then the software goes through the employee's job list and looks for the very next non-tipped job after their tipped job (has to be the next job in sequence). If such a job exists, the software punches the employee in to that non-tipped job. If not found, they are punched back in at the tipped job.

At the start time of the business day as defined in the table above, if the employee is punched in at the non-tipped job is still on the schedule, the software punches him out of the non-tipped job and back in at the tipped job.

You need the tipped and non-tipped to be in a pair with the tipped first and the non-tipped right after it. They have to be paired, in this order and together. Other cases may appear to work but only because they are simple, you must make sure they follow this rule to be safe. Here are some examples:

Server tipped
Server non-tipped

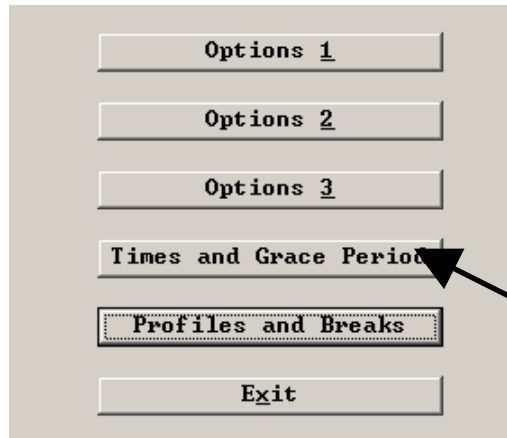
Kitchen – non
Server – tipped
Server – non

Server – tipped
Server – non
Kitchen – non
Bartender – tipped
Bartender – non

Tip declaration for non tipped job after close: When an employee works a tipped job, after the restaurant closes he is automatically switched to a non tipped job. We recognize this at punch out and pop up the declared tip box when they punch out even though they are not punched in at a tipped job at that point.

Back Office Setup > T & A Front of the House > Times and Grace Period

Setup Times and Grace Period determines the Front of the House controls for punch in and punch out, appropriate grace periods and associated manager authorizations.



Clock increment: Temporary clock universal override minutes:
Schedule validity period: ☒ Mgr. author. if past time?

Grace Period / Manager Authorization

	Set 1		Set 2		Set 3		Set 4
In early	7 ☒ Mgr Aut		10 ☒ Mgr Aut		0 ☐ Mgr Aut		0 ☐ Mgr Aut
In late	7 ☒ Mgr Aut		0 ☐ Mgr Aut		0 ☐ Mgr Aut		0 ☐ Mgr Aut
Out early	7 ☒ Mgr Aut		0 ☐ Mgr Aut		0 ☐ Mgr Aut		0 ☐ Mgr Aut
Out late	7 ☒ Mgr Aut		10 ☒ Mgr Aut		0 ☐ Mgr Aut		0 ☐ Mgr Aut

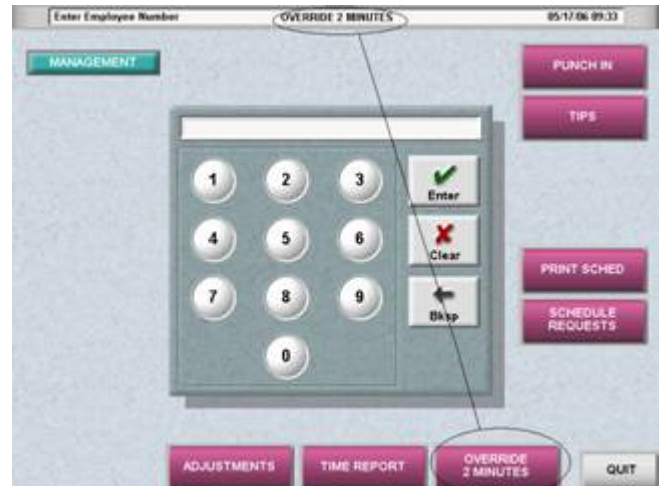
Dept	Set Num	Dept	Set Num
MEETING	2	PUB BAR	2
KITCHEN	1	PUB	2
CREAM ROOM	1	PUB BUSSER	1
DISHWASHER	1	IN TRAINING	1
BUSSER DINING ROOM	1	HOLIDAY	1
MAINTENANCE	1	WORKED AT OTHER LOC	1
TAKE OUT	2	GREGGS	1
HOST/CASH DINING RO	2		0
WAITSTAFF DINING RO	2		0
SERVICE BAR	1		0

Clock Increment allows the user to set up the Time Clock with an increment option to determine whether the clock "ticks" in one, five, fifteen and other minute increments. A value of 15 in this field forces the clock to round the punch either up or down to the nearest quarter hour. If so set, an actual punch between 12:52 p.m. to 1:07 p.m. is recorded as 1:00 p.m., 1:08 p.m. to 1:22 p.m. is 1:15, etc.

Temporary clock universal override

minutes: This is a global setting which can be used to provide a universal override to all employees for the value of minutes defined in this field. This would be valuable for a mandatory meeting scheduled for all servers.

For example, the site enforces schedules, so the manager simply goes to Time Clock and touches the button for 2 MINUTE OVERRIDE. During this time employees can punch in without encountering an "OFF SCHEDULE" exception message. Again the 2 minute value on the screen to the right is from the value set in field for Temporary clock universal override minutes.



Schedule validity period defines the amount of minutes that the system should consider a punch as being *Off Schedule*. For example, if this field is set to 60, the punches that fall within 60 minutes before or after the scheduled punch time are labeled "On Schedule". The "On Schedule" punch is then labeled as being "Early" or "Late" if it falls outside the Grace Period. If the punch is beyond the 60 minute *Validity Period*, either earlier or later, the punch is considered as being *Off Schedule*.

Manager authorization if past time? is used in conjunction with the Grace Periods to enforce the schedule. If this option is *checked*, a punch that is beyond the grace period of the preauthorized schedule will be rejected unless manager authorization is given.

Grace period for Punching in and out is used for schedule enforcement and prohibits persons from punching in earlier or later than scheduled if manager authorization is necessary. The values entered in these fields allow a user to punch before or after the scheduled time without being considered early or late. This option also allows for the tracking the trend of punches as being early or late for analysis. (See Example above.)

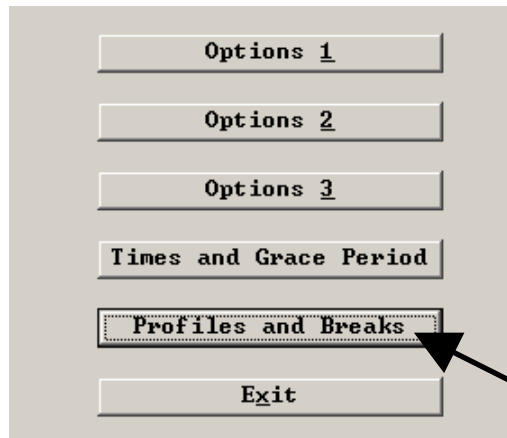
Manager authorization if beyond if set to *check*, requires manager authorization for any punches that are "Off Schedule". (See Schedule validity period, above.)

EXAMPLE:

Consider the following example, an employee is scheduled to work 1:00PM to 6:00PM on a particular day. Assuming the values for Grace Period and Manager Authorization are set as above, if the employee attempts to punch in between 12:55PM and 1:05PM, they may punch in without manager authorization and are considered *On Time*. If the punch in is attempted before 12:55PM, manager authorization is necessary since it is more than the 5-minute grace period before the scheduled punch in time. The employee is also considered *Early*. If the employee attempts to punch in more than the 60-minute schedule validity time before 1:00PM, say at 11:45AM, the punch is *Off Schedule*, and manager authorization is required, as set up above.

Set Num POSitouch provides the ability to define four different sets of authorizations, which can then be assigned to specific departments. For instance, Managers might have no manager authorization set. However, the kitchen staff might have *in early and late* as well as *out early and late* checked for manager authorization. Dining Room staff might have manager authorization required only for In Early and Out Late. The Time and Grace period setup screen lists the departments that you have defined, now assign the appropriate set of manager authorizations to the department.

Back Office Setup > T & A Front of the House > Profiles and Breaks



The purpose of the Minors setup is to define up to four ranges of profiles that allow the front of the house to trap and notify managers of an exception condition for a minor. For instance, if a minor punches in on a school day and works for more hours than allowable in the minor's profile, an alert flashes on the order entry screen that tells the manager to look at Manager Exception Conditions. The User Privilege MGR EXCEPTIONS needs to be checked in Assign Privileges in order for this feature to work in the Front of the House.

CHECK MANAGER EXCEPTION CONDITIONS

Break1:		☐ Record?	☐ Unpaid?	Min Len:	0	☐ Pay if Shorter?
		Alerts:	First:	...	2nd:	...
Break2:		☐ Record?	☐ Unpaid?	Min Len:	0	☐ Pay if Shorter?
		Alerts:	First:	...	2nd:	...
Warning Offset <minutes>:		0		Alert Count <0=continuous>:		0

Profile Name / Age	14-15	15	16	16		0		0																				
Designate Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
as a school day	☐	☒	☒	☒	☒	☒	☐	☐	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Daily Lim School	03:00							04:00							...							...						
NonSchool	06:00							07:00							...							...						
Daily 2nd School	...							...							...							...						
NonSchool	...							...							...							...						
Weekly School	20:00							30:00							...							...						
NonSchool	25:00							35:00							...							...						
Late School	0:00							0:00							0:00							0:00						
NonSchool	0:00							0:00							0:00							0:00						
Break1 Every	03:00							03:00							...							...						
7th Day	☐							☐							☐							☐						

Non School Dates Save Exit

Record paid breaks: This feature puts a BREAK button on the Order Entry Screen for the purpose of punching in or punching out for a *paid* break. Note that this option does not work with the Minimum break time option in the Times and Grace Period. This option is available for locales that require tracking of paid breaks. The paid break times are reported in the time report and the payroll report for tracking purposes.

Unpaid breaks: (*Feature not released as yet.*) The ability to make the breaks “Unpaid Breaks” has been added to our product. The logic is the same as paid breaks except that when you start a break, a punch-out record is created, too, so that the break follows the punch-out. When the break ends, it works like a punch in.

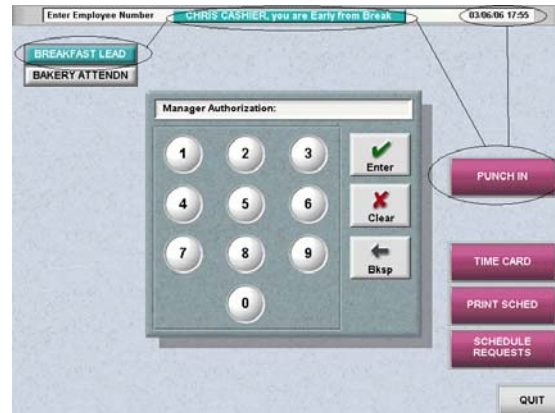
We now also allow 2 kinds of breaks each with their own rules as to whether they are paid or unpaid.

Break1:	LUNCH	☒ Record?	☒ Unpaid?	Min Len:	15	☐ Pay if Shorter?
		Alerts:	First:	...	2nd:	...
					3rd:	...
Break2:	DINNER	☒ Record?	☒ Unpaid?	Min Len:	20	☐ Pay if Shorter?
		Alerts:	First:	...	2nd:	...
					3rd:	...

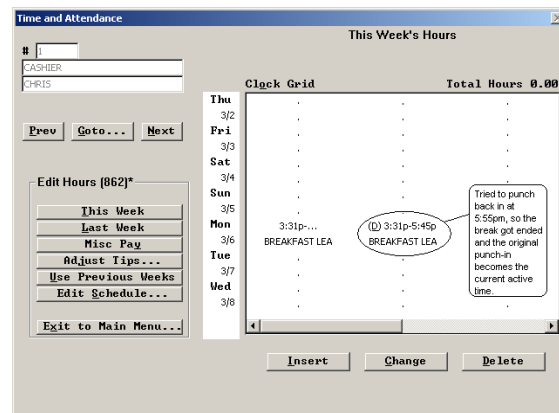
The POSitouch system has a “Paid Breaks” feature; it is paid breaks because when someone goes on break, although we start the break, we do not punch the employee out. The break overlaps the work period and is just an indication of when the break was taken for the purposes of record keeping.

Time and Attendance Documentation

Pay if shorter: If an employee tries to clock back in from break too early, we put up a message that says that they are early from break. We also prompt for a manager override.



If a manager overrides the punch back in, and the “pay if shorter?” flag is on, we then delete the partial break and bring back the original punch in as the current active punch.



Warning offset (minutes): Enter the amount of minutes before each exception that the system waits before flashing an exception warning for the manager. For example, if this field is set to 5, the system will flash a warning of an exception for the manager 5 minutes before someone with a profile of 14-16 years is going to work over 3 hours on a school day.

Profile name / Age: Enter the name for this profile which then links the “minor” employee to the appropriate profile in Time and Attendance > Employee > Employee Status. Enter the upper age for the employees in this profile. If the profile is 14-15, enter 15. The software will automatically assign the person to the correct profile based the Date of Birth entered in the Personal Info section of the employee’s payroll record. **Date of Birth** |/../.....

Designate Day as a school day (SMTWTFS): Check the days of the week that are school days for the selected profile.

Daily Hour Limit (School/Non-School): Enter the total number of hours that can be worked on a school day vs. a non-school day.

Weekly Hour Limit (School/Non-School): Enter the total number of hours that can be worked on a school week vs. a non-school week as defined above in NON-SCHOOL DATES.

Late Time Limit (School/Non-School): Enter the late time for a school day and a non-school day after which an exception will be posted for the minor profile.

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Break Hour Limit: Enter the time after which if an break is not taken by this minor an exception will appear at the FOH alerting the manager that the employee should have a break. The labor law in the state requires that a minor have a break after 3 hours of work. Enter the value: 03:00 in this field.

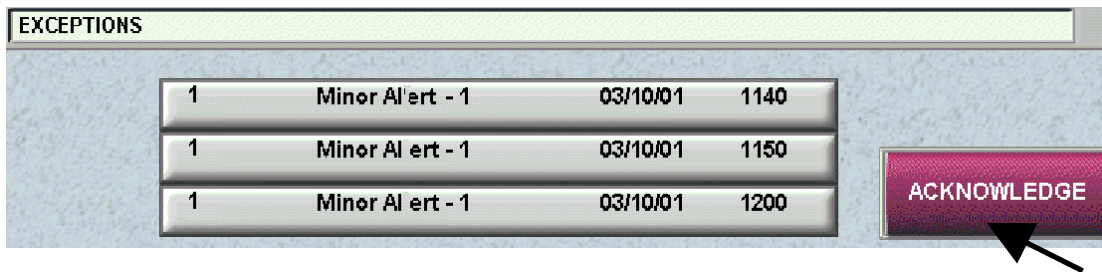
Non School Dates: Enter the start and end dates of vacation periods that will be counted by the system as non-school days.

Non School Dates			
Starts		Ends	
12/24/2007	12/31/2007	.././....	.././....
06/18/2007	09/09/2007	.././....	.././....
.././....	.././....	.././....	.././....
.././....	.././....	.././....	.././....

The above setup needs to be done first in order to link minors to the correct profile name. The profile name will be an option in the pull down menu.

Time and Attendance Documentation

Below we have an example of a Minor Alert accessed through the Manager Screen by touching Manager Exceptions.



The screenshot shows a software interface titled "EXCEPTIONS" in a green header bar. Below the header is a table with three rows of data. To the right of the table is a red button labeled "ACKNOWLEDGE". A black arrow points from the bottom right of the table towards the "ACKNOWLEDGE" button.

1	Minor Al'ert - 1	03/10/01	1140
1	Minor Al ert - 1	03/10/01	1150
1	Minor Al ert - 1	03/10/01	1200

ACKNOWLEDGE

The above completes the Order Entry side of setup options from the Backoffice. Below the discussion will turn to Time and Attendance specific issues as well as the setup of individual employees.

TIME AND ATTENDANCE: Main Menu

Below is the main menu of the POSitouch Time and Attendance Module. This section introduces each selection, and then provides a complete explanation of all options and their purpose.

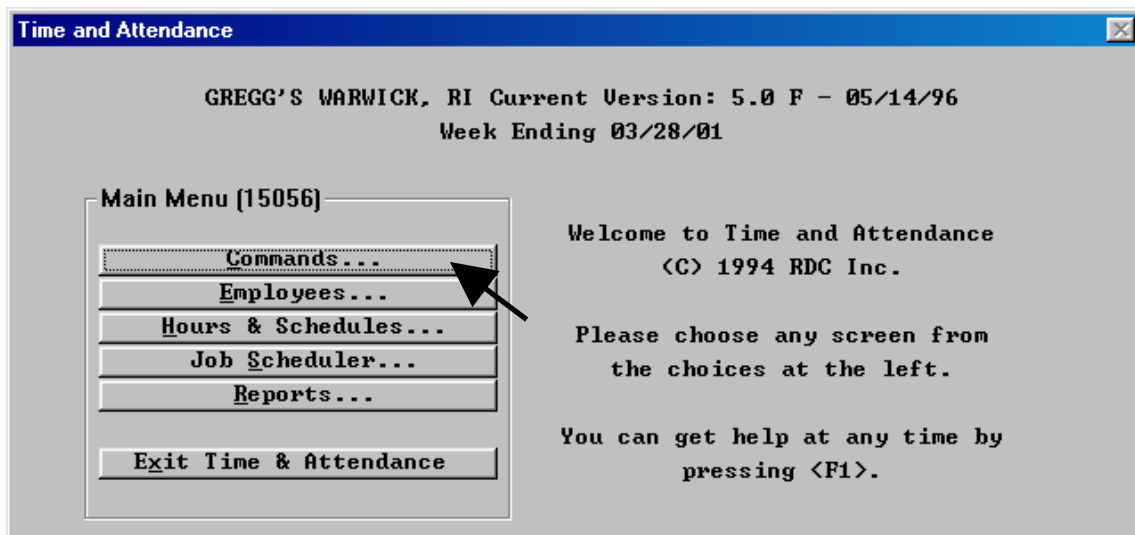
Commands...

- Commands
 - Advance Week
 - Enter Password



Advance the Week

The Command option of the Time and Attendance Main Menu accesses two utilities.

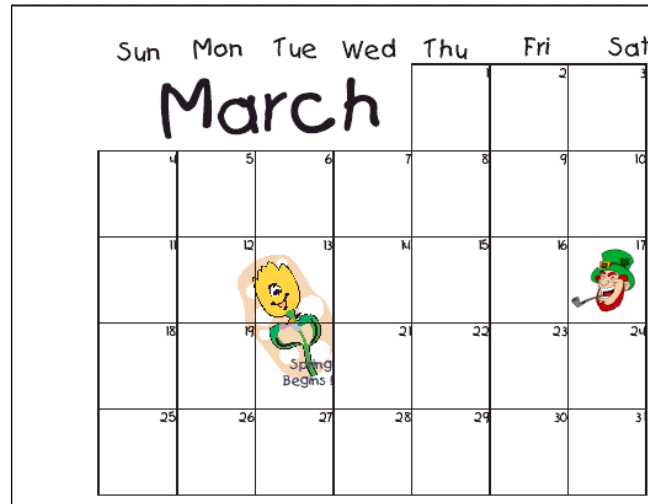


Advance Weekly Schedule is a procedure performed once the labor week has been completed. This function is necessary to read in punches into **Hours and Schedules** and to move forward and update information stored in the *Regular Schedule* as it moves to *Next Week's*, *Next Week's* moves to *This Week's* and *This Week's* becomes *Next Week's*.

This function can be set to happen automatically as the calendar week passes to eliminate the chance of falling behind the calendar date. See: *Setup Options > Company Data > Automatically Advance the Weeks*. Note, that falling behind the calendar date or week end-date simply means that the punches for the most current week have not as yet been read into the Time and Attendance data base. They are safely being stored in the punch file until the week is eventually advanced and the punches get read. For sites that have bi-weekly payroll, it is preferable *not* to advance the schedule automatically, since two full weeks of data are readily available without going into archived files.

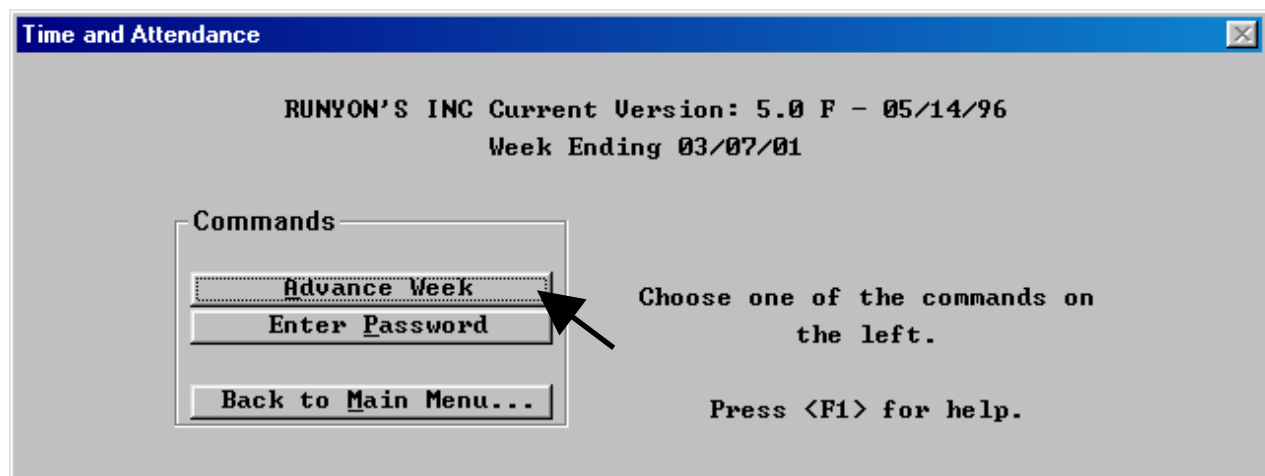
Time and Attendance Documentation

Below is a calendar for the Month of March; a restaurant that is working with a bi-weekly payroll and whose week start date is Monday would proceed as follows:



- On March 12th, one week into the payroll, the week is advanced and reports are run for *Last Week*.
- On March 19th, reports are run for *This Week* and *Last Week*. The week is not advanced until the payroll is complete and submitted.
- On March 19th or 20th, when all payroll duties are finished, the week is advanced and punches from the 19th and 20th are now visible as the *Current Week*.

Payroll data from the week ending March 4th can be accessed from **Hours and Schedules > Use Previous Week's**.



An **Advance Weekly Schedule** pushes *Last Week's* Hours into an archive (TAHIST97.ZIP), copies *This Week's* Hours into *Last Week's* and clears a new *This Week* to start collecting punches for the current week. It is necessary to exit the Time and Attendance module and reenter it from the Backoffice to recollect the punch information for the new *This Week*.

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The Schedules for *Last Week* are discarded, *This Week* is copied into *Last Week*, *Next Week* is copied into *This Week*, and the *Regular Schedule* is copied into *Next Week*. If no *Regular Schedule* exists, eventually all schedules through advancing will become blank, as the blank *Regular* schedule is copied into *Next Week*, *Next Week* to *This Week*, etc. and will eventually need to be built from scratch each week. Therefore any employee that works a somewhat *Regular Schedule* should have a *Regular Schedule* in the system.

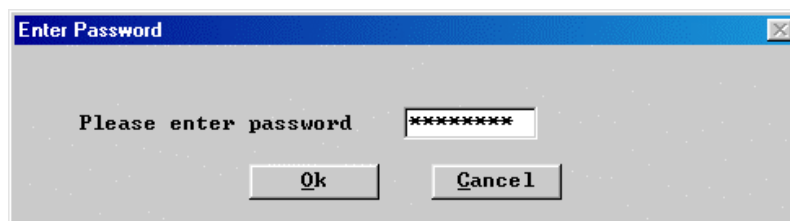
Keep in mind that if one forgets to advance the schedule, punches continue to be collected in the punch file and no punch or adjustment is lost. When you get around to advancing the week, the punches, deletions and adjustments get read into the Time and Attendance database from the punch file.

One last note, manually advancing the week is dependent on the Shift Time. For instance, if you are trying to advance the week on Monday and your shift is set to start at 11:00 a.m. The system will not permit it. Make the shift start time earlier or wait until after 11:00 a.m. to advance the week.

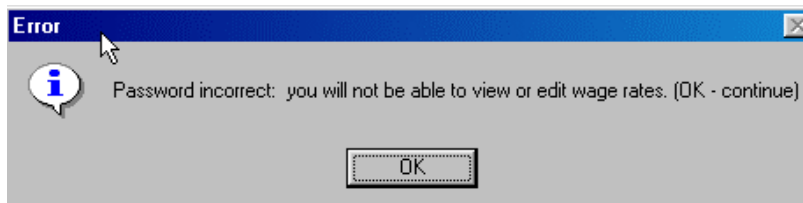
Time and Attendance Menu: Enter Password

Enter Password

The password is necessary to view rates or change rates of pay.



If you enter the password incorrectly, you will get this message.



Time and Attendance Menu: Employees

Employees...

Employee Records

The Employees' section contains all of the Employee Information Records for the employees of the restaurant. Salaried employees who use the POS system must also be included in this section so that they may punch in, if the flag in *SETUP > TIME CLOCK > OPTIONS 2 to Restrict POS use to users punched in* is enabled. Non-POS salaried users can be added to the database as well as individuals who are on a miscellaneous payroll. Below is an example of **Personal Information** for a user record.

Edit Empl. Menu :

Quick Setup

Personal Info

Empl. Status

POS Info

Job/Rate

Exit

The various options off the Edit Menu allow you to build various sections of an employee's data record. The Quick Setup option lets you get a cross view or quick view of essential pieces of information for each employee.

Edit Employee Data

29 Card # 340

VAN NAME

NORMA

Prev Goto... Next

Edit Empl. Menu :

Quick Setup

Personal Info

Empl. Status

POS Info

Job/Rate

Exit

*** Quick Setup ***

_ General

Empl. # 29 SS # 140-40-9029

L. Name VAN NAME F. Name NORMA

Card # 0340 Alt. # 654321

Em. Type R - Regular

_ Pos Info

☒ POS User CstCnt/Station 1 ENTIRE HOUSE

Mg. Card 0340 2 ENTIRE HOUSE

Us. Type SERVER ONE 3 ENTIRE HOUSE

Tbl. Asg ENTIRE HOUSE 4 ENTIRE HOUSE

_ Jobs

Dep/Job	Rate
DINING ROOM LUNCH SERVER	\$2.130
NONE	\$0.000
NONE	\$0.000
NONE	\$0.000

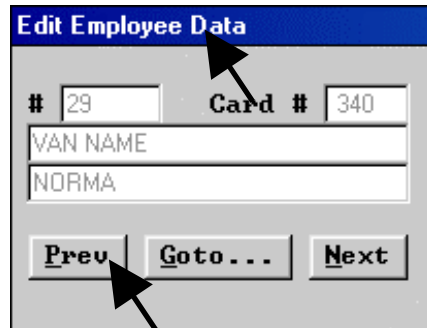
<* - Rate was changed>

Press <F1> for help... Add Empl Del Empl Del POS Save Empl Print

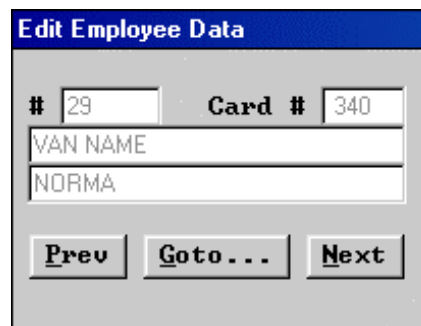
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Visualize this information as an index card. Your employee data record is a box of employee index cards.

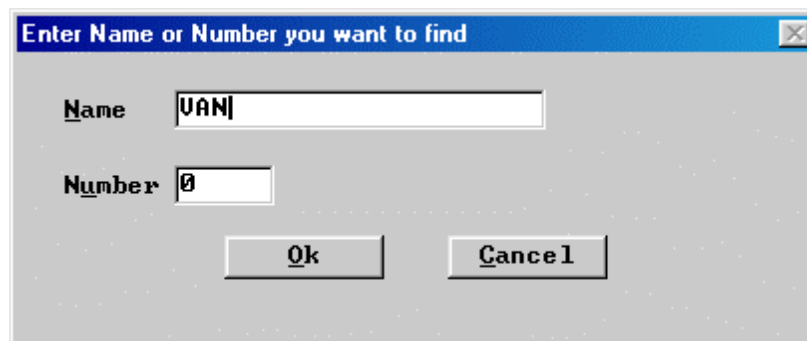
You flip through the cards by using the **Previous** and **Next** command buttons. **Next** moves you forward, **Previous** moves you backwards in the database.



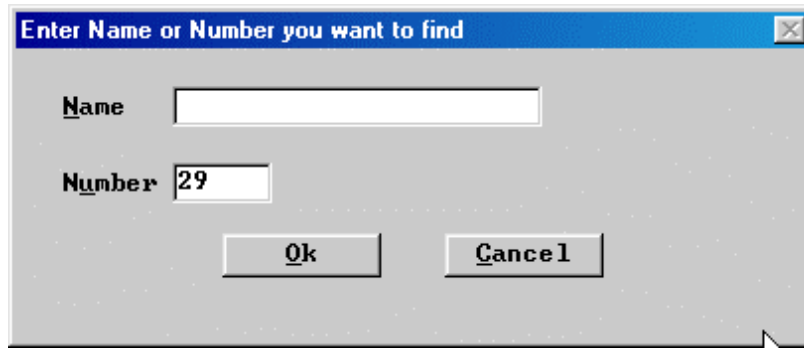
If you know the name or employee number of the employee record you want to view, you can use the **Goto...** command button.



The **Goto...** command button brings up the screen you see below. Enter either the complete *last name* in the **Name** field or your best guess. The system will either come up with a match or its closest match. You do not have to enter a value in the number field when searching by name. Note below that even a partial entry of the name gave us a hit.



To search by employee number, enter employee number of the employee record you wish to find. The computer will either find a match or come as close as possible. Enter the complete *last name* in the **Name** field or your best approximation of the last name. The system will either come up with a match or the nearest record that matches your search.



Enter Name or Number you want to find

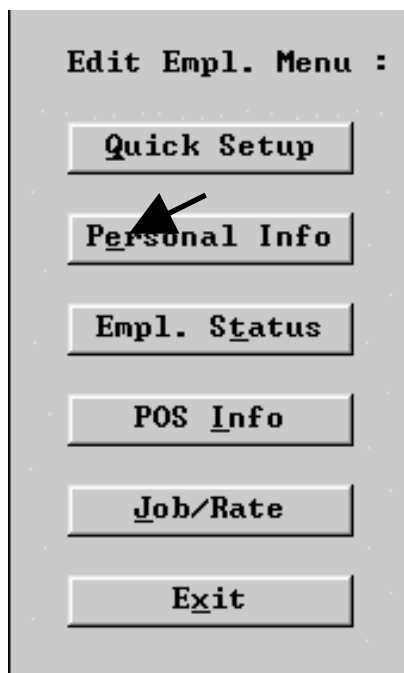
Name

Number

Ok Cancel

Get familiar with the use of **Prev**, **Next** and **Goto** command buttons by moving through your records and view the records that are currently in your database. Note that as you move to the different employee menus, you continue to retain the ability to move through your database of employee records. In any of the four menus below you can advance to the **Next** record, move back to the **Previous** record or **Goto...** to a specific employee number or name.

The Employee Menu above allows you to view various types of information stored for your employees. By default you view the **Personal Info** for the employee.



Edit Empl. Menu :

Quick Setup

Personal Info

Empl. Status

POS Info

Job/Rate

Exit

Personal Information provides the owner/manager with relevant biographical and payroll information related to an employee's address, social security number, and phone number as well as employment specific facts. These are easily accessible, password protected and generally useful.

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217 Card # 0000

HERNANDEZ
LOUIS

Prev Goto... Next

Edit Empl. Menu :

Quick Setup

Personal Info

Empl. Status

POS Info

Job/Rate

Exit

Personal INFO

Employee# 217

L. Name HERNANDEZ F. Name LOUIS

MI

Address<line 1> 12 APPLE DRIVE

Address<line 2> OSHKOSH, WI

Address<line 3>

Phone # (501)223-2345

Card # 0000 Alt. Employee #

Salary \$0.00 SS # 000-00-0000

Tip Pool Amount/Percent 0.00 Percent?

Tip Pool Code 0 Date of Birth 12/01/1986

Marital Status Single Sex Male

Exemptions 0 Rank 0 Ethnicity White

HIRED DATE 06/06/2006 Termination Reason

LEFT DATE 07/07/2006 Quit -> Personal reasons

RAISE DATE .../.../...

Jobs and Rates < * - rate was changed >

DISHWASHER 0.000

Press <F1> for help... Add Empl Del Empl Del POS Save Empl Print

The required and optional fields within the **Personal Info** portion of the employee database are as follows:

Employee number is up to a 4-digit number that identifies the employee. For all users of the **POSitouch** Order Entry System, this number **MUST** be the same as the Employee's User Number.

A few rules to remember, Point of Sale users have 3 digit numbers, therefore, kitchen staff are usually given a 4-digit number in order to prevent any possible Order Entry use by kitchen or maintenance staff. The number 4 is 004 in POSitouch for the Order Entry system and for searching purposes.

Last and **First Name** must be filled in for the Time and Attendance system to work properly.

The **Address Lines (1-3)** fields are optional.

The **Phone Number** field is printed in the Employee List Report and, therefore, should be completed. *Call Harriet and see if she can come in from 5 to 11!*

The **Card Number** field contains the magnetic card number that the Employee is assigned when magcard are used to punch in and out. This field appears on the Employee List Report.

Magcard setup is necessary in a few other places in the POSitouch system:

Setup > Time & Attendance > T & A Front of the House > Options 1 > Magcard Series #.

Setup > Restaurant Misc. Data > System 1 >
Use Magnetic Card # as user number (4 digits) (optional).

Setup > Restaurant Misc. Data > System 2 >
User Magnetic Card track (1 or 2).

Setup > Restaurant Misc. Data > System 2 > User Magnetic Card series number.

Setup > User Privilege Codes > Assign Privileges > Magcard Access Only (optional).

Alternate Employee Number is an additional alphanumeric id field that links the time clock information to external payroll systems that may have different numeric ids for the employee payroll information. This field appears on the Employee List Report. It also is a sort field for Labor Distribution and Payroll reports.

Salary field is for salaried employees or managers. It is possible to track hours worked and still pay a salary. The *Salary*, *Pay Salary*, *Wage Type* and *Pay Period* fields need to be completed. Salary information is incorporated into the week's hours by the process of advancing the Weekly Schedule.

If the salaried employee has no hours logged in a given week, then we use his weekly schedule as a substitute for hours worked. This is done so that a manager can decide how their wages affect the sales/cost ratio. If the weekly schedule is not filled in, then we try to use the salaried employee's regular schedule, and if that is empty too, we distribute the salary wage evenly across all seven days of the week.

Social Security Number: this information prints on the Employee List Report and is optional.

Tip Pool Amount/Percent: Custom feature, not for general use.

Percent? Custom feature, not for general use.

Tip Pool Code: Custom feature, not for general use.

Marital Status this information is optional and is available in dbf file format in the file EMPFILE.DBF.

Sex this information is optional and is available in dbf file format in the file EMPFILE.DBF.

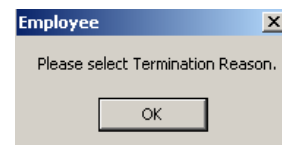
Exemptions this information is optional and is available in dbf file format in the file EMPFILE.DBF. This is collected strictly for informational purposes and has nothing to do with the calculation of the POSitouch Payroll.

Ethnicity this information is optional and is available in dbf file format in the file EMPFILE.DBF. Ethnicity needs to be defined in Back Office Setup > Time and Attendance > T&A Back Office Setup > Options > Ethnicity. See additional notes below.

Termination Reason: information is optional and is available in dbf file format in the file EMPFILE.DBF. Termination Reasons need to be defined in Back Office Setup > Time and Attendance > T&A Back Office Setup > Options > Termination Reasons. If the flag, Require Termination reason for Inactive (See: Back Office Setup > Time and Attendance > Time and Attendance Back Office setup > Setup > More flags), is checked, then when you change an employee's status to *INACTIVE*, the software requires a termination reason.



When you SAVE STATUS, the message below appears. If you quit without selecting Termination reason, the software will not save your INACTIVE setting!



See additional notes below.

Rank for Scheduling is used within the Job Scheduler by department and shift. Starting with a '1' as the highest (or best) rank, employees can be ranked according to performance or preference. The higher ranked employees are sorted and displayed at the top of the Employee List when scheduling by department.

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Date Hired this information is optional and is available in dbf file format in the file EMPFILE.DBF. The date in this field gets automatically filled in with the current date when an Employee's Status field is either changed to ACTIVE or when the employee record is created. Select an auto fill option from one of these two choices in Back Office Setup > Time and Attendance > T&A Back Office Setup > Options > More Flags.

☐ Auto fill Date Hired on Add new employee
☐ Auto fill Date Hired on Active change

You can change the text name as it appears on the EMPLOYEE > PERSONAL INFO screen. The changes are made on the Back Office Setup > Time and Attendance > T&A Back Office Setup > Options > Edit Text option.

Edit Text

Text for "Date Hired"	Hired Date
Text for "Date Left"	Date Left
Text for "Last Raise"	Raise Date

Date Left this information is optional and is available in dbf file format in the file EMPFILE.DBF. The date in this field gets automatically filled in with the current date when an Employee's Status field is changed to INACTIVE. . Select the option in Back Office Setup > Time and Attendance > T&A Back Office Setup > Options > More Flags:

☐ Auto fill Date Left on Inactive change

Last Raise this information is optional and is available in dbf file format in the file EMPFILE.DBF.

Jobs & Rates the first four jobs from the job list appear in the boxes on the Personal Info menu screen.

Additional Notes on Ethnicity and Termination Reasons:

- The following files are produced by POSIDBFW.EXE and are located in the L:\DBF folder. These files relate to Termination Reasons and Race as defined in Backoffice Setup. The files layouts are described below.

NAMETRSN.DBF

This file contains the Termination Reasons as defined in Setup > Time & Attendance > Backoffice Setup > Options > Termination Reasons.

#	Name	Type	Width	Dec	Usage
1	STORE	C	4		Restaurant chain Store number
2	CODE	N	2		Termination reason number, starts at 1.
3	NAME	C	30		Name of termination reason (text).

NAMERACE.DBF

This file contains the RACES as defined in Setup > Time & Attendance > Backoffice Setup > Options > Race.

#	Name	Type	Width	Dec	Usage
1	STORE	C	4		Restaurant chain Store number
2	CODE	N	2		Race code, starts at 1
3	NAME	C	15		Race label (text).

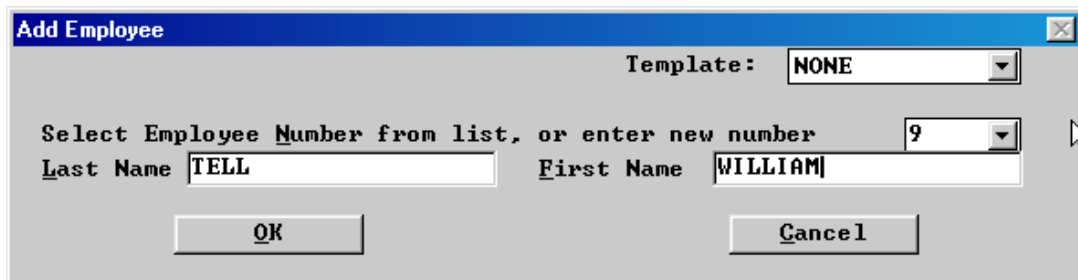
Adding New Employees

Add Empl **Del Empl** **Del POS** **Save Empl**

The above menu of command boxes offers a quick and easy guide to adding, and deleting employees as well as deleting POS users. Finally, the Save Empl command box does making permanent changes.

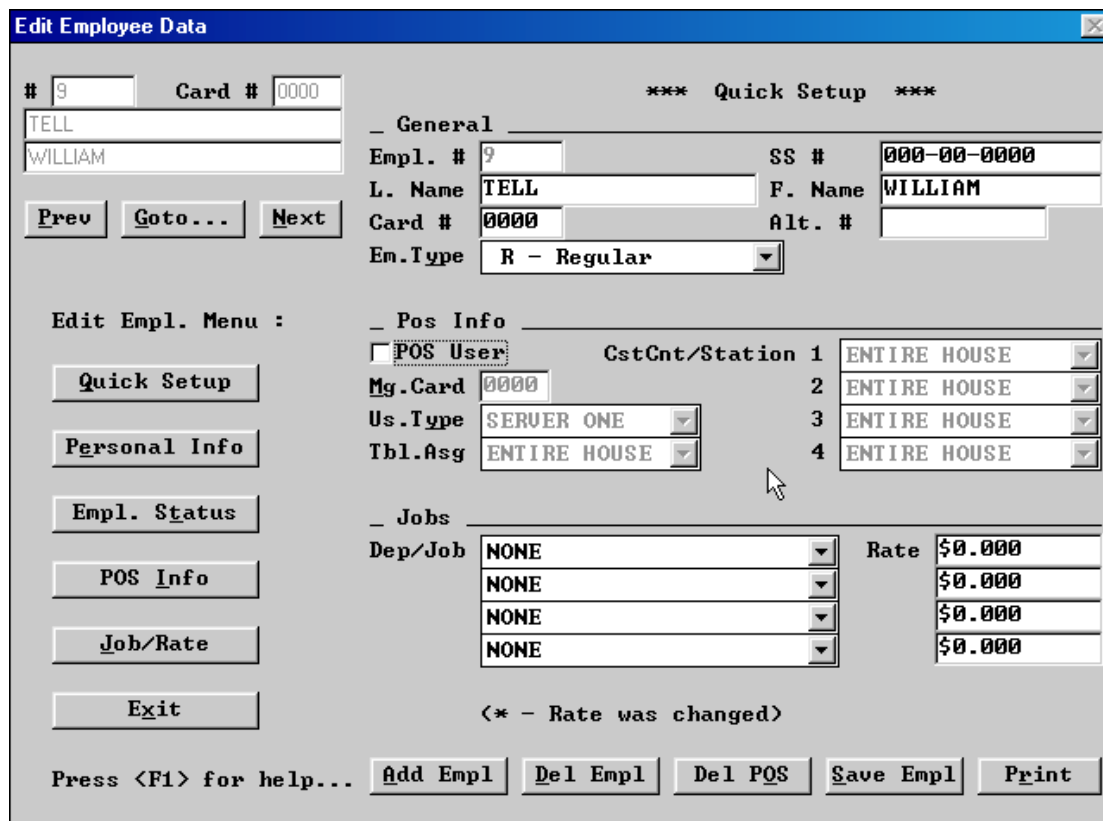
Add Empl allows the owner/manager to add employees to the Time and Attendance database.

These employees can be POS users with 3-digit user numbers or non-POS users with 4-digit user numbers. Note, the number 9 is 009 for the purposes of searching.



The 'Add Employee' dialog box has a title bar with a close button. It contains a 'Template:' dropdown menu set to 'NONE'. Below this is a label 'Select Employee Number from list, or enter new number' followed by a dropdown menu set to '9'. There are two text input fields: 'Last Name' with 'TELL' and 'First Name' with 'WILLIAM'. At the bottom are 'OK' and 'Cancel' buttons.

Following an **OK**, the above bare minimum of information for an employee prepares a record in the database. Note that the POS User box has not been checked, so that a POS user record has yet to be filled in.



The 'Edit Employee Data' window has a title bar with a close button. It features a 'Quick Setup' section with a '*** Quick Setup ***' header. The 'General' section includes fields for 'Empl. # 9', 'SS # 000-00-0000', 'L. Name TELL', 'F. Name WILLIAM', 'Card # 0000', 'Alt. #', and 'Em.Type R - Regular'. The 'Pos Info' section has a 'POS User' checkbox, 'Mg. Card 0000', 'Us.Type SERVER ONE', 'Tbl.Asg ENTIRE HOUSE', and a table for 'CstCnt/Station' with 4 rows, all set to 'ENTIRE HOUSE'. The 'Jobs' section has a table with 4 rows, all set to 'NONE' for 'Dep/Job' and '\$0.000' for 'Rate'. A status message '<* - Rate was changed>' is displayed. On the left is a vertical menu with 'Quick Setup', 'Personal Info', 'Empl. Status', 'POS Info', 'Job/Rate', and 'Exit'. At the bottom are buttons for 'Add Empl', 'Del Empl', 'Del POS', 'Save Empl', and 'Print', along with the text 'Press <F1> for help...'. Navigation buttons 'Prev', 'Goto...', and 'Next' are also present.

Checking the POS User box allows you to now fill in the POS info information for the employee record that you are completing. To finish your new employee record, just make sure you select a

Time and Attendance Documentation

Department/Job and enter a rate of pay. Remember, an employee will not appear on the Payroll or on the Labor Distribution Reports unless they have both an active job and a rate of pay.

The 'Edit Employee Data' window displays the following information:

- Employee #:** 9
- Card #:** 0000
- L. Name:** TELL
- F. Name:** WILLIAM
- Em. Type:** R - Regular
- SS #:** 000-00-0000
- Alt. #:** (empty)
- Pos Info:**
 - ☒ POS User
 - Mg. Card:** 0000
 - Us. Type:** SERVER ONE
 - Tbl. Asg:** ENTIRE HOUSE
 - CstCnt/Station 1:** ENTIRE HOUSE
 - CstCnt/Station 2:** ENTIRE HOUSE
 - CstCnt/Station 3:** ENTIRE HOUSE
 - CstCnt/Station 4:** ENTIRE HOUSE
- Jobs:**

Dep/Job	Rate
DINING ROOM LUNCH SERV	\$61.000
NONE	\$0.000
NONE	\$0.000
NONE	\$0.000

Buttons on the left: **Quick Setup**, **Personal Info**, **Empl. Status**, **POS Info**, **Job/Rate**, **Exit**.

Buttons at the bottom: **Add Empl**, **Del Empl**, **Del POS**, **Save Empl**, **Print**.

Footer: Press <F1> for help... (* - Rate was changed)

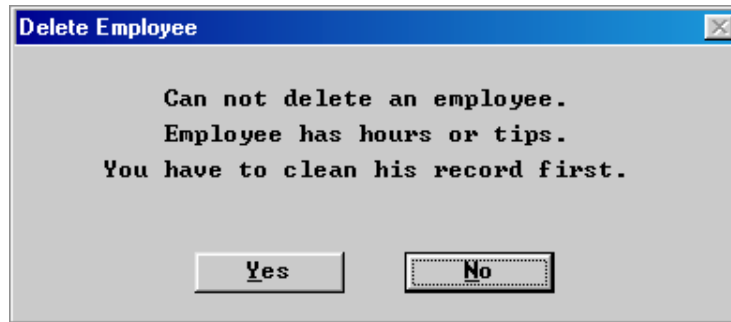
The start of an employee record above needs essential information filled in, for instance, employee status, POS information, a job and rate of pay.

Del Empl is easy unless the employee has hours this week or last week in the Time and Attendance database. A normal delete request will bring up the dialogue box below.

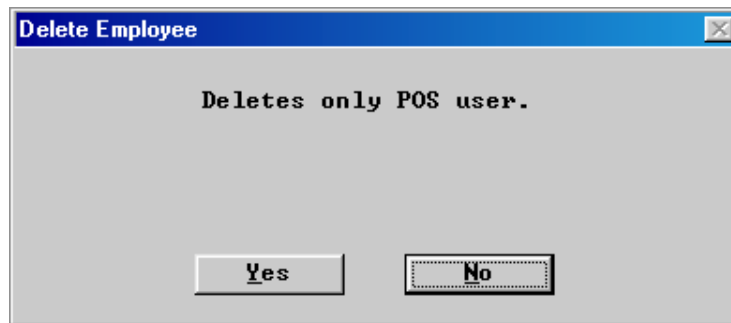
The 'Delete Employee' dialog box contains the text: "Are you sure you want to delete?"

Buttons: **Yes**, **No**

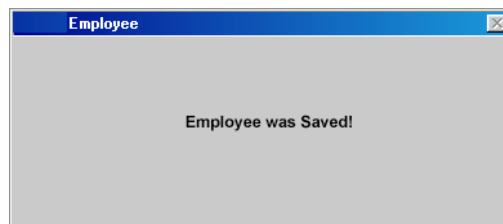
Trying to delete employees with hours in the current two weeks will bring up a dialogue box like the one below. Simply follow the instructions if you in fact wish to delete this employee, that is, delete the employee's hours and tips for the current two weeks.



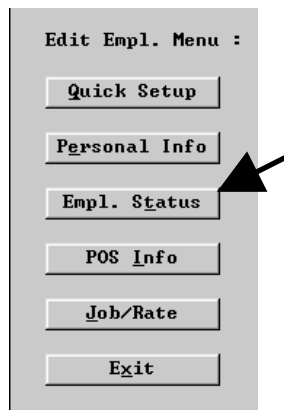
Del POS changes an employee to a non-POS user by deleting his or her POS record. The dialogue box below clarifies that it is only the POS portion of the employee record that is being deleted.



Save Empl makes permanent the changes to the employee. Remember if you have made some fundamental mistakes in the building of your employee database, POSitouch automatically maintains daily copies of your files in an archive. Call your POSitouch dealer for assistance.



Employee Status menu provides the ability to change employment specific information for your employees. Also, Order Entry setup functions are available from this screen. A sample screen appears below:



The **Employee Type** field indicates the level of independence and authority of an employee in the business. Managers (M) have the most privileges; they can (S) select an alternate job. An employee type (R) can do little other than punch in and out. The following are the different Employee Types:

R is a *Regular Employee* who may use the Time and Attendance system, but cannot select an *alternate job* (other than their *default job*) without manager authorization.

S is a *Special Employee* who may select an alternate job for themselves without manager authorization, but cannot authorize an alternate job selection for other employees.

M is a *Manager Employee* who may both select an alternate job for himself and authorize other employee's selection of an alternate job.

The **Employee Status** field contains the employee's status. Setting an Employee's Status to **Inactive** is the preferred method of making an employee inactive within the Time and Attendance system. Deleting an employee's record destroys the historical information for the employee needed for reporting purposes and should never be done. An employee with a status of "I" cannot punch in or out.

Wage Type determines if this employee is paid hourly (H), on salary (S), or (N) salary, but not on reports.

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Wage Type	H - Hourly
	H - Hourly
	S - Salary
	N - Salary, not on reports

Pay Period these are values for future fields; they have no effect at this time.

Pay Period	W - Weekly	< 7 days>
	W - Weekly	< 7 days>
	B - Biweekly	< 14 days>
	S - Semi-monthly	< 15 days>
	M - Monthly	< 30 days>
	0 - always pay base salary	

Profile select the age group for the employee, a profile has to be defined for this option to appear on the Employee Status screen.

Profile	14-15
	None
	14-15
	16

Template if this box is checked, then this employee record's settings will serve as a template for the setup of other employee records.

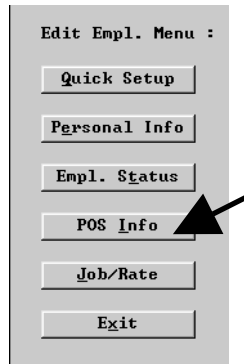
Employee Tipped determines if tips should be collected and calculated for this employee.

Enforce Schedule field, if left *blank*, it determines that the employee may punch in or out without regard to the Schedule and Grace Periods. If this field is *checked*, the Employee may be prohibited from punching in or out outside of the employee's pre-authorized scheduled hours without manager authorization. All "Attempted and Rejected" punches are recorded in the event that a manager is not available to authorize a legitimate punch outside of the schedule.

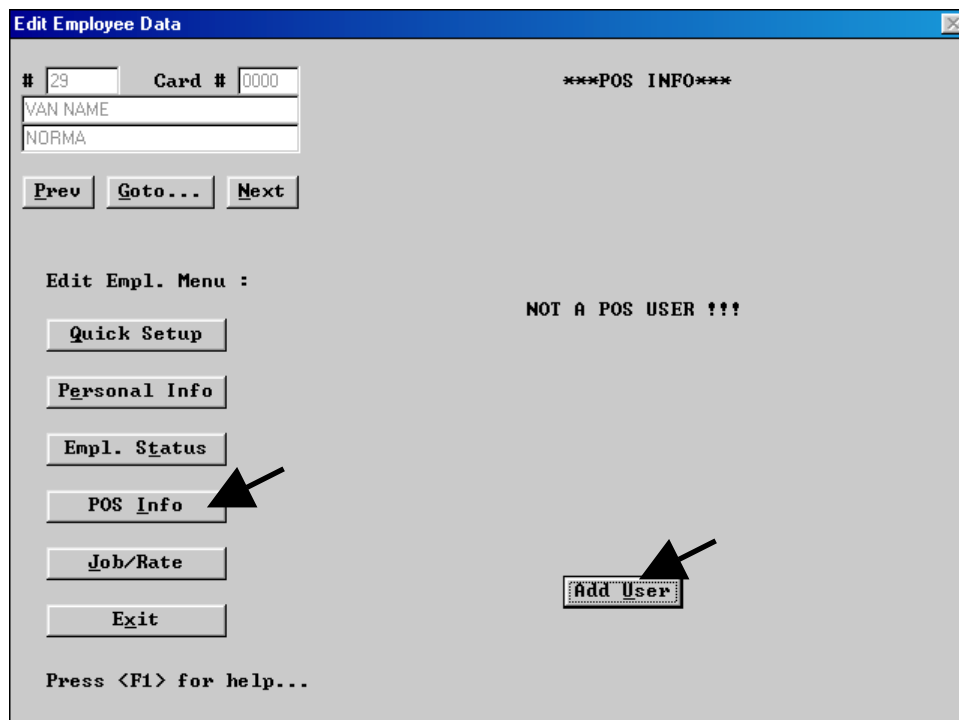
Punchout with Tables Open this is a means of preventing an employee from punching out with tables open or unpaid. This is an optional field, but useful for control purposes.

Use POS without Punch In this flag determines if employees can use the system without punching into the system with the time clock, used primarily for Managers.

Pay Salary this option determines if an employee is to be paid a fixed salary, the amount is determined in the Salary field from the Personal Info Menu Screen.



POS Info provides the ability to make an employee a pos user. Click on **Add User** to access the screen to add POS information for your employees.



Add POS User displays the fields below to setup your employee's User Type and access to your restaurant.

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The screenshot shows the 'Edit Employee Data' window. On the left, there are input fields for Employee # (29), Card # (0000), Last Name (VAN NAME), and First Name (NORMA). Below these are buttons for 'Prev', 'Goto...', and 'Next'. A section titled 'Edit Empl. Menu :' contains buttons for 'Quick Setup', 'Personal Info', 'Empl. Status', 'POS Info', 'Job/Rate', and 'Exit'. At the bottom left, it says 'Press <F1> for help...'. On the right, under '***POS INFO***', there are fields for Employee # (29), Last Name (VAN NAME), First Name (NORMA), Mag. Card # (0340), User Type (SERVER ONE), Tbl Assgn (ENTIRE HOUSE), and Costcenter/Station (a list with ENTIRE HOUSE, ENTIRE HOUSE, DINING ROOM, PUB, TAKEOUT, BAR). A 'Save User' button is at the bottom right.

Both POS and non-POS users of the system are included in the Employee database. POS users' Time and Attendance Employee number MUST be the same as their Order Entry User Number. Non-POS users, such as kitchen help and other staff, should be assigned Time and Attendance Employee numbers above 1000 to keep them out of the three-digit range of the POS User Number. Below is an example of a non-POS user record. The preceding scheme is suggested for the purpose of organization. Non-POS users can have number below 1000, but they would have nothing filled in the POS INFO box.

Some of the information below is repetitive from the Personal Information screen. This POS information is required for a user to be able to begin to use the Order Entry system.

The screenshot shows the 'Edit Employee Data' window. On the left, there are input fields for Employee # (29), Card # (0000), Last Name (VAN NAME), and First Name (NORMA). Below these are buttons for 'Prev', 'Goto...', and 'Next'. A section titled 'Edit Empl. Menu :' contains buttons for 'Quick Setup', 'Personal Info', 'Empl. Status', 'POS Info', 'Job/Rate', and 'Exit'. At the bottom left, it says 'Press <F1> for help...'. On the right, under '***POS INFO***', there are fields for Employee # (29), Last Name (VAN NAME), First Name (NORMA), Mag. Card # (0340), User Type (SERVER ONE), Tbl Assgn (ENTIRE HOUSE), and Costcenter/Station (a list with ENTIRE HOUSE, ENTIRE HOUSE, ENTIRE HOUSE, ENTIRE HOUSE). A 'Save User' button is at the bottom right.

Employee number, first and last name and magnetic card number are repetitive from the Personal Info screen of this employee's record.

User Type: select a user type for this employee. A full explanation of the relationship between user types and user access privileges can be acquired in the *POSitouch BackOffice Reference Manual: Windows Edition*.

User Type

SERVER ONE
SERVER ONE
SERVER TWO TAKEO
CASHIER ONE
CASHIER TWO
ASSISTANT ONE
CARDHOLDER
MANAGER
SERVER TRAINING

Edit Empl. Menu :

Quick Setup
Personal Info
Empl. Status
POS Info
Job/Rate
Exit

Job/Rate allows the manager/owner to associate jobs and rates of pay to individual employees. The **default job** is the first on the employee's job list as it appears on the Order Entry screen. Employees with an Employee type of R cannot change from their default job without a manager override.

Edit Employee Data

305 Card # 0000

VAN NAME
NORMA

Prev Goto... Next

Edit Job Rates

First job is a default job for this employee

Please, select ' Save ' button to save your changes

* - Rate was changed.

SERVER	SERVER	2.250
--------	--------	-------

Edit Empl. Menu :

Quick Setup
Personal Info
Empl. Status
POS Info
Job/Rate
Exit

Press <F1> for help...

Prev. Weeks Edit Add Delete Save

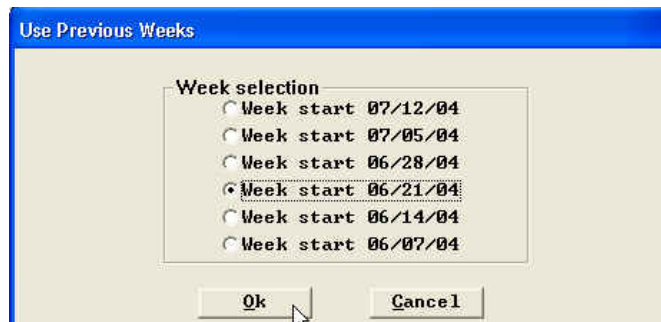
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Jobs and Rates section is used to set up the list of authorized jobs that each employee can perform. Each employee, both hourly and salaried, **MUST** be authorized to work **AT LEAST ONE** job, but can be have multiple jobs in different departments in their Job List. The first job in the Job List is the Default Job for the employee when punching in on the touch screen. Every other job is considered an Alternate Job and may need manager authorization to select, depending on the Employee's Type. Each job for the employee has a separate rate of pay that is set up in this section. This section may set for Password Control. (See: *SETUP > PASSWORD CONTROL*).

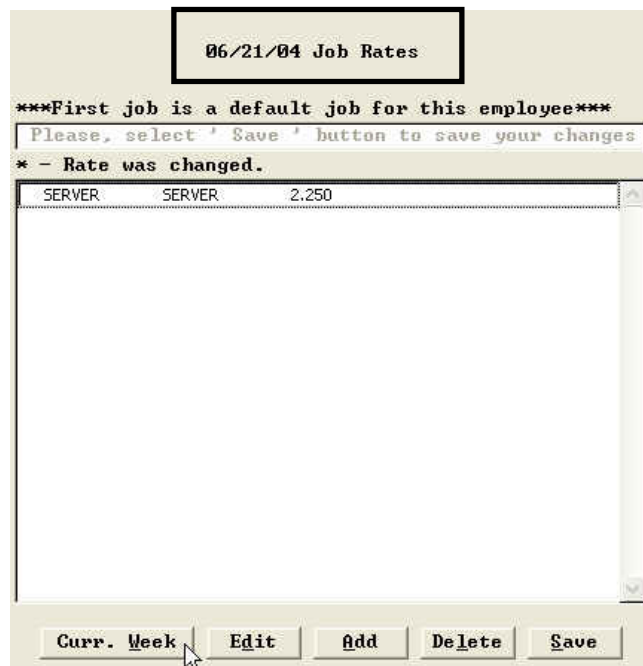
Jobs and rates can be: **Prev. Weeks**, **Edited**, **Added**, **Deleted**, or **Saved**.

Prev. Weeks: This button allows you to change a rate of pay for a previous week. For instance, you run a payroll report for an arbitrary period from the 1st of the month to the 15th. You realize that an employee should have received a raise two weeks ago. You click on Prev. Weeks and select the week you want to adjust the raise for the employee.

In the case below we are changing the rate of pay for week starting 6/21/04.



After you select the week in question you will see the week that you are changing at the top of the Job and Rates screen. You are changing the rate of pay for week ending 6/21/04 below.



Time and Attendance Documentation

After you select the week in question you will see the week that you are changing at the top of the Job and Rates screen.

Curr. Week: This button allows you to return to the current week's rate of pay screen. For instance, you run a payroll report for an arbitrary period from the 1st of the month to the 15th. You realize that an employee should have received a raise two weeks ago. You click on Prev. Weeks and select the week you want to adjust the raise for the employee. Then click on Curr. Week button to get to the current week.

EDIT - Job/Rate select the job/rate you wish to edit by highlighting it with your mouse and click the **EDIT** command button.

Edit Rate

Number of job: 1

Job status: Active

Department and job: DINING ROOM LUNCH SERVER

Rate: \$2.130

Rate Update: \$2.400

Week Update: Next Week <week 9>

Day Update: Sun 03/11/01

Ok Cancel

Number of Job: refers to this job's number on this employee's job list. The 1st position is reserved for the default job; define here the position that you want this job to appear on the list.

Job Status: has two choices, **Active** and **Inactive**.

Department and Job: select the department and job for the employee from the master list of jobs.

Department and job	DINING ROOM	HOST<ESS>
	KITCHEN	Cleaning
	KITCHEN	TRAINING
	KITCHEN	chef
	DINING ROOM	DINNER SERVER
	DINING ROOM	HOST<ESS>
	DINING ROOM	RUNNER
	DINING ROOM	BUSSER
	DINING ROOM	TRAINING
	DINING ROOM	LUNCH SERVER
	DINING ROOM	LUNCH BUSSER
	DINING ROOM	BRUNCH SERVER
	MANAGEMENT	MANAGER
	MANAGEMENT	BOOKKEEPER
	BAR	COCKTAIL
	BAR	BARTENDER

Rate: this is the rate of pay, which is to be paid this employee for this job. It is important to understand that rates of pay are not automatically linked to jobs. The same job can have a different rate of pay for different employees.

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Rate Update: the system can automatically implement a raise or a new rate of pay. The new rate is entered in the **Rate Update** field. The fields below determine when the new rate will go into effect.

Week Update: the workweek of the pay rate update is determined by selecting from the **Week Update** pull down menu.

Week Update	This Week <week 11>
Day Update	Last Week <week 10> This Week <week 11> Next Week <week 12>

Day Update: the day of the workweek for the pay rate update is determined by selecting from the **Day Update** pull down menu.

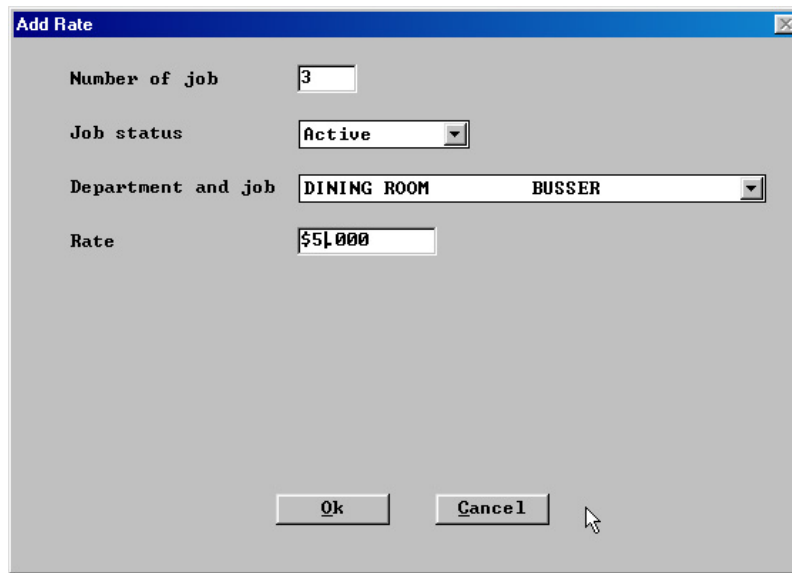
Day Update	Thu	03/22/01
	Thu Fri Sat Sun Mon Tue Wed	Cancel

OK: saves the entries made on the Edit Rate screen.

Cancel: undoes the changes and entries made on the Edit Rate screen.

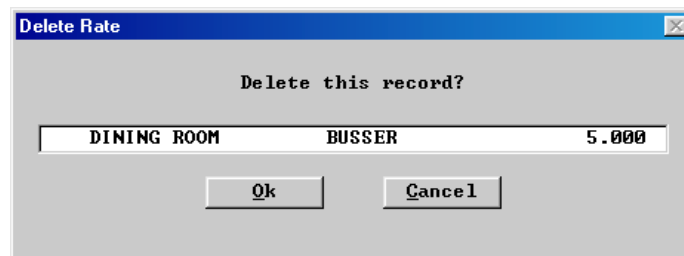
Edit Rate	
Number of job	1
Job status	Active
Department and job	DINING ROOM LUNCH SERVER
Rate	\$2.130
Rate Update	\$2.400
Week Update	Next Week <week 9>
Day Update	Sun 03/11/01
Ok Cancel	

ADD - Job/Rate allows the owner/manager to add to an employee's job list.



The 'Add Rate' dialog box is a standard Windows-style window with a blue title bar. It contains four input fields: 'Number of job' with the value '3', 'Job status' with a dropdown menu showing 'Active', 'Department and job' with a dropdown menu showing 'DINING ROOM' and 'BUSSEER', and 'Rate' with the value '\$51.000'. At the bottom, there are 'Ok' and 'Cancel' buttons. A mouse cursor is pointing at the 'Cancel' button.

DELETE - Job/Rate select the job/rate you wish to delete by highlighting it with your mouse and click the **DELETE** command button.



The 'Delete Rate' dialog box is a standard Windows-style window with a blue title bar. It contains a text label 'Delete this record?' above a table. The table has three columns: 'DINING ROOM', 'BUSSEER', and '5.000'. At the bottom, there are 'Ok' and 'Cancel' buttons.

Department	Job	Rate
DINING ROOM	BUSSEER	5.000

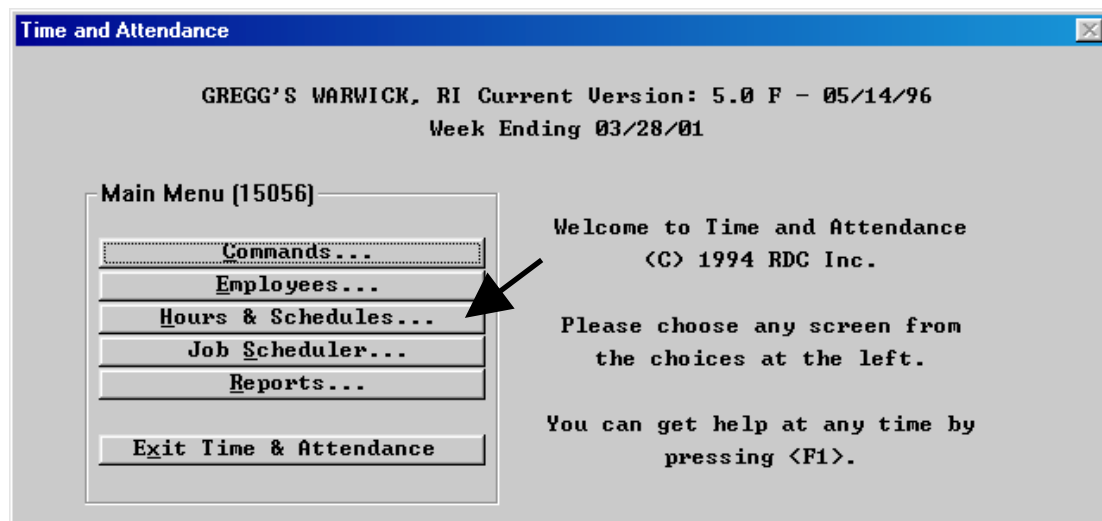
SAVE - Job/Rate makes permanent the changes, additions and deletions that you have made during your last session with Job/Rates.

Employee Hours & Schedules

This section contains each employee's Hours and Schedules that can be viewed and/or adjusted if necessary to correct erroneous punch information for Hours, or to adjust an employee's authorized scheduled hours.

Employee Hours consist of punch information collected from the touch screen time clock(s) and stored in the punch file. Hours are organized into *This Week* and *Last Week*. These two weeks worth of punches can be viewed and adjusted from this section.

Schedules are optional in the system. Manager and owners use schedules to monitor employee punch activity by both *authorizing* hours that an employee can work and by prohibiting punches made by employees outside their scheduled hours.



The Schedules are organized in the following way: Regular Schedule, Next Week's, This Week's, and Last Week's. The Regular Schedule for each employee contains the normal daily hours that he or she usually works. When weeks are advanced, the Regular Schedule is automatically copied into Next Week's Schedule so that reentry is not necessary. Schedules can be copied from one week to another for rotation purposes.

Employee Hours

Hours are read into the Time and Attendance Database straight from the 'Punch file' that contains all punches recorded from the touch screen time clock(s). Each time the Time and Attendance section of the Backoffice system is entered, the Employee Hours section is updated with any new punches that may have occurred since the last time entered. In this fashion, up-to-date and accurate punch information is displayed.

31
RYAN
STEVE

PrevGoto...Next

Edit Hours

This Week
Last Week
Misc Pay
Adjust Tips...
Use Previous Weeks
Edit Schedule...
Exit to Main Menu...

This Week's Hours

Clock Grid

Total Hours 40.50

Mon			
3/19			
Tue			
3/20			
Wed	(A) 11:00a-2:45p	5:00p-9:45p	(R) 11:15a...
3/21	WAIT/DAY	COOK/NIGHT	WAIT/NIGHT
Thu	11:00a-5:00p	(R) 11:00a...	(R) 5:00p...
3/22	COOK/DAY	COOK/DAY	COOK/DAY
Fri	(A) 4:00p-11:45p	(D) 4:00p-11:45p	.
3/23	SB/NIGHT	SUPERVISOR	.
Sat	(A) 11:00a-4:45p	4:45p-10:45p	(R) 11:30a...
3/24	WAIT/DAY	T/O SERVER	WAIT/DAY
Sun	(A) 11:00a-5:30p	(R) 11:15a...	(D) 11:15a-5:30p
3/25	T/O SERVER	T/O SERVER	T/O SERVER

InsertChangeDelete

There are four types of punches that will appear in the Clock Grid: normal, adjusted (A), rejected (R) and deleted (D) punches. The latter three types of punch records have a letter prefix identifying its type. Below you have examples of *normal* punches, throughout this section you will see the other types of punches and understand their characteristics. *Normal* and *Adjusted* punches can be changed and deleted. *Rejected* and *Deleted* punches cannot be changed nor deleted.

Let us start our orientation to the above screen by the sections that are already familiar to us from the Employee Menu option screen.

31
RYAN
STEVE

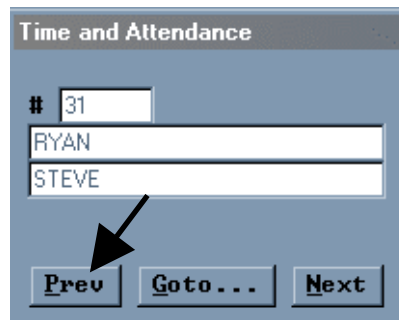
PrevGoto...Next

Again, this information on the above screen can up understood as a single index card. Your employee hours and schedules is a box of employee index cards.

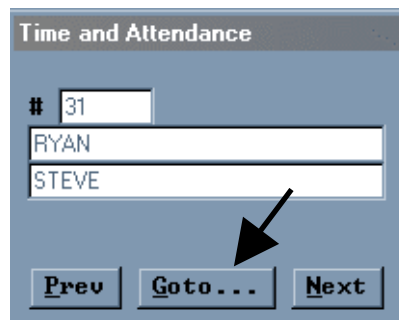
53

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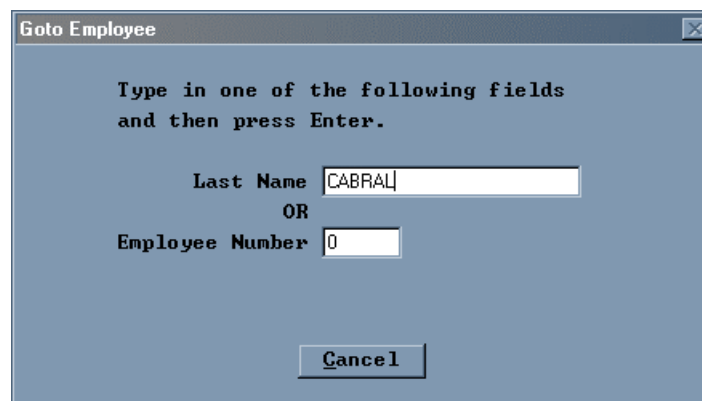
You flip through the cards by using the **Previous** and **Next** command buttons. **Next** moves you forward, **Previous** moves you backwards in the database. You know whose hours and schedule you are look at, by the reference to the Employee Number and Name in the upper left corner of this screen.



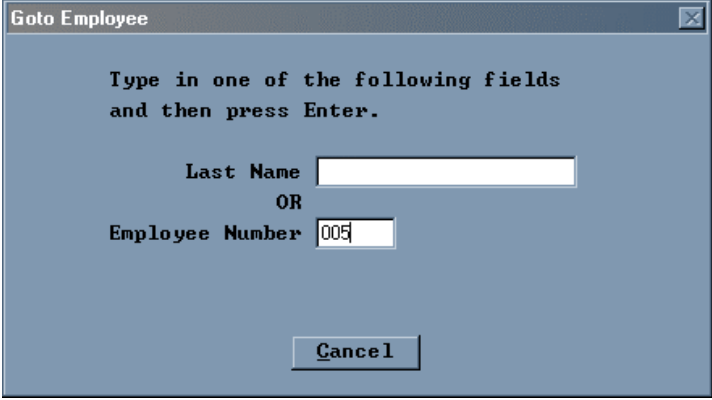
If you know the name or employee number of the employee record you want to view, you can use the **Goto...** command button.



The **Goto...** command button brings up the screen you see below. Enter either the complete *last name* in the **Name** field or your best guess. The system will either come up with a match or its closest match. You do not have to enter a value in the number field when searching by name.



To search by employee number, enter employee number of the employee record you wish to find. The computer will either find a match or come as close as possible. Enter the complete *last name* in the **Name** field or your best guess. The system will either come up with a match or the nearest record that matches your search.



Goto Employee

Type in one of the following fields
and then press Enter.

Last Name

OR

Employee Number

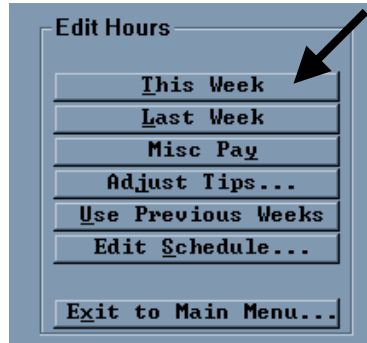
Cancel

Get familiar with the use of **Prev**, **Next** and **Goto** command buttons by moving through your records and view the records that are currently in your database. Note that as you move to the different employee menus, you continue to retain the ability to move through your database of employee records. In any of the four menus below you can advance to the **Next** record, move back to the **Previous** record or **Goto...** to a specific employee number or name.

The system organizes punch information into two periods: *This Week* and *Last Week*. When the **Advance Weekly Schedule** option is selected, *Last Week's* hours get pushed into an archive, *This Week* becomes *Last Week* and a new *This Week* is cleared to accept new punch information. A snapshot of the database is made during this process and it resides on the current directory. This is for easy retrieval of up to the last 8 weeks of Time and Attendance data. The same set of files is also archived into TAHISTYY.ZIP (YY=year, e.g.TAHIST04.ZIP). Time clock data files older than 2 months can be retrieved from **Use Past Records (Archives)** option in the main Time and Attendance Menu.

THIS WEEK'S HOURS

Our focus in the Employee Hours and Schedule section is to get you familiar with the options on the screen below and how to add, insert and delete worked and scheduled hours on the Clock Grid. As we select different options from the menu below, the clock grid will change appropriately.



The Clock Grid below is our next focus and we must spend time getting the reader familiar with its layout and use.

INSERTING HOURS WORKED INTO THE CLOCK GRID

The Clock Grid is the employee's master time card, which reflects hours worked, adjustments to existing punches and deletions of existing punches or adjustments. Adjustments to *This Week's* employee punch information can be made either from the Order Entry system or from the Backoffice, but not from both. A flag in Time and Attendance > Setup > Company Data defines where adjustments are going to be made. It is preferable to make the adjustments from the Order Entry System since it takes only a few seconds to accomplish, rather than keeping scraps of paper and remembering to perform the task from the BackOffice.

Christine, our employee, *forgot to punch in and out* on Tuesday night. Below we demonstrate how to add her punch record into this week's hours clock grid.

With a mouse click on the INSERT command box or *any* blank cell on the Clock Grid or by using the keyboard and hitting **ALT+I**, a dialogue box appears which begins the process and you are ready to add the punch information.

This Week's Hours

Clock Grid **Total Hours 40.50**

Day	Date	Shift 1	Shift 2	Shift 3
Mon	3/19	.	.	.
Tue	3/20	.	.	.
Wed	3/21	(A) 11:00a-2:45p WAIT/DAY	5:00p-9:45p COOK/NIGHT	(B) 11:15a-... WAIT/NIGHT
Thu	3/22	11:00a-5:00p COOK/DAY	(B) 11:00a-... COOK/DAY	(B) 5:00p-... COOK/DAY
Fri	3/23	(A) 4:00p-11:45p SB/NIGHT	(D) 4:00p-11:45p SUPERVISOR	.
Sat	3/24	(A) 11:00a-4:45p WAIT/DAY	4:45p-10:45p T/O SERVER	(B) 11:30a-... WAIT/DAY
Sun	3/25	(A) 11:00a-5:30p T/O SERVER	(B) 11:15a-... T/O SERVER	(D) 11:15a-5:30p T/O SERVER

Buttons: **Insert** **Change** **Delete**

Enter the reason for the clock adjustment: The system immediately wants to know why you are adding, deleting or changing the punch information in the form of your adjustment reason. *Adjustment Reasons* are selected from a list defined in Time and Attendance > Setup Options > Adjustment Reasons.

Adjustment Reason

Enter the reason for the clock adjustment.

Enter your employee number< 0 if unknown>.

☐ Exclude from overtime calculation.

Ok

Enter your employee number: It is also useful to know who is actually doing the adjustments, hence the system asks for the Employee number of the person actually doing the adjustments - it's useful!

Exclude from overtime calculation: Exclude this clock adjustment from the calculation of overtime hours. This is useful for adding previously worked hours for an employee who already has 40 hours. With this box checked, the adjusted hours would be added as regular hours, not overtime hours.

Adjustment Reason

Enter the reason for the clock adjustment.

FORGOT TO PUNCH IN

Enter your employee number(0 if unknown).

111

☐ Exclude from overtime calculation.

Ok

An **OK** moves you to the screen below and you are ready to add detail to the punch you are adding.

Job: WAIT/NIGHT

In: 06:00 p

Out: 12:00 p

Exit OK

Yes, this is a mistake, do you understand why?
See below

Day: For which day of the week are you adding or editing this punch?
Remember the day of the week is determined by the *punch in* time, not the punch out time!

Insert New Shift

Day: Tue

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Job: WAIT/NIGHT

In:

Job: The job the employee was working during the hour range entered for **In:** and **Out:** times?

Time and Attendance Documentation

Insert New Shift

Day: **Tue**

Job: **WAIT/NIGHT**

WAIT/NIGHT
WAIT/NIGHT
WAIT/DAY
FOOD RUNNER
MEETING
SUPERVISOR
COOK/DAY
COOK/NIGHT
T/O SERVER
SB/NIGHT

IN: (time) Enter the correct punch in time using the following format: **HH:MM a** or **HH:MM p**. Where **HH** is the hour of the punch in, ":" is the separator, and **MM** is the minutes after the hour. After a space, enter the letter **a** for a.m. or the letter **p** for p.m., for example, **06:00 p**.

OUT: (time) Enter the correct punch out time using the following format: **HH:MM a** or **HH:MM p**. Where **HH** is the hour of the punch in, ":" is the separator, and **MM** is the minutes after the hour. After a space, enter the letter **a** for a.m. or the letter **p** for p.m., for example, **12:00 a**.

* Christine worked 6 hours, from 6 p.m. to midnight or 12:00 a.m., not 18 hours from 6:00 p.m. to 12:00 p.m.

The final *inserted* punch looks like the Clock Grid below.

This Week's Hours

Clock Grid **Total Hours 46.50**

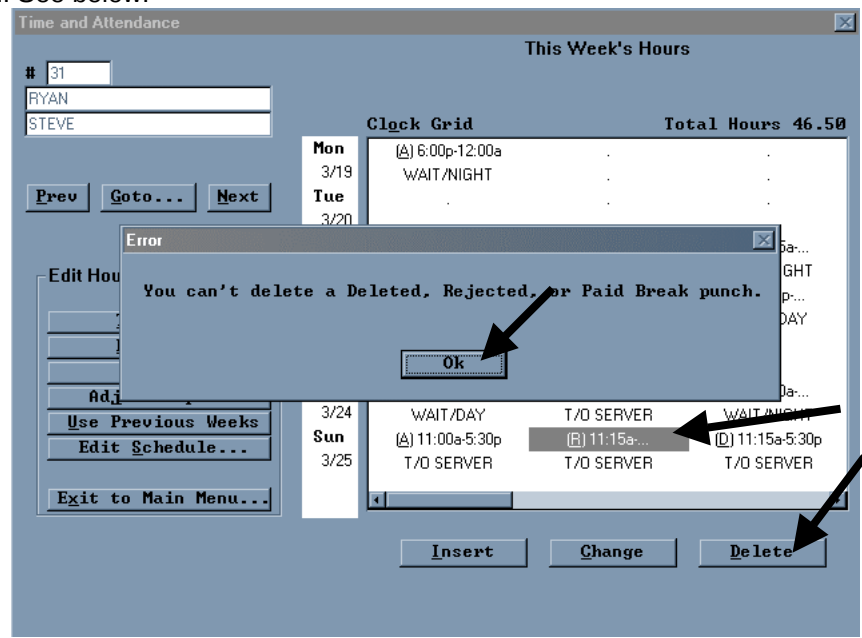
Day	Shift	Job	Start Time	End Time	Notes
Mon	(A) 6:00p-12:00a	WAIT/NIGHT			
Tue					
Wed	(A) 11:00a-2:45p	WAIT/DAY	5:00p-9:45p	(B) 11:15a-...	
Thu	11:00a-5:00p	COOK/DAY	(B) 11:00a-...	(B) 5:00p-...	
Fri	(A) 4:00p-11:45p	SB/NIGHT			
Sat	(A) 11:00a-4:45p	T/O SERVER	4:45p-10:45p	(B) 11:30a-...	
Sun	(A) 11:00a-5:30p	T/O SERVER	(B) 11:15a-...	(D) 11:15a-5:30p	

Note, additional 6 hours added to Total Hours.

Insert **Change** **Delete**

CANNOT CHANGE/DELETE HOURS WORKED IN THE CLOCK GRID

Your employees may have *rejected*, *adjusted* or *deleted* punches in their clock grid. These records have a (R), (A), or (D) as the prefix to the record to help you identify the punch. Deleted (D) and rejected (R) punch records cannot be changed nor deleted. The error message below appears on the screen when this is attempted. See below:



CHANGE HOURS WORKED IN THE CLOCK GRID

Changing normal or adjusted punches employs the skills learned above: use the arrow key to select the punch record you wish to change or click on the record with your mouse. It is important to note the difference in an adjustment of an adjustment, which does not provide a trail, and an adjustment to a normal punch, which creates an adjustment (A) record. When an adjustment record is changed, the assumption is that the original punch record was incorrectly adjusted and the new adjustment now accurately reflects the employee's hours.

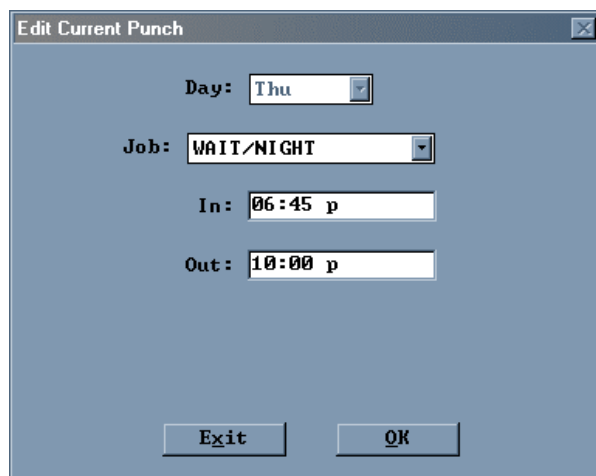
Changing the selected punch is similar to inserting a new punch; exactly the same dialogue box appears to query you for the same relevant pieces of information.

If the dialogue box below appears, it means that the option *Eliminate editing last week's hours* is **checked**. Therefore, only current week's hours are available for editing.

Select the reason from the punch adjustment from the pull down choices. Then enter your employee number or the employee number of the person making the adjustment.

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Looks familiar, does it not? I am sure you are ready to try it, if you have not already.



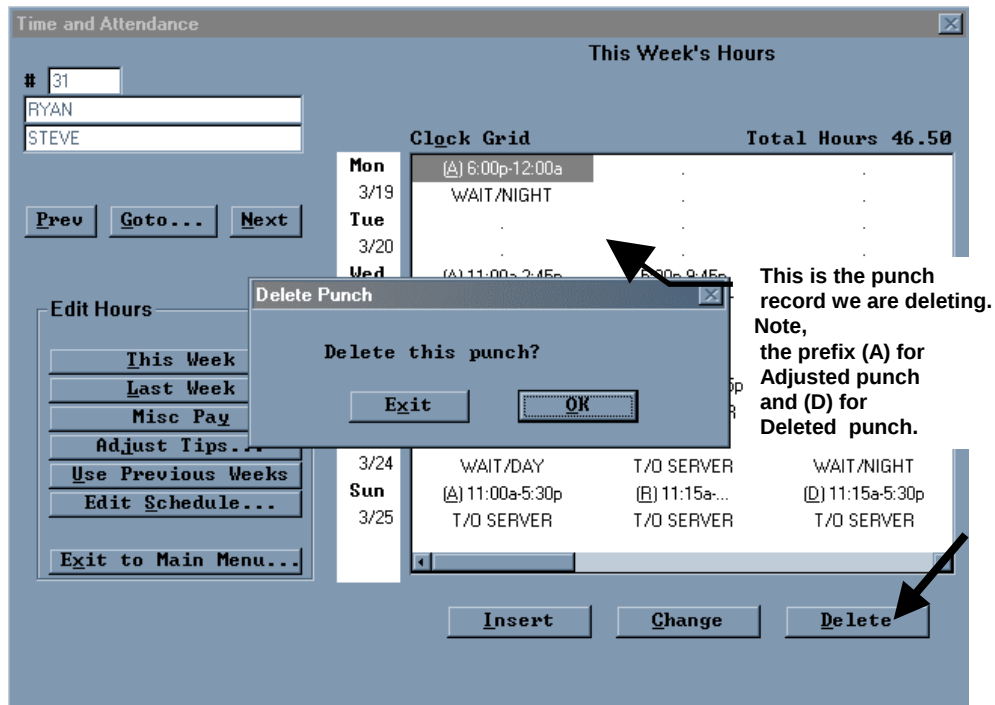
The image shows a screenshot of a software dialog box titled "Edit Current Punch". The dialog box has a blue background and a standard Windows-style title bar with a close button. It contains the following fields and controls:

- Day:** A dropdown menu currently showing "Thu".
- Job:** A dropdown menu currently showing "WAIT/NIGHT".
- In:** A text input field containing "06:45 p".
- Out:** A text input field containing "10:00 p".
- Buttons:** Two buttons at the bottom, "Exit" and "OK".

Pull down selection for the Job. Do not forget to enter the corrected times with an **a** for a.m. or a **p** for p.m.. The end result looks familiar too.

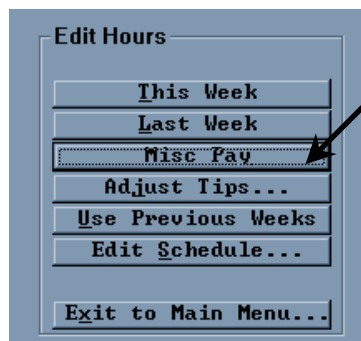
DELETING HOURS WORKED IN THE CLOCK GRID

You made a mistake and you wish to immediately delete the punch just made. Select the punch day/hours you wish to delete by highlighting it, then, hit **ALT+D**.



MISCELLANEOUS PAY: EDIT HOURS AND SCHEDULES

Miscellaneous pay allows you to pay per diem employees a flat rate. These employees may have a set base pay to which you can add an additional amount also per diem. Finally a job can be assigned to the per diem rate.



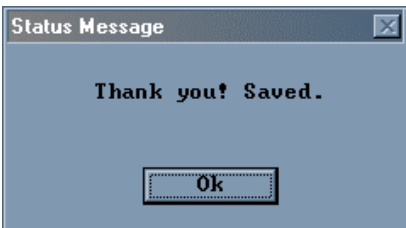
Below is an example of the miscellaneous pay screen. It provides the ability to identify an employee other than the one selected with the **Prev**, **Goto** and **Next** options.

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This Week: This option allows you to add miscellaneous pay for an employee during the current workweek.

Last Week: This option allows you to add miscellaneous pay for an employee for the previous week. Note that the dates change when Last Week is selected.

Save Week Info: save miscellaneous pay information you have entered during this session for an employee for the given period. After making changes to the Miscellaneous Pay screen, be sure to Save Week Info before returning to Hours and Schedules.



Edit Hours... returns you to the Hours and Schedules screen from whence you came. If you have made changes to Misc. Pay, be sure to Save Week Info before you return to Edit Hours...

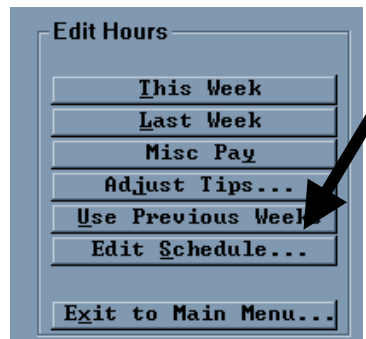
Back to Main Menu: returns you to the Main Time and Attendance Menu. Be sure that you have Saved Week Info, if you have made changes to Misc. Pay for an employee.

The screenshot shows a software window titled "Time and Attendance". On the left, there's a section for "Miscellaneous Pay" with buttons: "This Week", "Last Week" (highlighted with a black arrow), "Save Week Info", "Edit Hours...", and "Back to Main Menu...". Above these buttons are input fields for employee ID (# 31), name (RYAN), and another name (STEVE), along with "Prev", "Goto...", and "Next" buttons. On the right, a table titled "Last Week's Misc. Pay" has columns "Base", "Add. Amount", and "Job". The rows represent days of the week from Monday to Sunday, each with input fields for "Base" and "Add. Amount" (all showing "0.00") and a dropdown for "Job".

	Base	Add. Amount	Job
Mon	0.00	0.00	
Tue	0.00	0.00	
Wed	0.00	0.00	
Thu	0.00	0.00	
Fri	0.00	0.00	
Sat	0.00	0.00	
Sun	0.00	0.00	

ADJUST TIPS: EDIT HOURS AND SCHEDULES

Adjust Tips... allows you to adjust a server's tips for a given week, this week or last week.



Below is an example of the Adjust Tips... screen. It provides the ability to identify an employee other than the one selected with the **P**rev, **G**oto and **N**ext options.

A screenshot of the "Adjust Tips" screen within the "Time and Attendance" application. The screen is divided into several sections. At the top left, there is a field for "# 5" and a list of names: "COLE" and "STEPHANIE". Below this are buttons for "Prev", "Goto...", and "Next". In the bottom left, there is a sub-menu titled "Adjust Tips" with buttons for "This Week", "Last Week" (highlighted with a black arrow), "Save Week Info", "Edit Hours...", and "Back to Main Menu...". The right side of the screen is titled "This Week's Adjustment" and contains a table of values: "Declared Tips" (144.73), "Total Adjustment" (0.00), "Adjustment Amount" (0.00), "Total" (144.73), and "Tip Pool" (0.00). At the bottom right, it says "Adjustments logged at end of week."

This Week: allows you to view Declared Tips and make adjustments to tips for your servers for This Week's payroll.

Last Week: allows you to view Declared Tips and make adjustments to tips for your servers for Last Week's payroll.

Save Week Info: makes permanent the adjustments made to tips and tip pool dollars during the current editing session.

Edit Hours... returns you to the Edit Hours and Schedule screen.

Back to Main Menu... returns you to the main Time and Attendance menu.

Declared tips: are logged into the system through the Order Entry system (touch screens). The figure represented above is the value of declared tips for entire week.

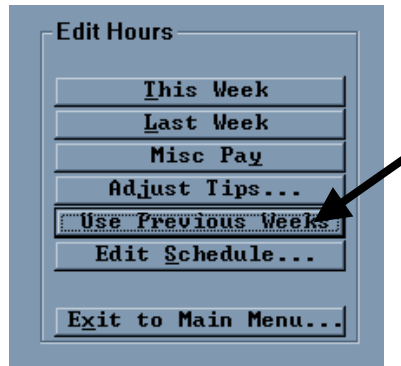
Total Adjustment: is the calculated value of adjustments throughout the week. You cannot change this value directly, only through the Adjustment Amount field. The Total field reflects the sum of Declared Tips + Total Adjustments = Total. When a positive amount is entered in the Adjustment Amount field, then the Total Adjustment field increases. When a negative value is entered in the Adjustment Amount field, then the Total Adjustment field decreases.

Adjustment Amount: is the field used to adjust the Total Adjustment field positively or negatively. A *plus* entry will increase the Total Adjustments for the week; a *negative* value will decrease the Total Adjustments for the same period.

Total: is a calculated field that is the sum of Declared Tips and Total Adjustments. This field cannot be changed directly. Changes to this field are executed by making entries in the Adjustment Amount field, which increases or decreases the Total Adjustment field.

Tip Pool: field allows you to enter tip pool dollar information for your servers for the given week. There are more tip pooling schemes than there are restaurants, this field is there to accommodate your own unique method of dividing tips among your servers and then to re-distribute the appropriate share to the individual servers.

USE PREVIOUS WEEKS: EDIT HOURS AND SCHEDULES



Use Previous Weeks... allows you to access hours and schedules from a previous week for the purpose of editing, viewing or printing.

A screenshot of a dialog box titled "Use Previous Week". The dialog box contains the following text: "The date should be within 6 weeks before the beginning of the last week: 03/12/01." Below this, there is a label "Get TA records for what date?" followed by a text input field containing "03/05/2001". Further down, there are two labels: "Start day:" followed by a text input field containing "03/05/2001", and "End day:" followed by a text input field containing "03/11/2001". At the bottom of the dialog box, there are two buttons: "Ok" and "Cancel".

Get TA records for what date? This allows you to enter a date in the week for which you need to retrieve Hours or schedule data. As soon as you enter a date, the start day and end day for the week you have selected change.

4

RAIMONDI

DANTE

PrevGoto...Next

Edit Hours

This WeekLast WeekMisc PayAdjust Tips...Use Current WeekEdit Schedule...Exit to Main Menu...

Previous Week's Hours

Clock Grid

Total Hours 30.25

Mon			
8/26			
Tue	12:00p-12:00a		
8/27	WAIT TRAINER		
Wed	6:00p-1:15a		
8/28	WAIT TRAINER		
Thu	5:00p-10:30p		
8/29	PUBWAIT/NIGHT	12:00p-12:00p	
Fri	12:00p-2:30p	PUBWAIT/DAY	
8/30	WAIT TRAINER		
Sat	5:30p-8:30p		
8/31	PUBWAIT/NIGHT		
Sun			
9/1			

InsertChangeDelete

Prev, Goto and Next are options already familiar to us which allow us to retrieve hour or schedule information for an employee other than the one selected with the Prev, Goto and Next command buttons.

Previous Week's Hours: at the top of the screen alerts you to the fact that you have moved from the Current Week's Hours to the Previous Week's Hours selected on the preceding screen.

Use Current Week's Hours: allows you to return to the Current Week's Hours screen.

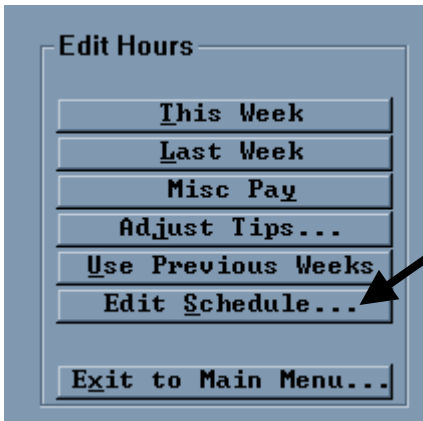
Exit to Main Menu returns you to the Main Time & Attendance Menu.

Insert allows you to insert a record in the previous week's hours and schedule grid.

Change allows you to Change a record in the previous week's hours and schedule grid.

Delete allows you to delete a record in the previous week's hours and schedule grid.

EDIT SCHEDULE: EDIT HOURS AND SCHEDULES



The Edit Schedules section of Time and Attendance is optional. Keeping an automated schedule may seem more cumbersome than your current *cross out* and *write in* version. However, if the issue is controlling your labor costs, planning, budgeting, etc.; then the money saved in judicious selection of over time labor, keeping within your budget justifies the daily regimen of the few minutes required to maintain your schedule. It should be used by management who wish to monitor punch activity by authorizing an employee's hours and jobs and in some cases prohibiting employees from punching in or out outside of their authorized schedule. Schedules also provide the mechanism to work within a department budget. Schedules can be made up with the assistance of a labor/sales index. Schedules help to predict employee overtime well in advance.

Edit Schedule... allows you to create and maintain your weekly schedule for your restaurant staff. POSitouch allows you to keep four schedules and as you advance weekly schedules, the regular schedule overwrites next week's schedule, next week's schedule becomes this week's schedule, and finally this week's schedule becomes last week's schedule. Usually, you are juggling this week's and next week's schedule to maintain proper coverage and save on your labor sales index. The Regular Schedule is like a template, which allows you to enter your ranges of times that need coverage and the number of servers, kitchen staff, etc. required to properly run your business.

A schedule not only automatically moves through the cycle described above, it also can be copied from one schedule to another: Last Week's can be copied to the Regular Schedule. This Week's Schedule can be copied to Next Week's schedule, etc.

The screenshot shows a software window titled "Time and Attendance". At the top right, it says "This Week's Schedule". On the left, there's a section for employee information: "# 34", "MENNENGA", and "KRISTINA". Below this are buttons for "Prev", "Goto...", and "Next". Further down is an "Edit Schedules" section with buttons for "This Week", "Last Week", "Next Week", "Regular", "Copy All Schedules...", "Edit Hours...", and "Exit to Main Menu...". The main area is a "Clock Grid" showing a weekly schedule. The "Total Hours" are listed as "40.00". The schedule is as follows:

Day	Date	Shift	Hours
Mon	3/19	10:45a-5:45p	
Tue	3/20	DINING RM MAN	
Wed	3/21	11:00a-5:00p	
Thu	3/22	WAIT/DAY	
Fri	3/23	4:00p-1:00a	
Sat	3/24	DINING RM MAN	
Sun	3/25	5:00p-1:00a	

At the bottom right of the grid are buttons for "Insert", "Change", "Delete", "Copy Day", and "Copy Week".

Prev, Goto and Next are options familiar to us which allow us to retrieve schedule information for an employee other than the one selected with the **Prev, Goto and Next** command buttons.

This Week: This command button is the default schedule that appears when you select Edit Schedule. The name of the current schedule appears at the top of the screen, so that you always know which schedule you are viewing or changing. This Week's schedule moves to Last Week's schedule as you advance the weekly schedule.

Last Week: This command button allows you to view and check last week's schedule. An individual day or the entire week of a schedule may be copied from one schedule to another. Last week's schedule falls out as you advance weekly schedule.

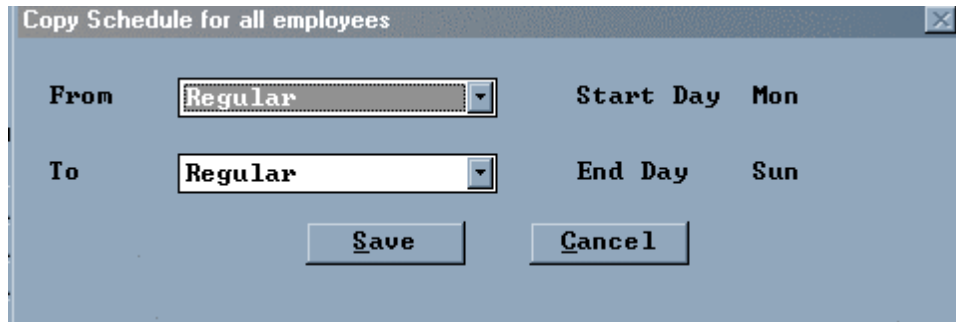
Next Week: This command button allows you to begin to schedule and plan for next week's schedule. An individual day or the entire week of a schedule may be copied from one schedule to another. Next Week's schedule becomes This Week's Schedule as you advance the weekly schedule.

Regular: This command button allows you to view and check the Regular schedule. An individual day or the entire week of a schedule may be copied from one schedule to another. The Regular schedule becomes Next Week's as you advance the weekly schedule.

Copy All Schedules: This command button allows you to copy the contents of a one schedule to another. It brings up the dialogue box below, which allows you to select the schedule to *copy from* and *to*.

The screenshot shows a dialog box titled "Copy Schedule for all employees". It has two dropdown menus: "From" and "To". The "From" dropdown is currently set to "Regular". The "To" dropdown is currently set to "This Week". There are also fields for "Start Day" (set to "Mon") and "End Day" (set to "Sun"). At the bottom are "Save" and "Cancel" buttons. An arrow points to the "From" dropdown menu.

Above we are copying from the Regular Schedule to This Week's Schedule.



Copy Schedule for all employees

From: Regular Start Day: Mon

To: Regular End Day: Sun

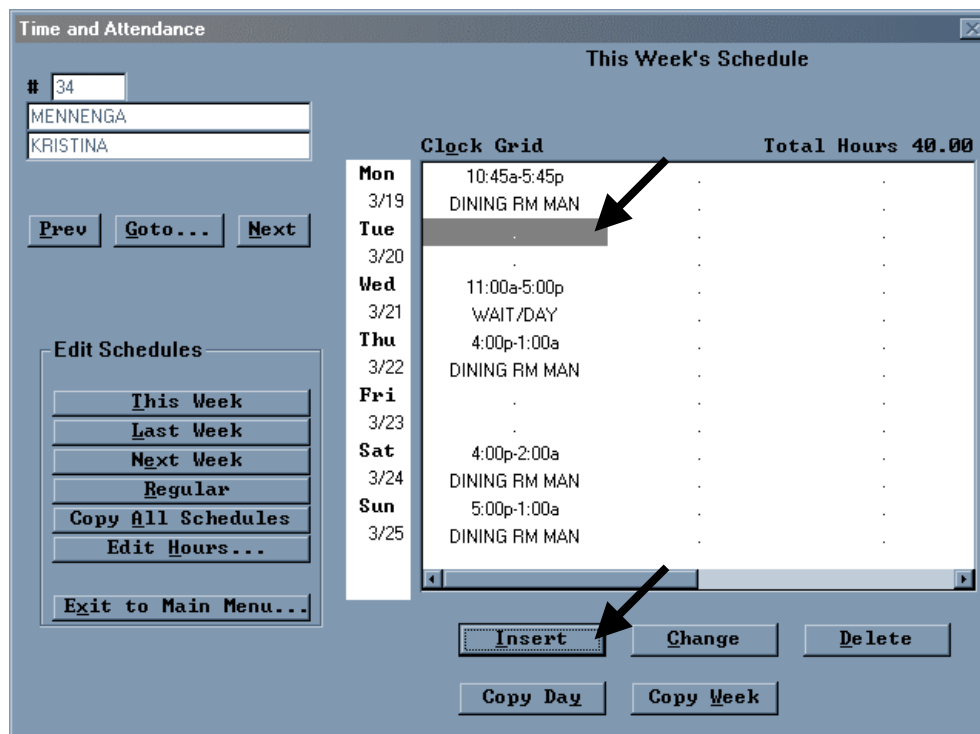
Save Cancel

If these are the schedules you wish to copy from and to, then select the Save command button. Remember this copying will overwrite what is currently in the schedule that is being written to. If you have changed your mind and do not wish to do this, then select Cancel.

Edit Hours: This command button returns you to the Edit Hours screen. You toggle between Edit Schedule and Edit Hours by selecting the appropriate command button.

Exit to Main: This command button returns you to the Main Time and Attendance Menu.

Insert: This command button allows you to insert or add a schedule entry into the selected schedule: Regular, Next Week, This Week or Last Week.



Time and Attendance

This Week's Schedule

34

MENNENGA

KRISTINA

Prev Goto... Next

Edit Schedules

This Week

Last Week

Next Week

Regular

Copy All Schedules

Edit Hours...

Exit to Main Menu...

Click Grid

Total Hours 40.00

Day	Date	Time	Job
Mon	3/19	10:45a-5:45p	DINING RM MAN
Tue	3/20		
Wed	3/21	11:00a-5:00p	WAIT/DAY
Thu	3/22	4:00p-1:00a	DINING RM MAN
Fri	3/23		
Sat	3/24	4:00p-2:00a	DINING RM MAN
Sun	3/25	5:00p-1:00a	DINING RM MAN

Insert Change Delete

Copy Day Copy Week

In its simplest form, inserting scheduled hours follows the same format as inserting worked hours. Select the day in which you wish to add hours, fill in the job which the person will work, fill in the scheduled in time followed by an A for a.m. or P for p.m., then the scheduled out time, again followed by an A for a.m. or P for p.m.

Insert New Shift

Day: Tue

If selected, shift code will be used for the scheduler.

Job: DINING RM MANAGER

In: 9:00 p

Out: 02:00 a

Job Shift Codes:

☒ Use Shift Hours

Exit OK

Day: This pull down menu allows you to select the day for which you wish to insert scheduled hours.

Insert New Shift

Day: Tue

If selected, shift code will be used for the scheduler.

Job: DINING RM MANAGER

In: 9:00 p

Job Shift Codes:

Job: This pull down menu allows you to select the job that this person will work during the scheduled hours.

Insert New Shift

Day: Tue

If selected, shift code will be used for the scheduler.

Job: DINING RM MANAGER

In: 9:00 p

Job Shift Codes:

In Time: Enter the scheduled time the person will be punching in.

Insert New Shift

Day: Tue If selected, shift code will be used for the scheduler.

Job: DINING RM MANAGER Job Shift Codes:

In: .9:00 p

Out: 02:00 a

Out Time: Enter the scheduled time the person will be punching out.

OK: Select OK to save the additions or changes that you have just made to insert a schedule.

Time and Attendance

31

RYAN

STEVE

Prev Goto... Next

Edit Hours

- This Week (highlighted with arrow)
- Last Week
- Misc Pay
- Adjust Tips...
- Use Previous Weeks
- Edit Schedule...
- Exit to Main Menu...

This Week's Hours

Clock Grid Total Hours **46.50**

Day	Date	Shift	Start	End	Notes
Mon	3/19	(A) 6:00p-12:00a			
		WAIT/NIGHT			
Tue	3/20				
Wed	3/21	(A) 11:00a-2:45p	5:00p-9:45p	(B) 11:15a...	
		WAIT/DAY	COOK/NIGHT	WAIT/NIGHT	
Thu	3/22	11:00a-5:00p	(B) 11:00a...	(B) 5:00p...	
		COOK/DAY	COOK/DAY	COOK/DAY	
Fri	3/23	(A) 4:00p-11:45p	(D) 4:00p-11:45p		
		SB/NIGHT	SUPERVISOR		
Sat	3/24	(A) 11:00a-4:45p	4:45p-10:45p	(B) 11:30a...	
		WAIT/DAY	T/O SERVER	WAIT/NIGHT	
Sun	3/25	(A) 11:00a-5:30p	(B) 11:15a...	(D) 11:15a-5:30p	
		T/O SERVER	T/O SERVER	T/O SERVER	

Insert Change (highlighted with arrow) Delete

Change: Select the scheduled hours you wish to edit or change. Then select the Change command button to view the change screen. Make the changes to job or scheduled hours, then save the changes by selecting OK. If you do not wish to save the changes made, select Exit.

The 'Edit Current Punch' dialog box contains the following fields and controls:

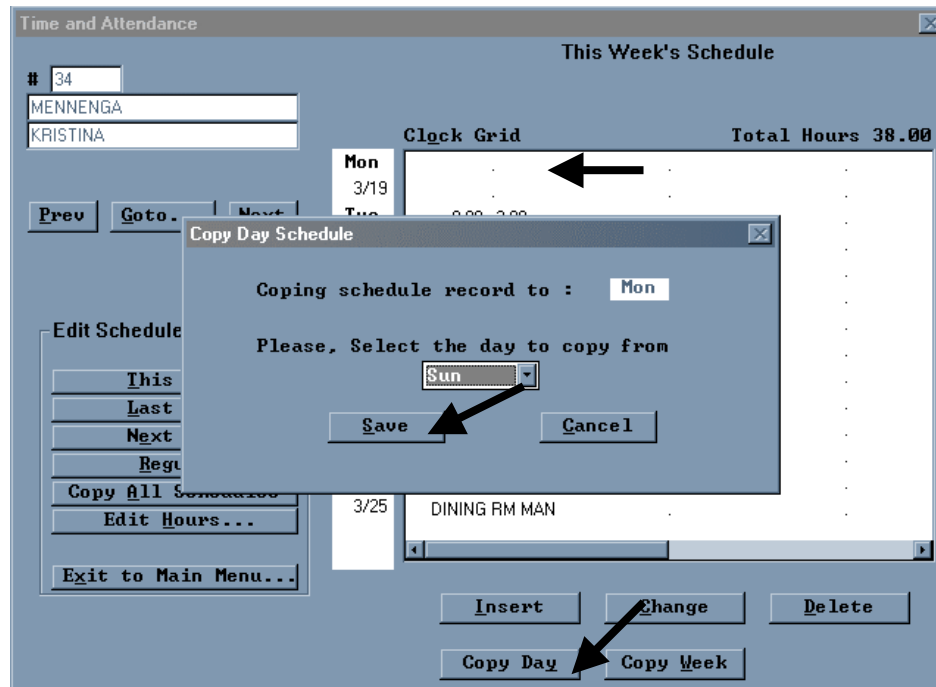
- Day:** A dropdown menu currently set to 'Mon'. A text box next to it reads: 'If selected, shift code will be used for the scheduler.'
- Job:** A dropdown menu currently set to 'DINING RM MANAGER'.
- Job Shift Codes:** An empty list box.
- In:** A time input field set to '09:00 p'.
- Out:** A time input field set to '02:00 a'.
- Use Shift Hours:** A checked checkbox.
- Buttons:** 'Exit' and 'OK' buttons at the bottom.

Delete: Select the scheduled hours you wish to delete. Then select the Delete command button, a dialogue box will appear to allow you to confirm the deletion with an OK or change your mind and click on EXIT.

The 'Time and Attendance' window displays 'This Week's Schedule' with a 'Clock Grid' and 'Total Hours 45.00'. The 'Delete Punch' dialog box is open, asking 'Delete this punch?' with 'Exit' and 'OK' buttons. Arrows point to the 'Delete' button in the main window, the 'OK' button in the dialog, and a specific punch entry in the grid.

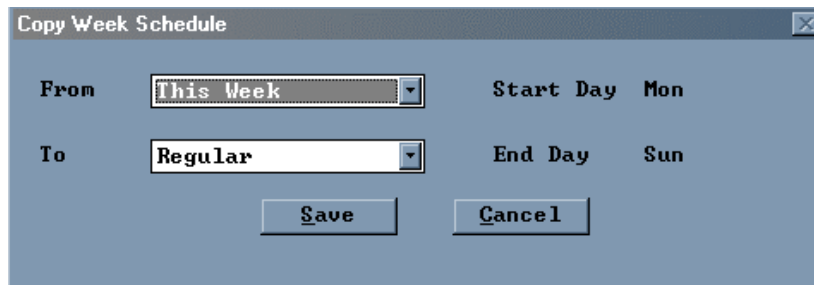
Day	Date	Shift
Mon	3/19	10:45a-5:45p DINING RM MAN
Tue	3/20	9:00p-2:00a DINING RM MAN
Wed	3/21	11:00p-5:00a
Sun	3/24	5:00p-1:00a
Sun	3/25	DINING RM MAN

Copy Day: is a quick way to copy scheduled hours from one day to another day. Select the day you wish to copy hours to, and then click on the Copy Day command button to select the day the hours are to be copied from. Use the pull down menu to view day from which you can copy scheduled hours (only days that have scheduled hours appear in the list).



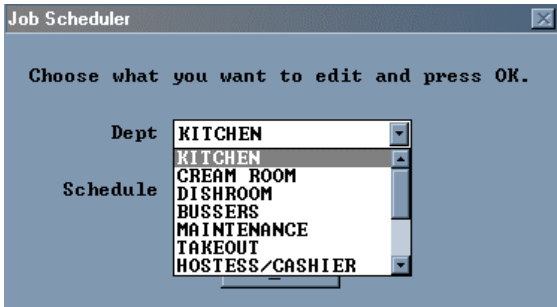
Copy Week: is a quick way to copy scheduled hours from one entire schedule week to another schedule week for a particular employee.

In the example below, Manual Cabral's This Week's schedule is a particularly good one both for him and the business. We are copying it to the regular schedule, since it automatically gets copied to Next Week's schedule when the week advances. It would also be appropriate to copy it into Next Week's Schedule, since Next Week's Schedule will advance to This Week's when the Schedule advances.



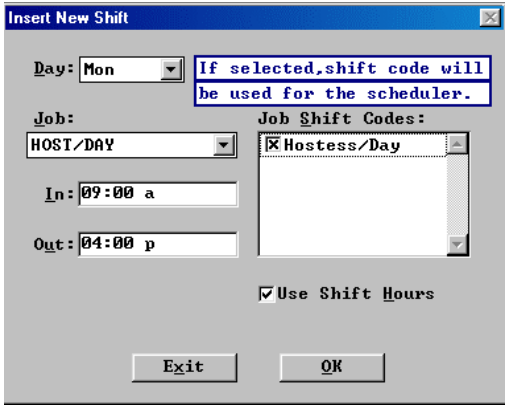
Job Shift Codes: are defined from the Main Time and Attendance Menu > Setup Options > Job Shift Codes. They allow you to link a number of Job Shift time slots to a specific job. [Reference the Job Shift codes setup] In the example below the Busser Job has 5 time Job Shift associated with it - these have imbedded times:

PM Busser = 6:00 p - 1:00 a
 Early PM Busser = 6:00 p -10:00 p
 Late PM Busser = 9:00 p - 2:00 a
 AM Busser = 10:00 a - 3:00 a
 Afternoon Busser = 1:00 p - 6:00 p

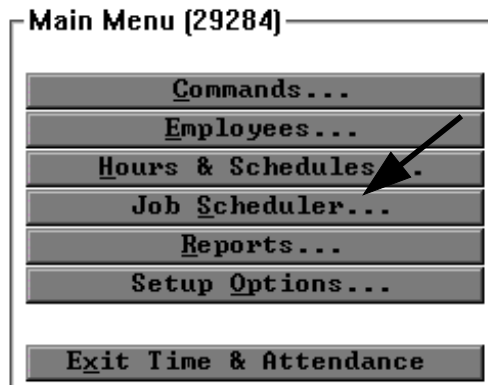


In order for the Job Shifts to appear in the screen below, they have to be defined in the above screen for the Job selected.

Use Shift Hours: when selected, it enables you to click on one of the Job Shift Codes that appear in the above box. Upon checking a shift code, the schedule hours for that code automatically fill in the IN: and OUT: times. Try it, check one, then another, you will note that the times being filled in are the ones defined for that Job Shift Code in Setup. If Use Shift Hours is not checked, then that indicates that you do not wish for the scheduled hours to be filled in from the Job Shifts, but rather with to manually enter the IN: and OUT: times.

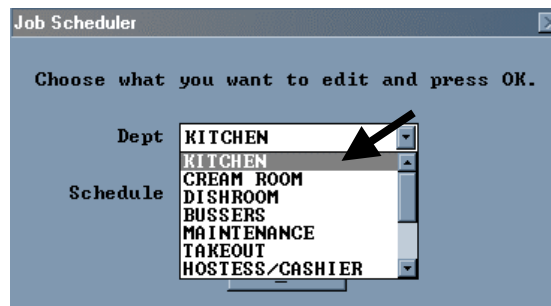


JOB SCHEDULER

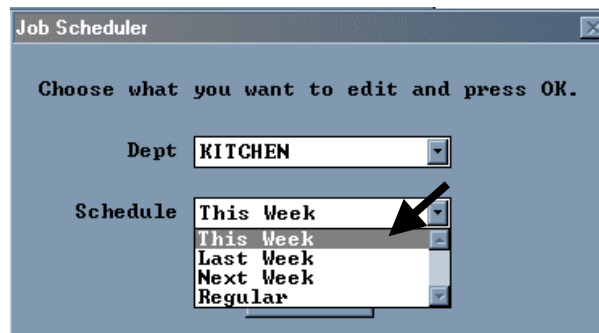


The Job Scheduler is another view of Employee Schedules (see above) that permits the scheduling of employees by department and for a selected schedule, for example, *Kitchen, this week*. When this section is entered, the schedules of all the Kitchen personnel appear on the schedule grid. The schedule grid can then be viewed and edited as necessary.

Selecting the Job Scheduler option from the Main Backoffice menu brings you to the Job Scheduler screen which allows you to select a department whose schedule you wish to build or edit,



Select the week's schedule that you wish to work on. (See below).



Select OK after making your choices of Department and Schedule.

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The Job Scheduler allows you to enter projected sales or to copy sales from last week. The dollar budget for each department and shift is entered in SETUP OPTIONS > DEPARTMENT AND JOBS. During the actual scheduling process the actual hours entered are compared to the budget amount, if you are over - the budgeted number becomes highlighted. It is common to budget on the basis of your Labor/Sales index; that is, if you are trying to maintain a .17 index for the entire house with expected Sales at \$10,000, then you are budgeting \$1,700 for labor. Obviously, the index for each department would be different, but the point remains that some kind of index is derived for each department and used as a milestone during the scheduling process.

POSitouch creates an index based on normal sales and projected sales. Then applies the index to your departmental budgets for the week simultaneously adjusting the budget. This example will help to clarify how the numbers are derived. . Also, keep in mind that a number of examples will be provided to nail the concept for you.

Projected Sales for next Tuesday are estimated at 11,000, Normal Sales for Tuesday are 10,000, therefore a ratio of 1.1. When this ratio is applied to the kitchen department, which is normally budgeted for \$480 of scheduled hours in the kitchen on Tuesdays, the new, computed budget is $480 \times 1.1 = 528$. The system will let you schedule up to \$520 labor hours in the kitchen department for Tuesday before alerting you that you are over budget.

You understand the concept if you can grasp that \$9000 of projected sales for Tuesday with \$10,000 of normal sales and a \$480 budget means an adjusted budget of \$432. This is because, 9000 is to 10000 as 432 is to 480 or $.9 \times 480 = 432$. Remember, the budget window will contain the adjusted budget or the ratio of projected and normal sales applied to it.

The *Labor Cost Analysis Report* compares your projections with your actual labor figures so that you can refine your index and, ultimately, save hundreds of dollars per week on your labor costs.

Time and Attendance Documentation

The screenshot shows the 'JOB SCHEDULER' window for 'KITCHEN: This Week'. It includes a 'Choose Department & Schedule' button, a 'Days of the week' list, a 'Hours Grid' table, a 'Labor Hrs. scheduled' callout, a 'Hrs. scheduled for this department for this week' callout, an 'Employees' list, a 'View Budget...' button, and an 'Exit to the Main Menu' button. The 'Hours Grid' table shows hours for days Mon 3/19 to Sun 3/25 across time slots 8am to 2pm. The 'Employees' list includes names and scheduled hours for COOK/DAY and COOK/NIGHT shifts.

	8am	9am	10am	11am	12pm	1pm	2pm
Mon 3/19	1.0	3.0	4.0	4.0	4.0	4.0	4.0
Tue 3/20	1.0	3.0	4.0	4.0	4.0	4.0	4.0
Wed 3/21	1.0	3.0	3.0	3.0	4.0	4.0	4.0
Thu 3/22	1.0	3.0	4.0	4.0	5.0	5.0	5.0
Fri 3/23	1.0	3.0	4.0	4.0	4.0	4.0	4.0
Sat 3/24	-	3.0					
Sun 3/25	-	5.0					

Summary: Hours = 462.00, Wages = 4315.89, Budget = 0.00

The screen is a busy one, but the information is laid out in a way to make your job of scheduling easier; all necessary data is in ready view. We will explain all the information on this screen to help you immediately begin to use this scheduler in a productive and intelligent manner.

This screenshot shows the 'Time and Attendance' window with the 'JOB SCHEDULER' title. It displays the 'KITCHEN: This Week' section with a 'Choose Department & Schedule' button and the 'Employees' list on the right.

Kitchen: This Week identifies the current department and schedule that is available for scheduling on this screen. Always look to this area to check your bearing. Is this the right department? Is this the correct schedule?

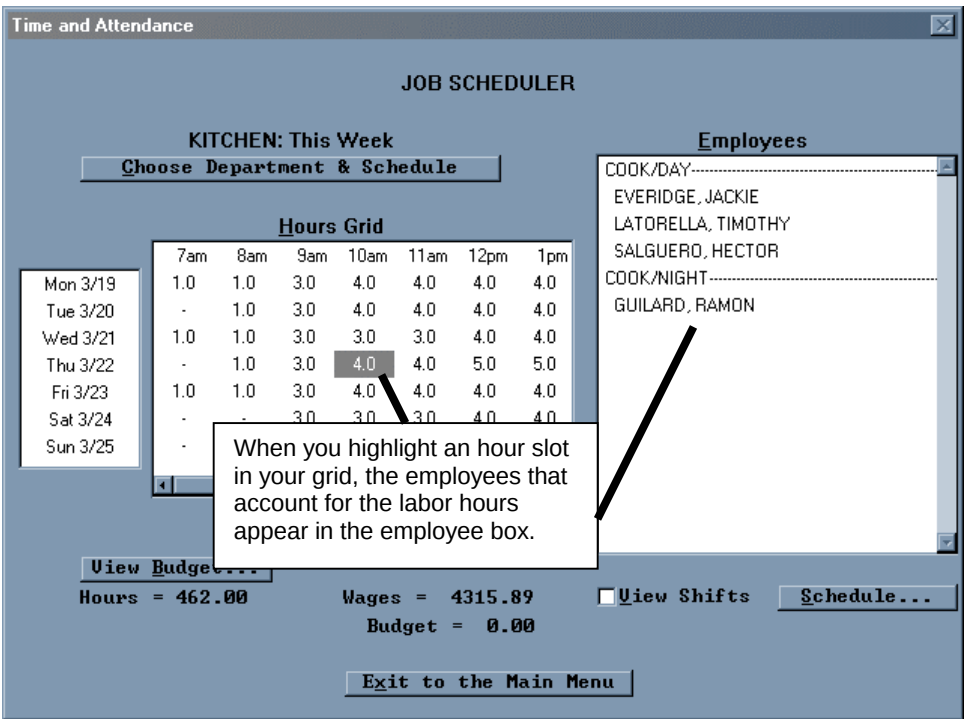
Choose Department & Schedule: this command button allows you to select and load another department's schedule for this or another week. You do not need to exit the Job Scheduler, simply move from department to department to do your work.

This screenshot provides a closer look at the 'Hours Grid' and 'Employees' list. Callouts highlight the 'Horizontal scroll bar' for the hours grid and the 'Vertical scroll bar' for the employee list.

	7am	8am	9am	10am	11am	12pm	1pm	2pm
Mon 3/19			4.0	4.0	4.0			
Tue 3/20			4.0	4.0	4.0			
Wed 3/21			3.0	3.0	4.0	4.0	4.0	
Thu 3/22			4.0	4.0	5.0	5.0	5.0	
Fri 3/23			4.0	4.0	4.0	4.0	4.0	
Sat 3/24			3.0	3.0	3.0	4.0	4.0	
Sun 3/25			5.0	5.0	5.0	6.0	6.0	

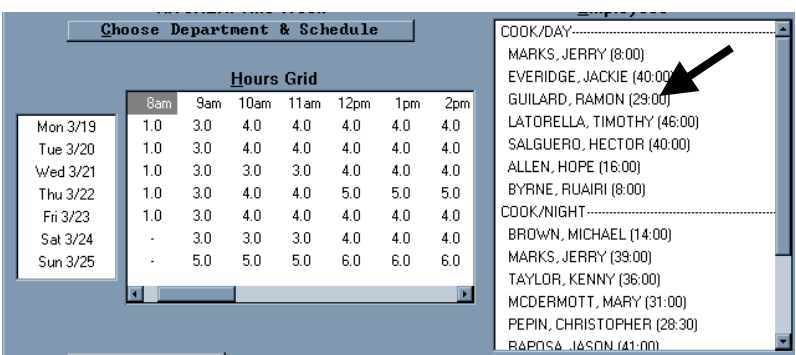
Days of the Week: this box contains the days of the week beginning with your week start day. It forms the row alignment for the Hours Grid to its immediate right.

Hours Grid: displays the hours you need to schedule employees based on your SETUP OPTIONS > WORK SHIFTS. If you select the hour column headings, you see all the employees available for scheduling.



If you highlight a specific hour slot, that has labor scheduled, then the employees that account for those hours appear in the Employee box to the right.

Employees: lists the staff from the selected department that you can pick for scheduling. There are a number of ways to schedule employees. One is to simply select the employee you wish to schedule from the list by clicking on the employee's name with your mouse.



This brings up the employee schedule screen already familiar to you. Ready to insert the employee's hours into a given day!

Time and Attendance Documentation

GUILARD, RAMON: KITCHEN: This Week

Clock Grid **Total Hours 40.00**

Day	Date	Shift	Job	Hours
Mon	3/19	10:00a-5:00p	COOK/DAY	5.0
Tue	3/20	10:00a-5:00p	COOK/DAY	5.0
Wed	3/21	5:00p-11:00p	COOK/NIGHT	6.0
Thu	3/22	10:00a-3:00p	COOK/NIGHT	5.0
Fri	3/23			
Sat	3/24	5:00p-1:00a	COOK/DAY	6.0
Sun	3/25	4:00p-11:00p	COOK/DAY	7.0

Buttons: Insert, Change, Delete, Copy Day, Copy Week, OK

Schedule: command button is another way to assign your staff to a schedule.

JOB SCHEDULER

KITCHEN: This Week
Choose Department & Schedule

Hours Grid

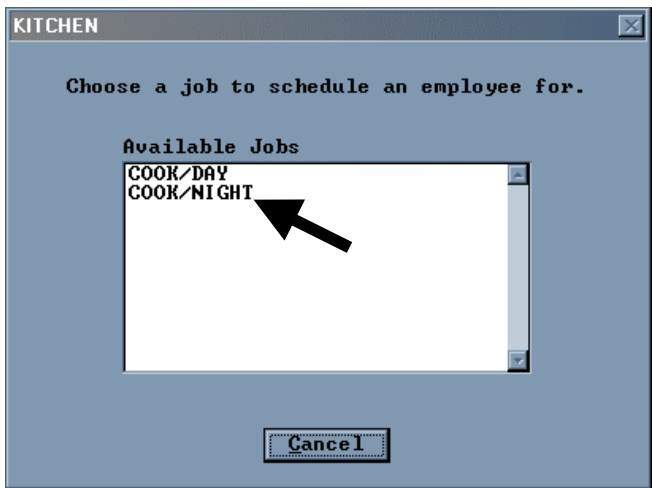
	8am	9am	10am	11am	12pm	1pm	2pm
Mon 3/19	1.0	3.0	4.0	4.0	4.0	4.0	4.0
Tue 3/20	1.0	3.0	4.0	4.0	4.0	4.0	4.0
Wed 3/21	1.0	3.0	3.0	3.0	4.0	4.0	4.0
Thu 3/22	1.0	3.0	4.0	4.0	5.0	5.0	5.0
Fri 3/23	1.0	3.0	4.0	4.0	4.0	4.0	4.0
Sat 3/24	-	3.0	3.0	3.0	4.0	4.0	4.0
Sun 3/25	-	5.0	5.0	5.0	6.0	6.0	6.0

Employees

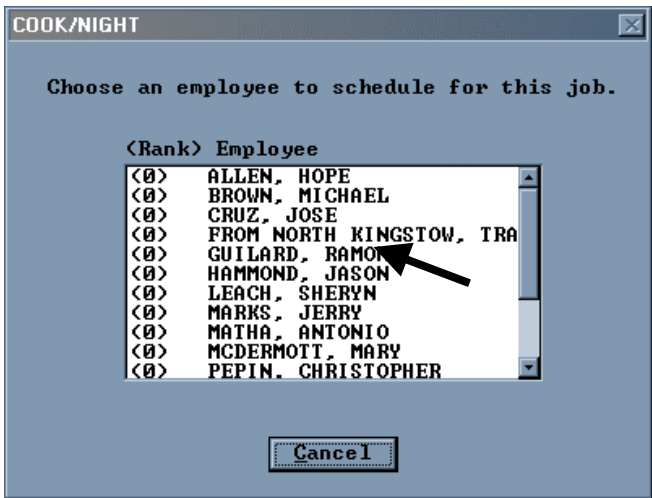
- COOK/DAY-----
- MARKS, JERRY (8:00)
- EVERIDGE, JACKIE (40:00)
- GUILARD, RAMON (29:00)
- LATORELLA, TIMOTHY (46:00)
- SALGUERO, HECTOR (40:00)
- ALLEN, HOPE (16:00)
- BYRNE, RUAIRI (8:00)
- COOK/NIGHT-----
- BROWN, MICHAEL (14:00)
- MARKS, JERRY (39:00)
- TAYLOR, KENNY (36:00)
- MCDERMOTT, MARY (31:00)
- PEPIN, CHRISTOPHER (28:30)
- RAPOSA, JASON (41:00)

Buttons: View Budget..., Hours = 462.00, Wages = 4315.89, Budget = 0.00, View Shifts, Schedule..., Exit to the Main Menu

You are now able to select from a list of available jobs. Which job do you wish to schedule? Let's say we need a Kitchen Supervisor.



With your mouse click on the Supervisor job or move your cursor so that the Supervisor job is highlighted and hit enters.



The employees that have the Kitchen Supervisor job assigned to them appear in the list by Rank. We wish to schedule hours for Michael Brown, therefore we click on her name with our mouse or down arrow and highlight her name and hit enter. This brings up her schedule and we are ready to insert hours into her schedule.

Time and Attendance Documentation

The screenshot shows a window titled "BROWN, MICHAEL: KITCHEN: This Week". It contains a "Clock Grid" table and a "Total Hours 37.00" label. The table lists days of the week and dates with corresponding shift times and descriptions. Below the table are buttons for "Insert", "Change", "Delete", "Copy Day", "Copy Week", and "OK". An arrow points to the "Insert" button.

Day	Date	Shift	Description
Mon	3/19	4:15p-12:15a	WAIT/NIGHT
Tue	3/20	.	.
Wed	3/21	.	.
Thu	3/22	5:00p-9:00p	COOK/NIGHT
Fri	3/23	4:15p-1:15a	WAIT/NIGHT
Sat	3/24	12:00p-10:00p	COOK/NIGHT
Sun	3/25	11:00a-5:00p	WAIT/DAY

Rank for Scheduling: is used within the Job Scheduler by department and shift. Starting with a '1' as the highest (or best) rank, employees can be ranked according to performance or preference. The higher ranked employees are sorted and displayed at the top of the Employee List when scheduling by department and job. Note that no ranking is used in the example above. [Check use of ranking].

The screenshot shows a window titled "View Budget...". It displays labor financials: "Hours = 462.00", "Wages = 4315.89", and "Budget = 0.00". There are buttons for "View Shifts", "Schedule...", and "Exit to the Main Menu". An arrow points to the "View Budget..." button.

View Budget... is a picture of your labor financials based on a simple formula that *projected sales / normal sales* = budgeted labor / theoretical budget. The ratio works this way \$10,000 of *normal sales* requires a kitchen budget of \$400. *Projected sales* of \$11,000 or 10% more will require a kitchen budget of \$440 or 10% over normal allotted budget. Do not look for the place where this value was originally entered, it is a calculated figure based on the value you enter as a target budget for \$X,XXX of sales. As you schedule your kitchen staff, your budgeted labor is compared to scheduled labor.

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Budget Comparison

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
SALES							
Normal	7541.15	8767.70	9014.35	9116.45	15471.00	15271.95	11692.25
Projected	7541.15	8767.70	9014.35	9116.45	15471.00	15271.95	11692.25
LABOR							
Budgeted	550.00	550.00	550.00	600.00	700.00	700.00	700.00
Scheduled	545.25	554.50	537.25	593.88	706.75	658.25	720.01
COST							
Budget %	7.29	6.27	6.10	6.58	4.52	4.58	5.99
Schedule %	7.23	6.32	5.96	6.51	4.57	4.31	6.16

Scheduled labor, when over budget is highlighted

Sales

Budget % = Budgeted \$ / Projected Sales

Schedule % = Schedule \$ / Projected Sales

Normal Sales: is a base or average of sales for a given day - usually gleaned from the average column of the Sales Trend report. This number is then used as a numerator with projected sales as a denominator to provide a ratio that will be used to establish the labor budget.

Sales: command button allows you to enter values for actual and projected sales. Actual sales are pulled from POSitouch check file data. Projected sales can be entered manually or copied from This Week's, Last Week's or Next Week's projected sales.

Edit HOUSE Sales Figures

Sales:	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Last Week	7500.00	8700.00	9000.00	9000.00	15000.00	15000.00	12000.00
Normal	7541.15	8767.70	9014.35	9116.45	15471.00	15271.95	11692.25
Projected							
Last Week	8605.49	8592.55	8765.83	10277.85	17671.95	16763.30	12807.40
This Week	7541.15	8767.70	9014.35	9116.45	15471.00	15271.95	11692.25
Next Week	0.00	0.00	0.00	0.00	0.00	0.00	0.00

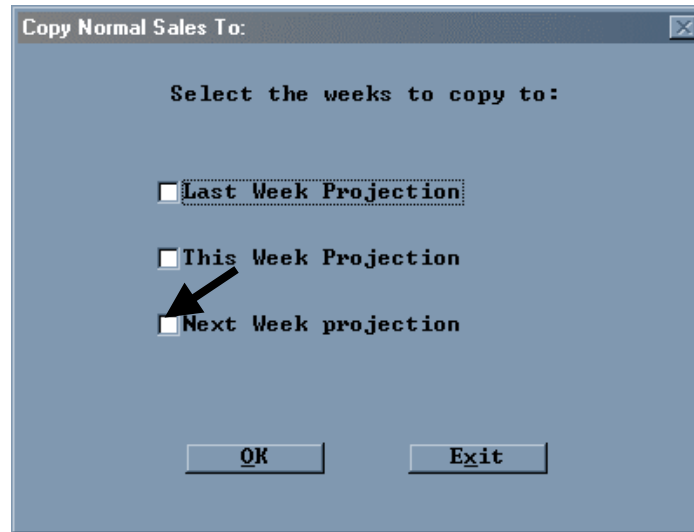
Copy Normal Sales

Copy Last Week Sales

Save

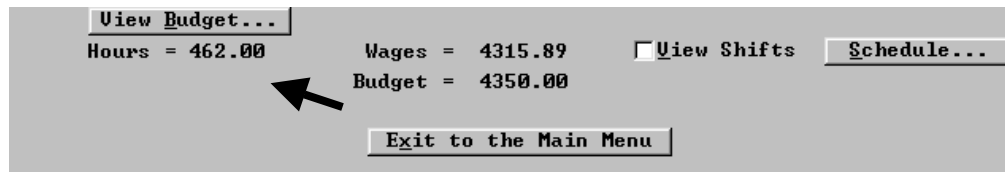
Exit

Copy Normal Sales: command button allows you to copy values from the figures entered for the Normal Sales row to Projected Last Week, This Week or Next Week's Sales. Actual and Projected sales can be entered manually or copied from This Week's, Last Week's or Next Week's projected sales. You are being asked *copy normal sales* to:

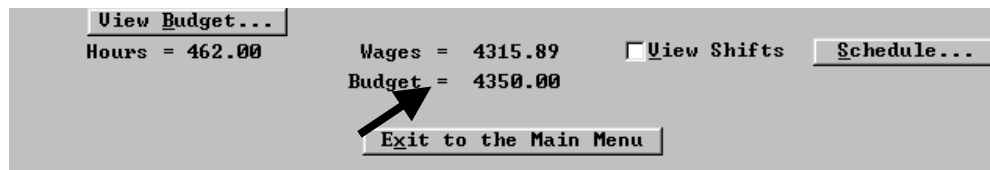


Last Week Projection, This Week Projection or Next Week Projection.

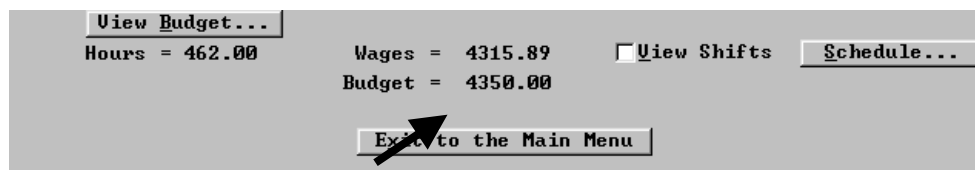
Copy Last Week Sales: command button allows you to copy values from the figures entered for the Last Week Sales row to Projected Last Week, This Week or Next Week's Sales. Actual and Projected sales can be entered manually or copied from This Week's, Last Week's or Next Week's Projected Sales. You are being asked *Copy Last Week's Sales* to:



Hours = : calculates the number of labor hours scheduled to the moment. The figure increases as staff is scheduled and decreases as staff is deleted from the schedule.



Wages = : calculates the dollar value of the hours currently scheduled. The dollar figure increases as staff is scheduled and decreases as staff is deleted from the schedule.



Budget = : represents the dollar value of the labor dollar. Remember, the budget figure is based on the factor of projected sales divided by normal sales. If your kitchen budget is \$500 for a normal sales week, set projected sales more than normal, then your budget will be *more* than your base

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daily budget figure. Set projected sales under your normal sales figure, then your budget will be less than your base daily budget figure.

Time and Attendance

JOB SCHEDULER

KITCHEN: This Week

Choose Department & Schedule

Hours Grid

	8am	9am	10am	11am	12pm	1pm	2pm
Mon 3/19	1.0	3.0	4.0	4.0	4.0	4.0	4.0
Tue 3/20	1.0	3.0	4.0	4.0	4.0	4.0	4.0
Wed 3/21	1.0	3.0	3.0	3.0	4.0	4.0	4.0
Thu 3/22	1.0	3.0	4.0	4.0	5.0	5.0	5.0
Fri 3/23	1.0	3.0	4.0	4.0	4.0	4.0	4.0
Sat 3/24	-	3.0	3.0	3.0	4.0	4.0	4.0
Sun 3/25	-	5.0	5.0	5.0	6.0	6.0	6.0

View Budget...

Hours = 462.00

Wages = 4315.89

Budget = 0.00

Exit to the Main Menu

Employees

COOK/DAY.....

MARKS, JERRY (8:00)

Tue 9:00a-5:00p

EVERIDGE, JACKIE (40:00)

Tue 9:00a-5:00p

Wed 9:00a-5:00p

Thu 9:00a-5:00p

Fri 9:00a-5:00p

Sat 9:00a-5:00p

GUILLARD, RAMON (29:00)

Mon 10:00a-5:00p

Tue 10:00a-5:00p

Sat 5:00p-1:00a

Sun 4:00p-11:00p

LATORRELLA, TIMOTHY (46:00)

View Shifts

Schedule...

View Shifts: select this option box to get a different view of your employees scheduled hours by shift. It is a very useful look at your employees as you build your schedule since the employee's schedule and the total number of hours is on display. Select View Shifts again to return to the previous view of all employees.

View Budget...

Hours = 462.00

Wages = 4315.89

Budget = 4350.00

Exit to the Main Menu

View Shifts

Schedule...

Exit of Main Menu: select this option to return to the main Time and Attendance menu.

A common question related to the budget figures is why is there a difference between a department's budget as viewed in the Job Scheduler and the value entered in the budget table.

The numbers in 'Job scheduler' are correct. Projected budget is not the same as the department budget you entered in 'Setup'. It was calculated using following formula:

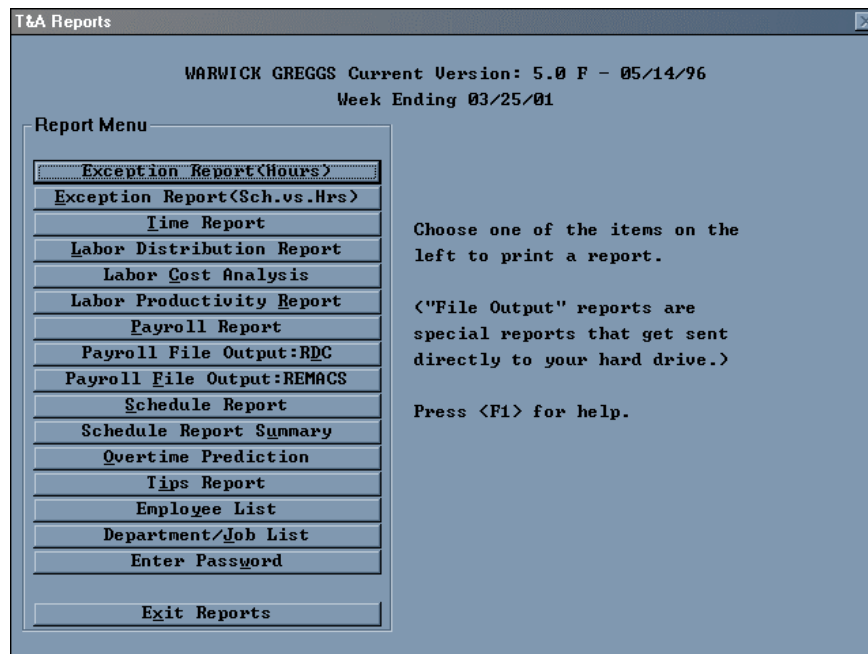
$$prBudget[day] = deptBudget[day] * multiplier;$$

where the multiplier = $prSales[day] / normalSales[day];$
where :

prBudget[day] - final figure you see in lookup budget table per day;
deptBudget[day] - value entered in 'Setup department & job data', summary per day;
prSales[day] and normalSales[day] projected and normal sales figures per day, entered in 'Job schedule Sales table'.

REPORTS OVERVIEW

This option produces a variety of hard copy documentation to support the automated time clock and to export to external payroll systems. Each report is explained in detail on pages below.



The **Time Report** gives a snapshot of punch activity for any given day or week period for each employee.

The **Payroll Report** is available in a summary version with or without punch detail. It includes all punch information for the period as is found in the Time Report and extends the hours for each employee times the rate of pay plus overtime to give the total dollar amount that they are due. This report is normally used to feed an external payroll system that produces paychecks.

The **Labor Distribution Report** includes not only labor dollars, but also sales information for individuals, departments and the entire house.

The **Labor Cost Analysis Report** is a management report that provides a weeklong look at projected and actual sales, labor hours and dollars as well as a sales/labor index. This report is useful for businesses that are seriously interested in tracking labor trends.

Overtime Prediction Report tells you who is approaching the overtime prediction value entered in SETUP > T&A Front of the House > OPTIONS 1. This allows you to select employees for additional hours with an eye on overtime and your budget.

Time and Attendance Reports

Exception Report

The **Exception Report** shows incomplete punch activity and therefore the undefined range of hours cannot be paid, such as an in punch without an out punch. This report should be run regularly to keep ahead of the changes and corrections to your payroll. It also displays other information which prevent the successful flow of hours and wages into the Payroll and Labor Distribution Reports, such as: unknown or missing Job or no rate of pay for a given job. This report also has information on the *comings* and *goings* of your employee staff. It is suggested that you peruse this report for excessive numbers of rejected punches to identify employees display patterns of tardiness.

Exception Report(Hours)

Select Report Period

☒ This Week
☐ Last Week
☐ Both Weeks
☐ Arbitrary Period

Start day 05/21/2001
End day 05/21/2001

Sort Report By:

☒ Employee number
☐ Employee name
☐ Department and Job

Select Exception(s)

☒ Missing out punch
☒ Unknown or missing job
☒ Employee has no rate for job
☒ Rej. punch: job changed
☒ Rej. punch: off schedule
☒ Rej. punch: in early
☒ Rej. punch: in late
☒ Rej. punch: out early
☒ Rej. punch: out late

☒ All employees(departments)
☐ Selected employees(departments)

Print Cancel

Select Report Period: - Select the report period for the Exception Report. Your options are:

This Week: This is the current week in the Time and Attendance database. This week appears at the top of the Time and Attendance main menu.

Last Week: This is the week previous to the current week in the Time and Attendance database.

Both Weeks: This selection will provide exception information for This Week and Last Week.

Arbitrary Period: Select this option to run an exception report for any day or range of days. When this option is checked, the Start Day and End Day option become available to you to enter the range of days in the Arbitrary Period.

Start Day: Enter the start date for the arbitrary range of days for the Exception Report.

End Day: Enter the end date for the arbitrary range of days for the Exception Report.

Start Day: 3/25/01
End Day: 3/25/01 Report for one day.

Sort Report By:- Select the sort field for the Exception Report. Your options are listed below:

Time and Attendance Documentation

Employee Number: This sort field will list the employees with exception records in order by employee number from lowest to highest.

Employee Name: This sort field will list the employees with exception records in alphabetical order by Employee's Last Name.

Department and Job: This sort field will list the employees with exception records by department and job.

Select Exception(s):- Select the type of exception records you wish to include on your report by checking the box next to the description:

Missing Out Punch: Employees appear on the report that have a missing out punch for the selected period. These hours will not appear on the Payroll or the Labor Distribution Report until an adjustment is made in *Hours and Schedules*.

Unknown or missing Job Employees appear on the report that have an unknown or missing job for the selected period.

Employee has no rate for job: Employees appear on the report that have no rate for their job for the selected period.

Rej. Punch: job changed Employees appear on the report that have a rejected punch because of a job change during the selected period.

Rej. punch: schedule overridden Employees appear on the report that have a rejected punch because of a schedule override during the selected period.

Rej. punch: in early Employees appear on the report that have a rejected punch because they tried to punch in earlier than the set grace period allowed for early punch in to schedule during the selected period. The grace period for scheduled employees is setup in Backoffice Main Menu > Setup > Time and Attendance > T&A Front of the House.

Rej. Punch: in late Employees appear on the report that have a rejected punch because they punched in late during the selected period.

Red. punch: out early Employees appear on the report that have a rejected punch because they punched out early during the selected period.

Rej. punch: out late This sort field will list the employees with exception records by department and job.

All or Selected Employees: - Check one of the boxes to select an exception report for all employees or an exception report for only selected employees.

All Employees (departments): Check this box if you want to print an exception report for all employees in all departments.

Selected Employees (departments): Check this box if you want to print an exception report for selected employees in certain departments.

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Sample Exception Report

The Sample Exception Report is perused daily by managers and supervisors to identify employees who have forgotten to punch out, have many rejected punches, etc.

GREGG'S EAST PROVIDENCE
REPORT DATE: 03/25/2001

PAGE: 1
REPORT TIME: 20:04:29.75

Employee	Exception #	Report Day	Report Date	(Hours worked)	Type	In	Out	Week Ending Hrs	Job	Sun. Sept. 15, 96	Exception
CABRAL, MANUAL	5	Sun.	3/25	REJ:	4:15p	-----			BUSSE		Rej. punch: in early
EDWARDS, ROBERT E	7	Sat.	3/24	REJ:	4:45p	-----			COOK/NIGHT		Rej. punch: in early
		Sun.	3/25	REJ:	4:45p	-----			COOK/NIGHT		Rej. punch: in early
				REJ:	4:45p	-----			COOK/NIGHT		Rej. punch: in early
MELLO, MISSY	10	Fri.	3/23	REJ:	4:45p	-----			FOOD RUNNER		Rej. punch: in late
				REJ:	4:45p	-----			FOOD RUNNER		Rej. punch: in late
DE COSTA, NANCY	11	Tue.	3/20		10:45a	-----			WAIT/DAY		Missing out punch
CUTE, CATHERINE	14	Mon.	3/19		11:00a	-----			WAIT/DAY		Missing out punch
SUAREZ, SHIRLEY	17	Fri.	3/23		9:00a	2:00p			CREAM ROOM		Employee has no rate for job
		Sat.	3/24		9:00a	5:00p			CREAM ROOM		Employee has no rate for job
PENA, COREY	18	Wed.	3/21	REJ:	4:45p	-----			BUSSE		Rej. punch: in early
				REJ:	4:45p	-----			BUSSE		Rej. punch: in early
				REJ:	4:45p	-----			BUSSE		Rej. punch: in early
					5:00p	-----			BUSSE		Missing out punch
		Sun.	3/25	REJ:	11:45a	-----			BUSSE/DAY		Rej. punch: in early
				REJ:	11:45a	-----			BUSSE/DAY		Rej. punch: in early
					12:00p	-----			BUSSE/DAY		Missing out punch
DERCOLE, LAUREN	19	Fri.	3/23	REJ:	9:00p	-----			FOOD RUNNER		Rej. punch: job changed
				REJ:	9:00p	-----			FOOD RUNNER		Rej. punch: job changed
CUSHMAN, ROBERT	20	Mon.	3/19		12:00p	5:00p			COOK/DAY		Employee has no rate for job
		Tue.	3/20		12:00p	5:00p			COOK/DAY		Employee has no rate for job
		Wed.	3/21		12:00p	5:00p			COOK/DAY		Employee has no rate for job
		Thu.	3/22		12:00p	5:00p			COOK/DAY		Employee has no rate for job
		Fri.	3/23		12:00p	5:00p			COOK/DAY		Employee has no rate for job
		Sat.	3/24		12:00p	5:00p			COOK/DAY		Employee has no rate for job
		Sun.	3/25		12:00p	5:00p			COOK/DAY		Employee has no rate for job
		Wed.	3/21	REJ:	4:45p	-----			COOK/NIGHT		Rej. punch: in early
				REJ:	4:45p	-----			COOK/NIGHT		Rej. punch: in early
					5:00p	10:30p			COOK/NIGHT		Employee has no rate for job
		Thu.	3/22		5:00p	10:00p			COOK/NIGHT		Employee has no rate for job
BAXENDALE, AMY	21	Fri.	3/23		10:30a	4:30p			BUSSE		Employee has no rate for job
		Sat.	3/24		10:30a	5:00p			BUSSE		Employee has no rate for job
		Thu.	3/22		12:00p	2:45p			BUSSE/DAY		Employee has no rate for job
REBOLLO, PATRICIA	28	Wed.	3/21		10:30p	-----			WAIT/NIGHT		Missing out punch
		Sat.	3/24	REJ:	5:00p	-----			FOOD RUNNER		Rej. punch: in late
				REJ:	5:00p	-----			FOOD RUNNER		Rej. punch: in late
TUITE, LYNNE	32				11:45a	-----			WAIT/DAY		Missing out punch
		Thu.	3/22	REJ:	4:30p	-----			WAIT/NIGHT		Rej. punch: job changed
				REJ:	4:30p	-----			WAIT/NIGHT		Rej. punch: job changed
				REJ:	3:45p	-----			TO/SERVER		Rej. punch: in early
ADDISON, NYCOLE	36				4:45p	-----			WAIT/NIGHT		Missing out punch
BOMBA, THERESA	38				4:45p	-----			HOST/NIGHT		Missing out punch
CARLSON, NANCY	52				4:45p	-----			BAR/NIGHT		Rej. punch: in early
PROPATIER, ANDREW	55	Fri.	3/23	REJ:	5:45p	-----			BAR/NIGHT		Rej. punch: in early
				REJ:	5:45p	-----			FOOD RUNNER		Rej. punch: in late
BAIN, BCHRISTINA	57	Sat.	3/24	REJ:	5:00p	-----			FOOD RUNNER		Rej. punch: in late
BISHOP, LISA	80	Mon.	3/19	REJ:	8:45a	-----			COOK/DAY		Rej. punch: in early
				REJ:	8:45a	-----			COOK/DAY		Rej. punch: in early
		Sat.	3/24	REJ:	8:45a	-----			COOK/DAY		Rej. punch: in early
MCAHON, SHANNON	81	Fri.	3/23	REJ:	3:30p	-----			TO/SERVER		Rej. punch: in early
				REJ:	3:45p	-----			TO/SERVER		Rej. punch: in early
ANDREWS, DEBRA	90	Sat.	3/24	REJ:	3:45p	-----			TO/SERVER		Rej. punch: in early
CUTHILL, JENNIFER	91	Wed.	3/21	REJ:	3:45p	-----			TO/SERVER		Rej. punch: in early
POMBO, DAVID	100	Sun.	3/25	REJ:	3:45p	-----			COOK/NIGHT		Rej. punch: in early
BROWN, LORI	107				10:30a	-----			WAIT/NIGHT		Missing out punch
BUTLER, NATALIE	110	Wed.	3/21	REJ:	10:45a	-----			TO/SERVER		Rej. punch: in early
		Sat.	3/24	REJ:	10:45a	-----			TO/SERVER		Rej. punch: in early
AMADIO, ALMERINDA	115	Tue.	3/20		11:45a	-----			PUBWAIT/DAY		Missing out punch
LABBE, BARBARA	130	Thu.	3/22		11:00a	-----			PUBWAIT/DAY		Missing out punch
		Mon.	3/19	REJ:	5:45p	-----			PUBWAIT/NIGHT		Rej. punch: in early
HIGSON, LINDA	131	Thu.	3/22	REJ:	10:15a	-----			DR SUPERVISOR		Rej. punch: in early
EVANS, JOHN	138	Mon.	3/19		5:00p	10:15p			COOK/NIGHT		Employee has no rate for job
		Tue.	3/20		5:00p	10:30p			COOK/NIGHT		Employee has no rate for job
		Fri.	3/23		5:00p	12:45a			COOK/NIGHT		Employee has no rate for job
		Sat.	3/24		5:00p	12:15a			COOK/NIGHT		Employee has no rate for job
MARSHALL, JAMES	148			REJ:	9:30a	-----			COOK/DAY		Rej. punch: in early
		Sun.	3/25	REJ:	8:45a	-----			COOK/DAY		Rej. punch: in early
				REJ:	8:45a	-----			COOK/DAY		Rej. punch: in early
GOFF, KATHY	170	Tue.	3/20	REJ:	10:45a	-----			WAIT/DAY		Rej. punch: in early
				REJ:	10:45a	-----			WAIT/DAY		Rej. punch: in early
				REJ:	10:45a	-----			WAIT/DAY		Rej. punch: in early
WHITE, TRUDY	186	Fri.	3/23	REJ:	10:45a	-----			PUBWAIT/DAY		Rej. punch: in early
OVERWOOD, SCOTT	195	Sun.	3/25	REJ:	11:45a	-----			DISH/DAY		Rej. punch: in early
				REJ:	11:45a	-----			DISH/DAY		Rej. punch: in early
		Wed.	3/21	REJ:	4:45p	-----			DISH/NIGHT		Rej. punch: in early
				REJ:	4:45p	-----			DISH/NIGHT		Rej. punch: in early
		Fri.	3/23	REJ:	5:45p	-----			DISH/NIGHT		Rej. punch: in early
				REJ:	5:45p	-----			DISH/NIGHT		Rej. punch: in early
GAUDREAU, JEN	501	Mon.	3/19		11:30a	-----			DR SUPERVISOR		Missing out punch
		Wed.	3/21		4:00p	-----			DR SUPERVISOR		Missing out punch
		Sun.	3/25		6:30p	-----			DR SUPERVISOR		Missing out punch
		Thu.	3/22		5:00p	-----			PUBWAIT/NIGHT		Missing out punch
SERBYN, LAURIE	509	Fri.	3/23		10:00a	5:15p			COOK/DAY		Employee has no rate for job

Exception Report (Hours Scheduled and Hours Worked)

The **Exception Report (Hours Scheduled and Hours Worked)** shows incomplete punch that cannot be paid, such as an in punch without an out punch or vice versa.

Exception Report(Hours Scheduled and hours worked)

Select Report Period

☒ This Week
☐ Last Week
☐ Both Weeks

Sort Report By:

☒ Employee number
☐ Employee name
☐ Department and Job

☐ All employees<departments>
☒ Selected employees<departments>

1.	0	5.	0	9.	0
2.	0	6.	0	10.	0
3.	0	7.	0	11.	0
4.	0	8.	0	12.	0

Print Cancel

Select Report Period: - Select the report period for the Exception Report (Hours Scheduled and Hours Worked). This report should be run regularly to keep ahead of the changes and corrections to your payroll. Your options are:

This Week: This is the current week in the Time and Attendance database. This week appears at the top of the Time and Attendance main menu.

Last Week: This is the week previous to the current week in the Time and Attendance database.

Both Weeks: This selection will provide exception information for This Week and Last week.

Sort Report By:- Select the sort field for the Exception Report (Hours Scheduled and Hours Worked). Your options are listed below:

Employee Number: This sort field will list the employees with exception records in order by employee number from lowest to highest.

Employee Name: This sort field will list the employees with exception records in alphabetical order by employee's last name.

Department and Job: This sort field will list the employees with exception records by department and job.

All or Selected Employees: - Check one of the boxes to select an exception report (Hours Scheduled and Hours Worked) for all employees or an exception report for only selected employees.

All Employees (departments): Check this box if you want to print an exception report (Hours Scheduled and Hours Worked) for all employees in all departments.

Selected Employees (departments): Check this box if you want to print an exception report (Hours Scheduled and Hours Worked) for selected employees in certain departments.

Restaurant Data Concepts, Inc.

Sample Exception Report (Hours Scheduled and Hours Worked)

GREGG'S EAST PROVIDENCE
REPORT DATE: 03/25/2001

PAGE: 1
REPORT TIME: 20:57:19.94

Exception Report (Hours Scheduled and hours worked) for Week Ending Sun Aug 15, 2001

Employee	#	Day	Date	Type	In	Out	Hrs	Job
----------	---	-----	------	------	----	-----	-----	-----

FONDEUR, ANTHONY

2

Mon.	8/9	SCH:	5:30p	11:00p	5.50	COOK
		HRS:	5:40p	11:30p	5.83	COOK
Wed.	8/11	SCH:	5:30p	11:15p	5.75	COOK
		HRS:	5:11p	11:24p	6.22	COOK
Fri.	8/13	SCH:	5:30p	9:30p	4.00	COOK
		HRS:	5:31p	5:43p	0.20	COOK
		HRS:	5:43p	10:09p	4.43	COOK
Sat.	8/14	SCH:	5:30p	10:00p	4.50	COOK
		HRS:	5:43p	11:38p	5.92	COOK
Sun.	8/15	SCH:	5:00p	11:00p	6.00	COOK
		ADJF	5:25p	11:00p	5.58	COOK
Mon.	8/16	SCH:	5:30p	11:00p	5.50	COOK
		HRS:	5:50p	11:24p	5.57	COOK
Wed.	8/18	SCH:	5:30p	11:30p	6.00	COOK
		HRS:	5:37p	11:42p	6.08	COOK
Sat.	8/21	SCH:	5:30p	10:00p	4.50	COOK
Sun.	8/22	SCH:	5:00p	11:00p	6.00	COOK

BRIAN SNOWDALE

3

Wed.	8/18	HRS:	7:23a	11:02p	15.65	MGR
------	------	------	-------	--------	-------	-----

HERNANDEZ, FRANK

21

Thu.	8/12	SCH:	5:00p	10:00p	5.00	SERVER
		HRS:	6:09p	9:00p	2.85	SERVER
Fri.	8/13	SCH:	4:45p	11:00p	6.25	SERVER
		HRS:	5:04p	9:00p	3.93	SERVER
Sat.	8/14	SCH:	4:45p	11:00p	6.25	SERVER
Thu.	8/19	SCH:	5:00p	10:00p	5.00	SERVER
Fri.	8/20	SCH:	4:45p	11:00p	6.25	SERVER
Sat.	8/21	SCH:	4:45p	11:00p	6.25	SERVER
Sun.	8/22	SCH:	4:45p	10:30p	5.75	SERVER

Time Report

The **Time Report** shows all punch activity, both a complete punch and an incomplete punch that cannot be paid, such as an in punch without an out punch. The **Time Report** gives a snapshot of punch activity by employee for a day or week. It also lists adjusted and deleted punches. Below is the list of selected periods for which the report can be run.

Select Report Period: - Select the report period for the Time Report.

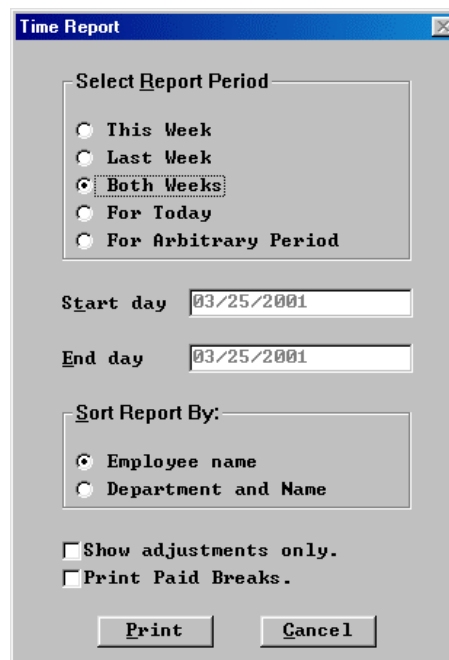
This Week: This is the current week in the Time and Attendance database. The range of days for This Week appears at the top of the Time and Attendance main menu.

Last Week: This is the week previous to the current week in the Time and Attendance database.

Both Weeks: This selection will provide exception information for This Week and Last week.

For Today: This selection will print a time report for today.

For Arbitrary Period: This selection will provide Time Report information for a range of days, beginning with the Start date to the End date.

The screenshot shows a 'Time Report' dialog box with a blue title bar. Inside, there's a 'Select Report Period' section with five radio button options: 'This Week', 'Last Week', 'Both Weeks' (which is selected), 'For Today', and 'For Arbitrary Period'. Below this are two text input fields: 'Start day' and 'End day', both containing the date '03/25/2001'. A 'Sort Report By:' section has two radio button options: 'Employee name' (selected) and 'Department and Name'. At the bottom, there are two unchecked checkboxes: 'Show adjustments only.' and 'Print Paid Breaks.'. Finally, there are 'Print' and 'Cancel' buttons at the very bottom.

Start Day: Enter the start date for the arbitrary range of days for the Time Report.

End Day: Enter the end date for the arbitrary range of days for the Time Report.

Start Day: 3/25/01

End Day: 3/25/01 Report for one day.

Sort Report By:- Select the sort field for the Time Report. Your options are listed below:

Employee Name: This sort field will list the employees with Time records in alphabetical order by employee name.

Department and Name: This sort field will list employees by department and name.

Show Adjustments Only:- Check this box, if you wish to see only adjustments in the Time Report.

Print Paid Breaks:- Check this box, if you wish to see paid breaks in the Time Report.

Time and Attendance Documentation

Sample Time Report

The sample Time Report on the page below provides an example of the information available to Managers to view the punch in/out flow in their establishment.

GREGG'S EAST PROVIDENCE
REPORT DATE: 03/25/2001

PAGE: 1
REPORT TIME: 19:48:14.44

Time Report for the Week ending Sun Mar 25, 01									
Types: ADJB-backoffice adjustment, ADJF-front of the house adjustment, DEL-deleted punch, REJ-rejected punch									
Day	Date	Employee	#	Type	In	Out	Hours	Job	Notes:
Mon.	3/19	ADDISON, NYCOLE	36		11:00a	2:00p	3.00	TO/SERVER	
		ALMEIDA, WENDY	69		10:30a	8:45p	10.25	SB/SUPERVISOR	
		AMADIO, ALMERINDA	115		11:00a	2:00p	3.00	PUBWAIT/DAY	
		ANDREWS, DEBRA	90		11:00a	4:15p	5.25	TO/SERVER	
		AUDET, ACHRISTINE	141		4:15p	9:00p	4.75	WAIT/NIGHT	
		BERGERON, TRACY	117		9:00a	1:15p	4.25	FINISHER	
		BISHOP, LISA	80		9:00a	3:00p	6.00	COOK/DAY	
				REJ:	8:45a	-----	0.00	COOK/DAY	Rej.Reason:'In early'
				REJ:	8:45a	-----	0.00	COOK/DAY	Rej.Reason:'In early'
		BOULAIS, MICHELLE	25		4:15p	12:45a	8.50	HOST/NIGHT	
		BRODUE, MARC	133		4:00p	9:00p	5.00	FINISHER	
		BUTLER, BRUCE	16		4:00p	9:30p	5.50	WAIT/NIGHT	
		BUTLER, NATALIE	110		4:00p	9:15p	5.25	TO/SERVER	
		CABRAL, JOSEPH	1000		9:00a	5:00p	8.00	COOK/DAY	
		CARAVANO, CHRISTINE	6		5:00p	11:00p	6.00	COOK/NIGHT	
		CUSHMAN, ROBERT	20		12:00p	5:00p	5.00	COOK/DAY	
		CUTE, CATHERINE	14		11:00a	-----		WAIT/DAY	
		DAVIDSON, LINDA JEAN	142		4:00p	12:00a	8.00	WAIT TRAINER	
		DE COSTA, NANCY	11		10:45a	4:30p	5.75	WAIT/DAY	
		DERCOLE, LAUREN	19		4:15p	8:45p	4.50	WAIT/NIGHT	
		DO, ANH	1189		6:00a	12:00p	6.00	MAINTENANCE	
		EVANS, JOHN	138		5:00p	10:15p	5.25	COOK/NIGHT	
		FINNERTY, CATHY-JO	98		11:00a	5:00p	6.00	WAIT/DAY	
		FITTRO, TREVOR	37		4:30p	9:00p	4.50	BUSSER	
		GAUDREAU, JEN	501		11:30a	-----		DR SUPERVISOR	
		GAYE, IBRAHIMA	1059		9:00a	12:00p	3.00	DISH/DAY	
					1:00p	5:00p	4.00	DISH/DAY	
		GERNT, DANIELLE	514		4:15p	8:00p	3.75	TO/SERVER	Ovr.Reason:'In early' by 510
				REJ:	4:00p	-----	0.00	TO/SERVER	Rej.Reason:'In early'
				REJ:	4:00p	-----	0.00	TO/SERVER	Rej.Reason:'In early'
				REJ:	4:00p	-----	0.00	TO/SERVER	Rej.Reason:'In early'
				REJ:	4:00p	-----	0.00	TO/SERVER	Rej.Reason:'In early'
				REJ:	4:00p	-----	0.00	TO/SERVER	Rej.Reason:'In early'
				REJ:	4:15p	-----	0.00	TO/SERVER	Rej.Reason:'In early'
		GIRARD, MAURICE	162		10:30a	4:30p	6.00	WAIT/DAY	
					4:45p	9:30p	4.75	SB/NIGHT	
		GOFF, KATHY	170		10:45a	2:00p	3.25	WAIT/DAY	
		HESSMANN, ROBIN	140		4:15p	11:15p	7.00	WAIT/NIGHT	
		HIGSON, LINDA	131		10:30a	6:30p	8.00	DR SUPERVISOR	
		LABBE, BARBARA	130		6:00p	1:00a	7.00	PUBWAIT/NIGHT	
				REJ:	5:45p	-----	0.00	PUBWAIT/NIGHT	Rej.Reason:'In early'
		LAPPOINT, ROBERT	85		4:00p	1:15a	9.25	BAR/NIGHT	Ovr.Reason:'In early' by 85
		LEONARDO, MARCIA	95		4:45p	8:30p	3.75	WAIT/NIGHT	
		MANZI, KRISTEN	87		4:30p	9:15p	4.75	WAIT/NIGHT	
		MARTINS, THEO	1003		4:30p	1:15a	8.75	COOK/NIGHT	
		OVERWOOD, SCOTT	195		4:45p	10:00p	5.25	DISH/NIGHT	
		Oliviera, Carlos	1041		8:30a	4:45p	8.25	COOK/DAY	
		PENA, COREY	18		5:15p	10:00p	4.75	BUSSER	
		PIRES, LEONEL	1002		6:00p	1:15a	7.25	DISH/NIGHT	
		POMBO, DAVID	100		4:00p	12:00a	8.00	COOK/NIGHT	
		PUMPLE, JENNIFER	83		4:30p	11:00p	6.50	WAIT/NIGHT	
		RESENDES, NELSON	126		8:00a	4:00p	8.00	SUPERVISOR	
		RICHARDSON, JULIE	58		5:00p	10:00p	5.00	PUBWAIT/NIGHT	
		SCHLEY, ALICIA	12		11:00a	2:15p	3.25	WAIT/DAY	
		SERBYN, LAURIE	509		10:30a	5:00p	6.50	BAR/DAY	
		SHILO, CHRISTINE A	129		4:15p	11:00p	6.75	WAIT/NIGHT	
		SNELL, JOHN	41		11:00a	2:45p	3.75	BUSSER/DAY	
		STROM, ELLIS	101		11:00a	3:15p	4.25	COOK/DAY	
		SUAREZ, SHIRLEY	17		5:00p	9:30p	4.50	HOST/NIGHT	
		TREMBLAY, DAVID	15		5:00p	10:00p	5.00	COOK/NIGHT	
		VIERIA, NANCY	1110		8:30a	5:00p	8.50	COOK/DAY	
		VINCENT, MICHELLE	53		11:00a	1:45p	2.75	PUBWAIT/DAY	
		VITI, ELIZABETH	42		4:15p	8:30p	4.25	WAIT/NIGHT	
		WHITE, TRUDY	186		12:00p	7:30p	7.50	PUBWAIT/DAY	
Total Hours For The Day 3/19 :							303.00		
Tue.	3/20	ADDISON, NYCOLE	36		11:00a	2:00p	3.00	TO/SERVER	
		ALMEIDA, WENDY	69		10:30a	8:30p	10.00	SB/SUPERVISOR	
.	.	.	.	.	.	.	.	.	.
Total Hours For The Period:							2334.50		

Labor Distribution Report

The **Labor Distribution Report** compares employee sales with each employee's labor cost. It also includes Declared Tips, 8% Tip Factor, and all Credit Card Tip totals for each employee. This report has similar sorting and reporting options to the payroll report below.

Select Report Period: - Select the report period for the Labor Distribution Report

This Week: This is the current week in the Time and Attendance database. The range of days for This Week appears at the top of the Time and Attendance main menu.

Last Week: This is the week previous to the current week in the Time and Attendance database.

Both Weeks: This selection will provide exception information for This Week and Last week.

For Today: This selection will print a time report for today.

For Arbitrary Period: This selection will provide Labor Distribution Report information for a range of days, beginning with the Start date to the End date.

The screenshot shows a web-based form for selecting report parameters. It is divided into three main sections: 'Report Periods:', 'Report Details:', and 'Sort Methods:'.
- **Report Periods:** Contains four radio button options: 'This Week', 'Last Week' (which is selected), 'Both Weeks', and 'Arbitrary Period'.
- **Report Details:** Contains four radio button options: 'Department Summary', 'Job Summary', 'Employee Summary', and 'Full Detail' (which is selected).
- **Sort Methods:** Contains four radio button options: 'Employee number' (selected), 'Employee name', 'Department and Job', and 'Alt. employee number'.
Below these sections, there are two text input fields for 'Start day' and 'End day', both containing the date '01/16/2007'.
There are two checkboxes: 'All employees<departments>' (checked) and 'Selected employees<departments>' (unchecked).
At the bottom, there is a checkbox labeled 'Employees below minimum wage only' which is checked.

Start Day: Enter the start date for the arbitrary range of days for the Labor Distribution Report.

End Day: Enter the end date for the arbitrary range of days for the Labor Distribution Report.

Start Day: 03/23/01

End Day: 03/23/01 Report for three days.

Report Detail:- Select the detail level for the Labor Distribution Report. Your options are listed below:

Department Summary: Summarizes information by department.

Job Summary: Summarizes information by job.

Employee Summary: Summarizes information by employee.

Time and Attendance Documentation

Full Detail: Provides detailed information for each employee.

Sort Method:- Select the sort field for the Labor Distribution Report. Your options are listed below:

Employee Number: This sort field will sort employees in order by employee number from lowest to highest.

Employee Name: This sort field will list the employees in alphabetical order by the employee's last name.

Department and Job: This sort field will list the employees by department and job.

All or Selected Employees: - Check one of the boxes to select a Labor Distribution report for all employees or for only selected employees.

All Employees (departments): Check this box if you want to print a Labor Distribution Report for all employees in all departments.

Selected Employees (departments): Check this box if you want to print a Labor Distribution Report for only certain employees or departments.

Employees below minimum wage only: - The Labor distribution report let's you print a report only for employees that have made under minimum wage for this period.

Restaurant Data Concepts, Inc.

Sample Labor Distribution Report

The sample Labor Distribution Report .

GREGG'S RESTAURANT WARWICK
REPORT DATE: 03/25/2001

PAGE: 1
REPORT TIME: 20:11:59.70

Labor Distribution Report for Week Ending Sun Mar 25, 01 (* - RATE CHANGED OR TIPS ADJ., ***** FOUND ELSEWHERE IN REPORT)
Actual Sales For Period: 75309.15

DEPT/JOB/EMPLOYEE # JOB RATE REG OVT REG OVT MISC TOTAL SERVER TIP CHRGD DECLRD LABOR
ALT. # CODE HOURS HOURS WAGES WAGES WAGES WAGES SALES FACTOR TIPS TIPS COST%

All sales/tips data are present.

AHLQUIST, RENEE	503	SUPE	8.000	37.25		298.00		298.00	33.40	3.34				0.40
180717														
SSN: 039-50-2177		EFF. RATE:	8.00	+/-	MIN WAGE:	132.24								
ANDERSON, TINA	17	DINI	8.500	38.75		329.38		329.38	690.68	69.07				0.44
141231														
SSN: 037-42-3098		EFF. RATE:	8.50	+/-	MIN WAGE:	156.94								
ARVIDSON, PAUL	592	BUSS	5.150	26.50		136.48		136.48					31.50	.18
092899		BUSS	5.150	6.50		33.48		33.48						0.04
		** Total:		33.00		169.96		169.96					31.50	.23
SSN: 036-58-4334		EFF. RATE:	6.10	+/-	MIN WAGE:	54.61								
BAK, P. ANDREW	1084	COOK	6.000	19.50		117.00		117.00						0.16
032880		COOK	6.000	16.75		100.50		100.50						0.13
		** Total:		36.25		217.50		217.50						0.29
SSN: 037-56-8027		EFF. RATE:	6.00	+/-	MIN WAGE:	56.19								
BALLOU, JUNE	64	WAIT	2.890	36.00		104.04		104.04	1958.20	195.82	51.72	200.00		.14
140867														
SSN: 035-28-3715		EFF. RATE:	8.45	+/-	MIN WAGE:	143.84								
BARAHANA, ESWIN	1205	DISH	6.500	20.00		130.00		130.00						.17
062232		DISH	6.500	7.75		50.38		50.38						.07
		** Total:		27.75		180.38		180.38						.24
SSN: 529-08-9873		EFF. RATE:	6.50	+/-	MIN WAGE:	56.89								
BARAHONA, HECTOR	1204	DISH	6.500	28.50		185.25		185.25						0.25
072222														
SSN: 058-11-5647		EFF. RATE:	6.50	+/-	MIN WAGE:	58.42								
BARR, REBECCA	512	FINI	6.500					0.00						
052177		SERV	6.500	12.25		79.63		79.63						0.11
		** Total:		12.25		79.63		79.63	1165.93	116.59				0.11
SSN: 038-56-0606		EFF. RATE:	6.50	+/-	MIN WAGE:	25.12								
BARRY, LIZBETH	73	HOST	6.000	3.00		18.00		18.00						0.02
151162		WAIT	2.890	35.50		102.60		102.60					265.96	0.14
		** Total:		38.50		120.60		120.60	2705.51	270.55	53.39	265.96		0.16
SSN: 039-46-8123		EFF. RATE:	10.04	+/-	MIN WAGE:	215.23								
BESSETTE, ADAM	13	WAIT	2.890	5.50		15.90		15.90	329.70	32.97	4.00	32.97		.02
152155														
SSN: 035-48-0118		EFF. RATE:	8.89	+/-	MIN WAGE:	24.39								
BIRKENFELD, BETH	8	WAIT	2.890	14.25		41.18		41.18	938.68	93.87	6.00	93.87		0.05
152076														
SSN:		EFF. RATE:	9.48	+/-	MIN WAGE:	71.64								
CARNEIRO, ANTONIO	20	SB/D	6.500	11.25		73.13		73.13						0.10
180296		SB/N	6.500	12.50		81.25		81.25						0.11
		** Total:		23.75		154.38		154.38						.20
SSN:		EFF. RATE:	6.50	+/-	MIN WAGE:	48.69								
CASWELL, GAIL	26	WAIT	2.890	31.50		91.04		91.04	2173.54	217.35	31.63	216.55		.12
142100														
SSN: 038-34-8675		EFF. RATE:	9.76	+/-	MIN WAGE:	167.41								
CHACE, TINA	21	WAIT	2.890	21.50		62.14		62.14	1600.86	160.09	62.38	82.65		.08
140143														
SSN: 038-44-7715		EFF. RATE:	6.73	+/-	MIN WAGE:	49.11								
CHRISTINE, NUNES	106	HOST	6.000	1.50		9.00		9.00						.01
SSN: 037-58-1887		EFF. RATE:	6.00	+/-	MIN WAGE:	2.32								
COCROFT, JOYCE	1	WAIT	4.000	22.50		90.00		90.00	1136.77	113.68	15.00	100.86		.12
140082														
SSN: 038-26-3837		EFF. RATE:	8.48	+/-	MIN WAGE:	90.73								

Labor Cost Analysis Report

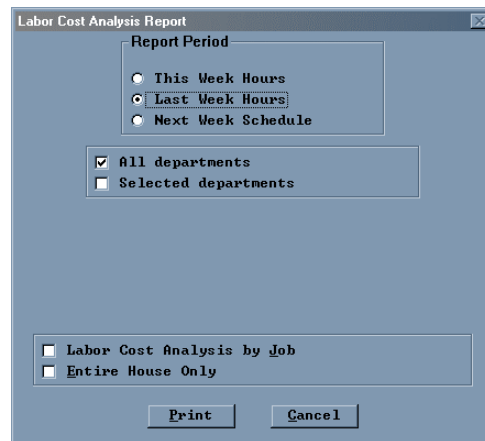
The **Labor Cost Analysis Report** is a management report that provides a weeklong look at projected and actual sales, labor hours and dollars as well as a sales/labor index. For businesses that are seriously interested in tracking labor trends, this report is invaluable. The *projected* figures are from the numbers entered in the **Job Scheduler** for individual departments. The percentage value is the difference between the projected and actual figures. The report prints the labor management information found below for either the current week, last week or next week's schedule.

Select Report Period: - Select the report period for the Labor Cost Analysis Report.

This Week: This is the current week in the Time and Attendance database. The range of days for This Week appears at the top of the Time and Attendance main menu.

Last Week: This is the week previous to the current week in the Time and Attendance database.

Next Week Schedule: This selection will provide Labor Cost Analysis information for Next Week's Schedule.



The screenshot shows a dialog box titled "Labor Cost Analysis Report" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Report Period" with three radio button options: "This Week Hours", "Last Week Hours" (which is selected), and "Next Week Schedule". Below this, there are two checkboxes: "All departments" (checked) and "Selected departments" (unchecked). At the bottom of the dialog, there are two more checkboxes: "Labor Cost Analysis by Job" (unchecked) and "Entire House Only" (unchecked). At the very bottom, there are two buttons: "Print" and "Cancel".

All or Selected Employees: - Check one of the boxes to select a Labor Cost Analysis report for all employees or for only selected employees.

All Employees (departments): Check this box if you want to print a Labor Cost Analysis Report for all employees in all departments.

Selected Employees (departments): Check this box if you want to print a Labor Cost Analysis Report for only certain employees or departments.

Labor Cost Analysis by Job - check this box if you wish to review Labor Cost Analysis information by Job.

Restaurant Data Concepts, Inc.

Sample Labor Cost Analysis Report

The sample Labor Cost Analysis Report:

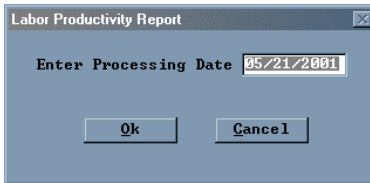
GREGG'S RESTAURANT WARWICK
REPORT DATE: 03/25/2001
PAGE: 1
REPORT TIME: 21:02:02.26

Labor Cost Analysis Report for Last Week Ending Sun. Mar. 25, 01										
Active Sales : 75309.15			All sales/tips data are present.							
WAITSTAFF			MON 03/19	TUE 03/20	WED 03/21	THU 03/22	FRI 03/23	SAT 03/24	SUN 03/25	Total
SALES	projected	amt	9991.37	8700.86	9008.95	9388.70	13990.04	12892.65	12684.58	76657.15
	actual	amt	9111.37	8919.86	9616.95	8953.70	13130.04	12892.65	12684.58	75309.15
	+/-	(%)	-8.81%	+2.52%	+6.75%	-4.63%	-6.15%	0.00%	0.00%	-1.76%
LABOR HOURS	schedule (hrs)		28.25	28.25	42.50	30.00	40.00	31.50	32.75	233.25
	actual (hrs)		132.00	128.50	120.75	123.50	145.25	143.00	138.75	931.75
	+/-	(%)	+367.26%	+354.87%	+184.12%	+311.67%	+263.13%	+353.97%	+323.66%	+299.51%
LABOR COST	scheduled	amt	97.20	97.20	138.37	91.28	140.37	110.63	125.74	800.79
	budgeted	amt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	actual	amt	402.70	403.76	383.91	397.99	457.91	436.57	420.28	2903.12
+/- (actual-scheduled)			(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
+/- (actual-budgeted)			(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
LABOR/SALES	scheduled	(%)	0.97	1.12	1.54	0.97	1.00	0.86	0.99	1.04
	budgeted	(%)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	actual	(%)	4.42	4.53	3.99	4.44	3.49	3.39	3.31	3.86
+/- (actual-scheduled)			(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
+/- (actual-budgeted)			(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
SERVICE BAR			MON 03/19	TUE 03/20	WED 03/21	THU 03/22	FRI 03/23	SAT 03/24	SUN 03/25	Total
SALES	projected	amt	9991.37	8700.86	9008.95	9388.70	13990.04	12892.65	12684.58	76657.15
	actual	amt	9111.37	8919.86	9616.95	8953.70	13130.04	12892.65	12684.58	75309.15
	+/-	(%)	-8.81%	+2.52%	+6.75%	-4.63%	-6.15%	0.00%	0.00%	-1.76%
LABOR HOURS	schedule (hrs)		17.50	15.50	11.00	15.50	19.00	20.00	17.00	115.50
	actual (hrs)		16.25	16.75	11.00	15.75	17.00	20.75	17.50	115.00
	+/-	(%)	-7.14%	+8.06%	0.00%	+1.61%	-10.53%	+3.75%	+2.94%	-0.43%
LABOR COST	scheduled	amt	119.00	106.75	82.75	112.75	133.50	135.50	119.50	809.75
	budgeted	amt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	actual	amt	121.00	116.38	82.75	114.88	122.00	140.63	123.12	820.76
+/- (actual-scheduled)			(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
+/- (actual-budgeted)			(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
LABOR/SALES	scheduled	(%)	1.19	1.23	0.92	1.20	0.95	1.05	0.94	1.06
	budgeted	(%)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	actual	(%)	1.33	1.30	0.86	1.28	0.93	1.09	0.97	1.09
+/- (actual-scheduled)			(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
+/- (actual-budgeted)			(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
*** HOUSE TOTAL: MON 03/19			TUE 03/20	WED 03/21	THU 03/22	FRI 03/23	SAT 03/24	SUN 03/25	Total	
SALES	projected	amt	9991.37	8700.86	9008.95	9388.70	13990.04	12892.65	12684.58	76657.15
	actual	amt	9111.37	8919.86	9616.95	8953.70	13130.04	12892.65	12684.58	75309.15
	+/-	(%)	-8.81%	+2.52%	+6.75%	-4.63%	-6.15%	0.00%	0.00%	-1.76%
LABOR HOURS	schedule (hrs)		212.50	216.75	230.00	216.50	275.25	272.50	242.25	1665.75
	actual (hrs)		313.00	319.25	306.50	306.25	380.25	379.75	351.25	2356.25
	+/-	(%)	+47.29%	+47.29%	+33.26%	+41.45%	+38.15%	+39.36%	+45.00%	+41.45%
LABOR COST	scheduled	amt	1655.74	1699.11	1731.75	1659.53	2001.75	2036.51	1835.32	12619.71
	budgeted	amt	1150.00	1150.00	1150.00	1150.00	1240.00	1280.00	1290.00	8410.00
	actual	amt	1950.77	2018.00	1958.87	1945.87	2322.01	2350.31	2151.46	14697.29
+/- (actual-scheduled)			(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
+/- (actual-budgeted)			(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
LABOR/SALES	scheduled	(%)	16.57	19.53	19.22	17.68	14.31	15.80	14.47	16.46
	budgeted	(%)	11.51	13.22	12.76	12.25	8.86	9.93	10.17	10.97
	actual	(%)	21.41	22.62	20.37	21.73	17.69	18.23	16.96	19.52
+/- (actual-scheduled)			(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)
+/- (actual-budgeted)			(%)	(%)	(%)	(%)	(%)	(%)	(%)	(%)

Labor Productivity Report

The **Labor Productivity Report** is a management report that provides a sales/labor index (or labor/sales) based on selected sales categories and cost centers. This report helps focus management on critical relationships between sales and labor dollars. This report requires setup; it will produce no output unless you define the sales categories and sales cost centers to be compared to labor departments. See: Setup Options > Labor Productivity for more details. Labor productivity prints for only one day. .

Select Report Period: - Select the day for which you wish to view labor/sales comparisons.

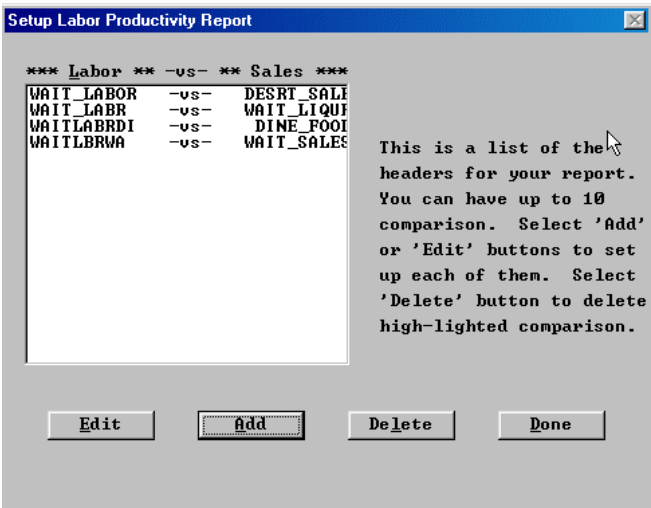


A screenshot of a software dialog box titled "Labor Productivity Report". The dialog box has a light blue background and a standard Windows-style title bar with a close button. Inside the dialog, there is a label "Enter Processing Date" followed by a text input field containing the date "05/21/2001". Below the input field, there are two buttons: "Ok" and "Cancel".

Sample Labor Productivity Report

The sample Labor Productivity Report required the setup below, be sure you have defined your labor productivity report; otherwise you will get no output. The report reads \OUTFILES\CSmmdyy.PRN to get the sales information distributed by cost center.

If the file does not exist, the program creates it by running the file from the command line.



GREGG'S RESTAURANT WARWICK
REPORT DATE: 03/10/2001

PAGE: 1
REPORT TIME: 19:48:58.87

LABOR PRODUCTIVITY REPORT FOR : Sunday March 25, 2001

	DESRT_SALE vs. WAIT_LABOR		
Shift	Sales	Labor Cost	Cost/Sales()
A.M.	330.50	139.82	42.31
P.M.	724.07	280.46	38.73
Total:	1054.57	420.28	39.85
	WAIT_LIQUOR vs. WAIT_LABR		
Shift	Sales	Labor Cost	Cost/Sales()
A.M.	145.59	139.82	96.04
P.M.	258.80	280.46	108.37
Total:	404.39	420.28	103.93
	DINE_FOOD vs. WAIT_LABOR		
Shift	Sales	Labor Cost	Cost/Sales()
A.M.	3652.57	139.82	3.83
P.M.	4296.31	280.46	6.53
Total:	7948.88	420.28	5.29
	WAIT_SALES vs. WAIT_LABOR		
Shift	Sales	Labor Cost	Cost/Sales()
A.M.	4363.51	139.82	3.20
P.M.	5336.88	280.46	5.26
Total:	9700.39	420.28	4.33

Payroll Report

The **Payroll Report** is available in a summary version without punch detail or with full detail including punch information. This latter version includes all punch information for the period as is found in the Time Report and extends the hours for each employee times the rate of pay plus overtime to give the total dollar amount that they are due. This report is normally used to feed an external payroll system that produces paychecks.

Select Report Type: - Check if you are interested in **summary** information for each employee, department or job or **full detail** for it.

Select Report Period: - Select the report period for the Payroll Report.

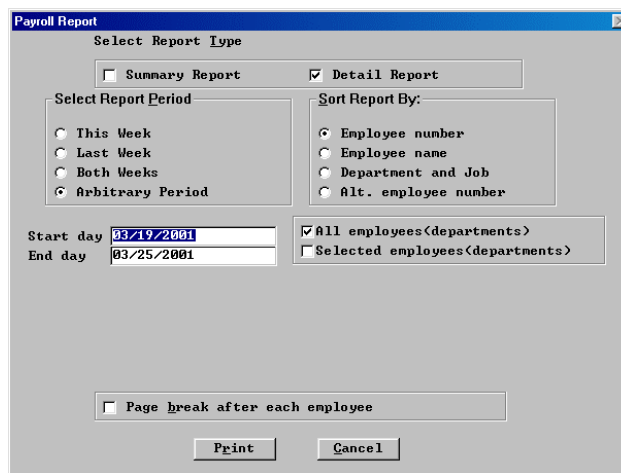
This Week: This is the current week in the Time and Attendance database. The range of days for This Week appears at the top of the Time and Attendance main menu.

Last Week: This is the week previous to the current week in the Time and Attendance database.

Both Weeks: This selection will provide exception information for This Week and Last week.

For Today: This selection will print a time report for today.

For Arbitrary Period: This selection will provide Payroll Report information for a range of days, beginning with the Start date to the End date.



Start Day: Enter the start date for the arbitrary range of days for the Labor Payroll Report.

End Day: Enter the end date for the arbitrary range of days for the Labor Payroll Report.

Start Day: 03/19/01

End Day: 03/25/01 Report for one day.

Sort Method:- Select the sort field for the Labor Payroll Report. Your options are listed below:

Employee Number: This sort field will sort employees in order by employee number from lowest to highest.

Employee Name: This sort field will list the employees in alphabetical order by employee name.

Department and Job: This sort field will list the employees by department and job.

Alt. Employee number: Sort the list of employees by the alternate employee number. This reports is useful for entry into third party payroll systems.

All or Selected Employees: - Check one of the boxes to select a Labor Payroll report for all employees or for only selected employees.

All Employees (departments): Check this box if you want to print a Labor Payroll Report for all employees in all departments.

Selected Employees (departments): Check this box if you want to print a Labor Payroll Report for only certain employees or departments.

Page Break after each employee: Check this box if you want a page break to printer after each employee in the payroll report.

Time and Attendance Documentation

Sample Payroll Summary and Detail Reports

The sample Payroll Summary Report, no password entered.

GREGG'S RESTAURANT WARWICK										PAGE: 1
REPORT DATE: 03/25/2001										REPORT TIME: 21:01:46.66
Payroll Summary Report for the Week ending Sun Mar 25, 01										
REG regular	OTW ovt-week	OTD ovt-day	MSC misc pay	SAL salary						
Employee	#	Alt #	Department	Job	Tips	Pool	Type	Hours	Rate	Total
COCROFT, JOYCE	0001	140082	WAITSTAFF	WAIT/DAY	100.86		REG	22.5000		
		038-26-3837								
TAVARES, JAN	0005	150595	WAITSTAFF	WAIT/NIGHT	170.21		REG	21.5000		
		157-38-5360								
MAGLIOLI, CINDY	0006	142184			62.94		REG	21.7500		
		037-92-3776					REG	11.0000		
GRAVINO, BONNIE	0007	141270			130.37		REG	2.7500		
		035-44-1017					REG	13.2500		
BIRKENFELD, BETH	0008	152076	WAITSTAFF	WAIT/NIGHT	93.87		REG	14.2500		
MALONEY, CAROL	0010	152200	WAITSTAFF	WAIT/NIGHT	139.44		REG	20.7500		
		289-44-3742								

Password not entered, therefore values in Rate and Total column are not visible.

The sample Payroll Summary Report, with correct password entered.

GREGG'S RESTAURANT WARWICK										PAGE: 1
REPORT DATE: 03/25/2001										REPORT TIME: 21:46:40.31
Payroll Summary Report for the Week ending Sun Mar 25, 01										
REG regular	OTW ovt-week	OTD ovt-day	MSC misc pay	SAL salary						
Employee	#	Alt #	Department	Job	Tips	Pool	Type	Hours	Rate	Total
SAN SOUCI, LISA	0025	151205	WAITSTAFF	WAIT/NIGHT	225.31		REG	34.2500	2.890	98.98
		039-46-6256								
ALDANA, WILLIAM	1019	031127	KITCHEN	COOK/NIGHT			REG	27.5000	8.000	220.00
End Date: 07/01/96		031-63-4528								
ANDERSON, TINA	0017	141231	HOSTESS/CASHIER	DINING RM MANAG			REG	38.7500	8.500	329.38
		037-42-3098								
ARVIDSON, PAUL	0592	092899	BUSSERS	BUSSER/DAY	31.50		REG	26.5000	5.150	136.48
		036-58-4334	BUSSERS	BUSSER/NIGHT			REG	6.5000	5.150	33.48
Total: 33.0000 regular hours (169.96)and 0.0000 overtime hours and 0.0000 other hoursTotal Amt										169.96
BAK, P. ANDREW	1084	032880	KITCHEN	COOK/DAY			REG	19.5000	6.000	117.00
		037-56-8027	KITCHEN	COOK/NIGHT			REG	16.7500	6.000	100.50
Total: 36.2500 regular hours (217.50)and 0.0000 overtime hours and 0.0000 other hoursTotal Amt										217.50

The sample Payroll Detail Report by department and job.

REPORT DATE: 03/25/2001										REPORT TIME: 22:05:23.21	
Payroll Report for the Week ending Sun Mar 25, 01											
REG regular OTW ovt-week OTD ovt-day MSC misc pay SAL salary ADJ adjustment DEL deleted punch * Rate changed in punch											
Types of punches not included in regular or overtime calculation: PADJ prev.period adjustment HOL holidays SHDF shift diff.pay											
-											
BAK, P. ANDREW											
1084 032880		Department		Job		Tips		Pool Type		Hours Rate Total	
037-56-8027		KITCHEN		COOK/DAY				REG		7.2500 6.000 43.50	
		KITCHEN		COOK/NIGHT				REG		5.2500 6.000 31.50	
Total: 12.5000 regular hours (75.00)and 0.0000 overtime hours and 0.0000 other hours										Total Amt 75.00	
+Department-----Job-----Day-----Date-----Rate-----Type-----In-----Out-----Hrs-----											
KITCHEN COOK/DAY Tue. 8/12 6.000 ADJF 10:00a 5:15p 7.25											
KITCHEN COOK/NIGHT Mon. 8/11 6.000 DEL: 5:15p 5:15p											
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----											
BLAIR, CHRISTOPHER											
1087		Department		Job		Tips		Pool Type		Hours Rate Total	
038-52-4193		KITCHEN		COOK/DAY				REG		0.0000 6.000 0.00	
		IN TRAINING		COOK/TRAIN				REG		9.0000 6.000 54.00	
Total: 9.0000 regular hours (54.00)and 0.0000 overtime hours and 0.0000 other hours										Total Amt 54.00	
+Department-----Job-----Day-----Date-----Rate-----Type-----In-----Out-----Hrs-----											
KITCHEN COOK/DAY Mon. 8/11 6.000 DEL: 4:30p 9:15p											
IN TRAINING COOK/TRAIN Mon. 8/11 6.000 ADJF 4:30p 9:15p 4.75											
Tue. 8/12 6.000 5:00p 9:15p 4.25											
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----											

Payroll File Output: RDC Format

The **Payroll File Output: RDC** is an ASCII file output available for interface to third party payroll software.

There are a number of products available to take this file and import the data into such payroll products as ADP. For more information about these software add-ons contact your POSitouch dealer. The file gets written to the \OUTFILES directory. with a file name of PRMMDDYY.PRN.

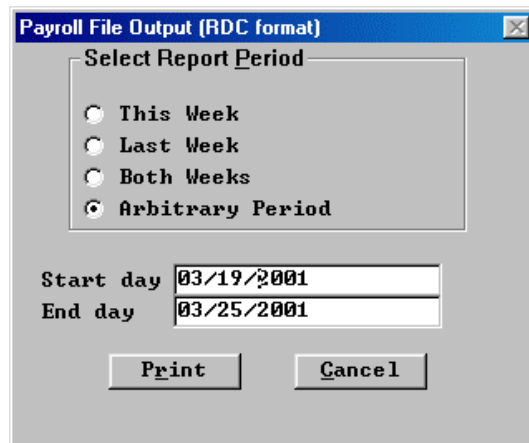
Select Report Period: - Select the report period for the Payroll file output in the RDC format.

This Week: This is the current week in the Time and Attendance database. The range of days for This Week appears at the top of the Time and Attendance main menu.

Last Week: This is the week previous to the current week in the Time and Attendance database.

Both Weeks: This selection will provide exception information for This Week and Last week.

For Arbitrary Period: This selection will provide Payroll Report information for a range of days, beginning with the Start date to the End date.



Start Day: Enter the start date for the arbitrary range of days for Ascii payroll file output in the RDC format.

End Day: Enter the end date for the arbitrary range of days for Ascii payroll file output in the RDC format.

Start Day: 03/19/01

End Day: 03/25/01 Ascii payroll file output for an arbitrary period.

Time and Attendance Documentation

Sample Payroll File Output: RDC Format

The sample Payroll File Output: RDC Format.

```
00025, 0, " SAN SOUCI, LISA", "151205", "044-46-6256", 34.2500, 0.0000, 0.0000, 98.98, 225.31, 0.00, 2380.48, "H", 72.82, 0.0000,
0.0000, 0.0000, 0.00
00025, 1, 042, 008, 1, 34.2500, 2.890, 98.98, 225.31
00025, 2, 042, 008, "03/20/01", "11:00a", " 4:45p", 1
00025, 2, 042, 008, "03/21/01", " 4:30p", "10:30p", 1
00025, 2, 042, 008, "03/22/01", "11:00a", " 2:45p", 1
00025, 2, 042, 008, "03/23/01", " 4:30p", "11:15p", 1
00025, 2, 042, 008, "03/24/01", " 4:30p", "12:15a", 1
00025, 2, 042, 008, "03/25/01", " 4:15p", " 8:30p", 1
00503, 0, "AHLQUIST, RENEE", "180717", "039-44-2177", 37.2500, 0.0000, 0.0000, 298.00, 0.00, 0.00, 33.40, "H", 0.00, 0.0000, 0.0000,
0.0000, 0.00
00503, 1, 049, 009, 1, 37.2500, 8.000, 298.00, 0.00
00503, 2, 049, 009, "03/19/01", " 9:00a", " 2:00p", 1
00503, 2, 049, 009, "03/19/01", " 4:00p", " 9:15p", 3, 0, 0
00503, 2, 049, 009, "03/19/01", " 9:15p", " 9:15p", 2
00503, 2, 049, 009, "03/20/01", " 4:00p", "11:00p", 1
00503, 2, 049, 009, "03/21/01", " 4:30p", "12:00a", 1
00503, 2, 049, 009, "03/24/01", "11:00a", " 5:15p", 1
00503, 2, 049, 009, "03/25/01", "11:00a", " 5:15p", 1
01019, 0, "ALDANA, WILLIAM", "031127", "031-33-4528", 27.5000, 0.0000, 0.0000, 220.00, 0.00, 0.00, 0.00, "H", 0.00, 0.0000, 0.0000,
0.0000, 0.00
01019, 1, 031, 001, 1, 27.5000, 8.000, 220.00, 0.00
01019, 2, 031, 001, "03/19/01", " 5:00p", "10:00p", 1
01019, 2, 031, 001, "03/20/01", " 5:00p", "10:00p", 1
01019, 2, 031, 001, "03/21/01", " 5:00p", "10:15p", 1
01019, 2, 031, 001, "03/22/01", " 5:00p", "10:15p", 1
01019, 2, 031, 001, "03/23/01", " 5:00p", "12:00a", 1
00017, 0, "ANDERSON, TINA", "141231", "037-33-3098", 38.7500, 0.0000, 0.0000, 329.38, 0.00, 0.00, 690.68, " ", 0.00, 0.0000, 0.0000,
0.0000, 0.00
00017, 1, 012, 007, 1, 38.7500, 8.500, 329.38, 0.00
00017, 2, 012, 007, "03/19/01", " 4:15p", " 1:15a", 1
00017, 2, 012, 007, "03/20/01", "10:30a", " 5:30p", 1
00017, 2, 012, 007, "03/21/01", " 4:15p", " 1:00a", 1
00017, 2, 012, 007, "03/23/01", "10:30a", " 5:30p", 1
00017, 2, 012, 007, "03/24/01", "10:45a", " 5:45p", 1
00592, 0, "ARVIDSON, PAUL", "092899", "036-58-4334", 33.0000, 0.0000, 0.0000, 169.96, 31.50, 0.00, 0.00, "H", 0.00, 0.0000, 0.0000,
0.0000, 0.00
00592, 1, 034, 004, 1, 26.5000, 5.150, 136.48, 31.50
00592, 1, 035, 004, 1, 6.5000, 5.150, 33.48, 0.00
00592, 2, 034, 004, "03/20/01", "10:30a", " 5:15p", 1
00592, 2, 034, 004, "03/21/01", "10:30a", " 5:00p", 1
00592, 2, 034, 004, "03/22/01", "10:30a", " 5:00p", 1
00592, 2, 034, 004, "03/25/01", "10:30a", " 5:15p", 1
00592, 2, 035, 004, "03/19/01", "10:30a", " 5:00p", 3, 0, 0
01084, 0, "BAK, P. ANDREW", "032880", "037-56-8027", 36.2500, 0.0000, 0.0000, 217.50, 0.00, 0.00, 0.00, "H", 0.00, 0.0000, 0.0000,
0.0000, 0.00
01084, 1, 030, 001, 1, 19.5000, 6.000, 117.00, 0.00
01084, 1, 031, 001, 1, 16.7500, 6.000, 100.50, 0.00
01084, 2, 030, 001, "03/19/01", " 5:00p", "10:00p", 1
01084, 2, 030, 001, "03/21/01", "10:00a", " 5:00p", 1
01084, 2, 030, 001, "03/25/01", " 3:00p", "10:30p", 1
01084, 2, 031, 001, "03/23/01", " 3:15p", "11:15p", 1
01084, 2, 031, 001, "03/24/01", " 3:00p", "11:45p", 1
00064, 0, "BALLOU, JUNE", "140867", "035-28-3715", 36.0000, 0.0000, 0.0000, 104.04, 200.00, 0.00, 1958.20, "H", 51.72, 0.0000, 0.0000,
0.0000, 0.00
00064, 1, 041, 008, 1, 36.0000, 2.890, 104.04, 200.00
00064, 2, 041, 008, "03/20/01", "11:00a", " 5:00p", 1
00064, 2, 041, 008, "03/21/01", "11:00a", " 4:45p", 1
00064, 2, 041, 008, "03/22/01", "11:00a", " 5:00p", 1
00064, 2, 041, 008, "03/23/01", "11:00a", " 5:00p", 1
00064, 2, 041, 008, "03/24/01", "11:00a", " 5:30p", 1
00064, 2, 041, 008, "03/25/01", "11:00a", " 4:45p", 1
```

Payroll File Output: REMACS Format

The **Payroll File Output: REMACS** is an Ascii file output available for direct import into Remacs Payroll software package. This report can run manually or in a batch file for automatic production of this file. The file gets written to the \OUTFILES directory with a file name of PRMMDDYY.PRN.

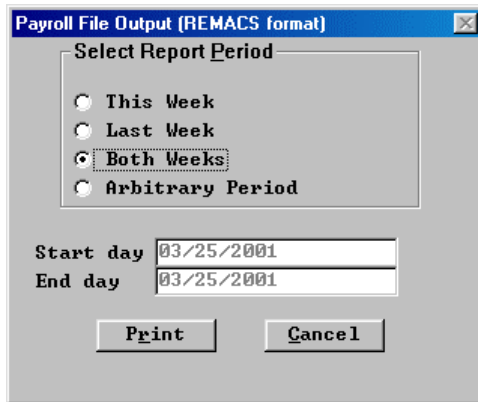
Select Report Period: - Select the report period for the Payroll file output in the REMACS format.

This Week: This is the current week in the Time and Attendance database. The range of days for This Week appears at the top of the Time and Attendance main menu.

Last Week: This is the week previous to the current week in the Time and Attendance database.

Both Weeks: This selection will provide exception information for This Week and Last week.

For Arbitrary Period: This selection will provide Payroll file output in the REMACS data for a range of days, beginning with the Start date to the End date.



Start Day: Enter the start date for the arbitrary range of days for Ascii payroll file output in the REMACS format.

End Day: Enter the end date for the arbitrary range of days for Ascii payroll file output in the REMACS format.

Start Day: 03/19/01

End Day: 03/25/01 Remacs payroll file output for an arbitrary period.

Payroll Report

Select Report Type

☐ Summary Report ☒ Detail Report

Select Report Period

☐ This Week
☐ Last Week
☐ Both Weeks
☒ Arbitrary Period

Sort Report By:

☒ Employee number
☐ Employee name
☐ Department and Job
☐ Alt. employee number

Start day: 03/19/2001
End day: 03/25/2001

☒ All employees<departments>
☐ Selected employees<departments>

☐ Page break after each employee

Print Cancel

Start Day: Enter the start date for the arbitrary range of days for the Labor Payroll Report.

End Day: Enter the end date for the arbitrary range of days for the Labor Payroll Report.

Start Day: 03/19/01

End Day: 03/19/01 Report for one day.

Sort Method:- Select the sort field for the Labor Payroll Report Your options are listed below:

Employee Number: This sort field will sort employees in order by employee number from lowest to highest.

Employee Name: This sort field will list the employees in alphabetical order by employee name.

Department and Job: This sort field will list the employees by department and job.

Alt. Employee number: Sort the list of employees by the alternate employee number. This reports is useful for entry into third party payroll systems.

Page break after each employee: With the option checked, each employee's payroll report will print on a separate page.

Schedule Report

The **Schedule Report** presents you with the daily schedule of your employees, a total of the hours already scheduled for each employee is displayed in the Hours column.

Schedule Type: - Select the schedule that you wish to print.

Regular: This schedule moves to *Next Week's* schedule when you advance the weekly schedule. This schedule serves as a template for your other schedules.

Last Week: This schedule report provides information detail about last week's schedule. Remember, *Last Week's* schedule comes from *This Week's* schedule when the week advances.

Next Week: As you advance the *Weekly Schedule*, the *Regular Schedule* becomes *Next Week's Schedule*.

Blank (Dept. Sort): This will print a schedule by department.

Schedule Report

Choose 'Department and Job' sort method to select a job.

Schedule Type

- ☐ Regular
- ☒ Last Week
- ☐ This Week
- ☐ Next Week
- ☐ Blank (Dept.Sort)

Sort Report By:

- ☒ Employee number
- ☐ Employee name
- ☐ Department and Job
- ☐ Alt. employee number
- ☐ Department and Name

☒ All departments
☐ Selected departments

☒ Simple Schedule
☐ Include wages & summaries

☐ Schedule with only IN time
☐ Don't show shift code names

Print **Cancel**

Sort Report by:- Select the sort field for the Schedule Report. Your options are listed below:

Employee Number: This sort field will sort employees in order by employee number from lowest to highest.

Employee Name: This sort field will list the employees in alphabetical order by employee name.

Department and Job: This sort field will list the employees by department and job.

Alt. Employee number: Sort the list of employees by the alternate employee number. This reports is useful for entry into third party payroll systems.

Department and Name: This sort field will list the employees by department and employee name.

Restaurant Data Concepts, Inc.

All or Selected Departments: - Check one of the boxes to select a Schedule report for all employees or for only selected employees.

All Departments: Check this box if you want to print a Schedule Report for all employees in all departments.

Simple Schedule: ...

Include wages & summaries: Check this box if you wish to include wage and summary information for each employee.

Selected Departments: Check this box if you want to print a Schedule Report for only certain employees or departments.

Schedule with only IN time: Check this box if you want to print a Schedule Report with in times only on the report.

Don't show shift code names: Check this box if you not want to print a Schedule Report with Job Shift code information on it.

Time and Attendance Documentation

Sample Schedule Report

The sample Schedule Report for last week has total scheduled hours in the hour's column. The employee number is displayed or not depending on the option set in Setup Options > Reports. If the schedule report is publicly displayed, then perhaps showing the employee number is not a good idea.

GREGG'S RESTAURANT WARWICK
REPORT DATE: 03/25/2001

PAGE: 1
REPORT TIME: 23:15:35.91

Last Week Schedule for Week Ending Sun. Mar. 25, 01.

Employee	#	MON Job 03/19	TUE Job 03/20	WED Job 03/21	THU Job 03/22	FRI Job 03/23	SAT Job 03/24	SUN Job 03/25	HOURS
MANCUSO, SHERRI		4:15p 12:00a WAIT/NIGHT						4:30p 12:00a WAIT/NIGHT	5.25
MAGLIOLI, CINDY			9:30a 3:00p FINISHER	9:30a 3:00p FINISHER	9:30a 3:00p FINISHER				16.50
MALONEY, CAROL		4:15p 12:00a WAIT/NIGHT						4:30p 12:00a WAIT/NIGHT	15.25
VIERA, ROSE					4:30p 12:00a WAIT/NIGHT	4:30p 1:00a WAIT/NIGHT			16.00
ANDERSON, TINA		4:00p 12:45a HOST/NIGHT	10:30a 5:30p DINING RM MAN	4:00p 1:00a DINING RM MAN		10:30a 5:30p DINING RM MAN	10:30a 5:30p DINING RM MAN		38.75
CARNEIRO, ANTONIO			11:00a 2:30p SB/DAY		11:00a 2:30p SB/DAY	11:00a 3:00p SB/DAY	5:00p 12:00a SB/NIGHT	5:00p 10:00p SB/NIGHT	23.00
ETHIER, MELANIE		9:00a 3:00p FINISHER				4:00p 8:00p FINISHER	8:30a 4:00p FINISHER	8:30a 4:00p FINISHER	25.00
SCALLON, KAREN				4:30p 12:00a WAIT/NIGHT	4:30p 12:00a WAIT/NIGHT				15.00
MALONEY, ELAINE			11:30a 2:30p HOST/DAY	11:30a 2:30p HOST/DAY		4:30p 11:30p HOST/NIGHT		11:30a 4:00p HOST/DAY	17.50
WAGONER-ACETO, JULI			4:15p 12:00a WAIT/NIGHT	4:30p 12:00a WAIT/NIGHT	4:30p 12:00a WAIT/NIGHT	4:30p 1:00a WAIT/NIGHT			31.25
ZAPATA, LEYDIANA		3:00p 8:00p FINISHER		3:00p 7:00p FINISHER	3:00p 7:00p FINISHER		3:00p 8:00p FINISHER	8:30a 4:00p FINISHER	25.50
TABER, MARK			4:00p 1:00a DINING RM MAN		10:30a 5:30p DINING RM MAN				16.00
VOLPICELLI, ROBIN			4:15p 12:00a WAIT/NIGHT	4:30p 12:00a WAIT/NIGHT			4:30p 1:00a WAIT/NIGHT		23.75
PANGBURN, BUNNY		11:00a 2:00p SUPERVISOR	11:00a 5:00p SUPERVISOR		11:00a 9:00p SUPERVISOR	11:00a 5:00p SUPERVISOR	11:00a 5:00p SUPERVISOR	11:00a 8:00p SUPERVISOR	40.00
MOORE, RUTH						4:30p 1:00a WAIT/NIGHT	4:30p 1:00a WAIT/NIGHT		17.00
SELTZER, KATHLEEN		4:00p 9:00p FOOD RUNNER	4:00p 9:00p FOOD RUNNER	4:00p 9:00p FOOD RUNNER		4:00p 10:00p FOOD RUNNER	4:00p 10:00p FOOD RUNNER	11:00a 9:00p FOOD RUNNER	37.00
FROM NORTH KINGSTOW		11:00a 3:00p COOK/DAY				11:00a 3:00p COOK/DAY			8.00
CORBIN, JOE				10:30a 5:30p DINING RM MAN	4:00p 1:00a DINING RM MAN		4:00p 2:00a DINING RM MAN	4:00p 1:00a DINING RM MAN	35.00
BARRY, LIZBETH					11:30a 2:30p HOST/DAY				3.00
McCabe, DIANE			4:15p 12:00a WAIT/NIGHT	4:30p 12:00a WAIT/NIGHT	4:30p 12:00a WAIT/NIGHT	4:30p 1:00a WAIT/NIGHT			31.25
QUINN, TERESA						11:15a 4:00p HOST/DAY			4.75
LORD, ALEXANDER					4:45p 9:00p BUSER/NIGHT		4:45p 11:00p BUSER/NIGHT	4:45p 11:00p BUSER/NIGHT	16.75
ROLES, KAREN		4:30p 11:15p SERVER	5:00p 9:00p SERVER	4:30p 11:15p SERVER	11:00a 2:00p SERVER	11:00a 9:00p SERVER	11:00a 8:00p SERVER		39.50
TRUSLOW, CATHERINE		4:00p 9:30p HOST/NIGHT					11:30a 4:00p HOST/DAY		10.00
DEMING, KERRY ANN		11:30a 2:30p HOST/DAY		11:00a 2:30p S/B TRAIN		4:00p 10:30p HOST/NIGHT	4:00p 11:00p HOST/NIGHT	4:00p 10:00p HOST/NIGHT	26.00
DAVIDSON, GAIL L				4:00p 9:30p HOST/NIGHT	4:00p 9:30p HOST/NIGHT				11.00

Schedule Summary Report

The **Schedule Summary Report** presents you with the ability to view projected sales vs. budgeted labor by department, as entered in Setup Options > Schedule Summary. This report and its setup give you another way to enter projected sales figures and view their impact on budgeted labor dollars.

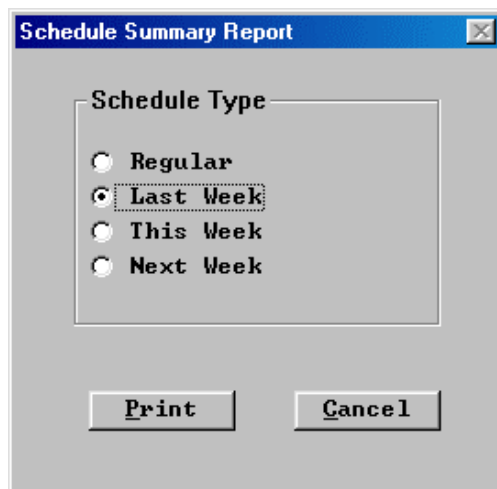
Scheduler Type: - Select the schedule summary report that you wish to print.

Regular: This schedule moves to *Next Week's* schedule when you advance the weekly schedule. This regular summary schedule report serves as a template for your other schedules.

Last Week: The summary schedule report provides information detail about last week's schedule. Remember, *Last Week's* schedule comes from *This Week's* schedule when the week advances.

This Week: The summary schedule report provides information about last week's schedule. Remember, *Last Week's* schedule comes from *This Week's* schedule when the week advances.

Next Week: As you advance the *Weekly Schedule*, the *Regular Schedule* becomes *Next Week's Schedule*. This option prints Next Week's Schedule Summary Report.



Sort Report by:- Select the sort field for the Schedule Report. Your options are listed below:

Employee Number: This sort field will sort employees in order by employee number from lowest to highest.

Time and Attendance Documentation

Sample Summary Schedule Report

The sample Schedule Report for provides you with breakdowns of total sales, regular hours, overtime hours, budgeted labor dollars, actual labor dollars and labor/sales projection. in the hours column. Projected sales can be setup for all departments or configurations of defined departments: e.g., Bar Wait Staff and Bartenders.

GREGG'S RESTAURANT WARWICK
REPORT DATE: 03/25/2001

PAGE: 1
REPORT TIME: 21:58:20.89

Last Week Schedule Summary for Week Ending Sun. Mar. 25, 01.

* - over budget

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TAKEOUT: Sales was set up inside the TAKEOUT group and will be used to calculate labor cost figure.

Sales Projection :	10000.00	10000.00	10000.00	10000.00	11000.00	11000.00	11000.00	73000.00
TAKEOUT DEPT TOTALS:	MON 03/19	TUE 03/20	WED 03/21	THU 03/22	FRI 03/23	SAT 03/24	SUN 03/25	TOTALS
SALES PROJ.	9991.37	8700.86	9008.95	9388.70	13990.04	12892.65	12684.58	76657.15
REG HOURS	19.75	19.75	19.75	19.75	33.25	30.75	25.75	168.75
OVT HOURS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUDGET	306.00	317.90	290.36	362.10	297.50	350.22	346.40	2270.48
LABOR COST	159.25	143.88	150.25	154.88	231.12	215.38	196.38	1251.14
BUDGET.LABOR / SALES PRJ.	3.06	3.18	2.90	3.62	2.70	3.18	3.15	3.11

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HOSTESS/CASHIER: Sales wasn't set up for this report, 'House Sales Projection' will be used to calculate labor cost figure.

HOSTESS/CASHIER	MON 03/19	TUE 03/20	WED 03/21	THU 03/22	FRI 03/23	SAT 03/24	SUN 03/25	TOTALS
SALES PROJ.	9991.37	8700.86	9008.95	9388.70	13990.04	12892.65	12684.58	76657.15
REG HOURS	23.25	30.50	30.50	36.50	35.25	42.00	35.50	233.25
OVT HOURS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR COST	161.38*	221.50*	231.50*	262.00*	239.00*	296.50*	242.50*	1654.38*
BUDGET.LABOR / SALES PRJ.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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WAITSTAFF: Sales was set up inside the DINING SALES group and will be used to calculate labor cost figure.

Sales Projection :	9800.00	9850.00	9900.00	8900.00	9900.00	9700.00	9980.00	68030.00
WAITSTAFF DEPT TOTALS:	MON 03/19	TUE 03/20	WED 03/21	THU 03/22	FRI 03/23	SAT 03/24	SUN 03/25	TOTALS
SALES PROJ.	9991.37	8700.86	9008.95	9388.70	13990.04	12892.65	12684.58	76657.15
REG HOURS	28.25	28.25	42.50	30.00	40.00	31.50	32.75	233.25
OVT HOURS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR COST	97.20*	97.20*	138.37*	91.28*	140.37*	110.63*	125.74*	800.79*
BUDGET.LABOR / SALES PRJ.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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HOUSE TOTALS:	MON 03/19	TUE 03/20	WED 03/21	THU 03/22	FRI 03/23	SAT 03/24	SUN 03/25	TOTALS
SALES PROJ.	9991.37	8700.86	9008.95	9388.70	13990.04	12892.65	12684.58	76657.15
REG HOURS	212.50	216.75	230.00	216.50	275.25	270.50	237.25	1658.75
OVT HOURS	0.00	0.00	0.00	0.00	0.00	2.00	5.00	7.00
BUDGET	1035.00	1075.25	982.10	1224.75	1054.00	1149.44	1117.14	7637.68
LABOR COST	1655.74*	1699.11*	1731.75*	1659.53*	2001.75*	2036.51*	1835.32*	12619.71*
BUDGET.LABOR / SALES PRJ.	10.36	12.36	10.90	13.04	7.53	8.92	8.81	9.96

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Restaurant Data Concepts, Inc.

Overtime Prediction Report

The **Overtime Prediction Report** just begins to print for the current week as soon as the report option is selected. The Overtime Prediction Report value has to be defined in *Setup Options > Payroll & Overtime > Overtime Predictions > Worked Hours and Worked and Scheduled Hours*. The report identifies employees who have more than the defined value of worked hours or worked and scheduled hours.

GREGG'S EAST PROVIDENCE				PAGE: 1	
REPORT DATE: 03/25/2001				REPORT TIME: 20:13:27.14	
Overtime Prediction Report for Week Ending				Sun.	Mar. 25, 01
#	Employee	Alt Emp #	Worked So Far	Remaining Scheduled	TOTAL
0098	FINNERTY, CATHY-JO	144930	45:30		45:30
0020	CUSHMAN, ROBERT		45:30		45:30
1003	MARTINS, THEO	031750	43:30		43:30
0131	HIGSON, LINDA	124958	43:15		43:15
0195	OVERWOOD, SCOTT	084862	43:15		43:15
1110	VIERIA, NANCY	021415	41:45		41:45
0013	KUMAR, CHRIS	021592	40:30		40:30
1007	OVERWOOD, BRIAN	021613	40:30		40:30
0509	SERBYN, LAURIE	211004	40:00		40:00
1041	Oliviera, Carlos	020727	39:45		39:45
0025	BOULAIS, MICHELLE	121956	39:15		39:15
0133	BRODUER, MARC	054800	38:30		38:30
0042	VITI, ELIZABETH	151782	38:15		38:15
0085	LAPPOINT, ROBERT	211453	38:15		38:15
0069	ALMEIDA, WENDY	181851	38:15		38:15
0080	BISHOP, LISA	234652	38:00		38:00
0118	VARGAS, EDWIN	074938	38:00		38:00
0100	POMBO, DAVID	024934	37:45		37:45
0110	BUTLER, NATALIE	114607	37:15		37:15
0036	ADDISON, NYCOLE	114636	37:00		37:00
0052	CARLSON, NANCY	131527	36:30		36:30
0142	DAVIDSON, LINDA JEAN	144809	36:30		36:30
1059	GAYE, IBRAHIMA	060961	36:00		36:00
0130	LABBE, BARBARA	134621	35:45		35:45
0017	SUAREZ, SHIRLEY		35:00		35:00
0090	ANDREWS, DEBRA	111560	34:45		34:45
0091	CUTHILL, JENNIFER	054773	34:15		34:15
0125	SANDBERG, ELIZABETH	154946	34:15		34:15
0083	PUMPLE, JENNIFER	154928	33:15		33:15
0006	CARAVANO, CHRISTINE	234868	33:15		33:15
1000	CABRAL, JOSEPH	230524	32:45		32:45
0141	AUDET, ACHRISTINE	144817	31:45		31:45
0007	EDWARDS, ROBERT E	234869	31:45		31:45
0162	GIRARD, MAURICE	154829	30:30		30:30
0035	CURTIS, CHRIS	144915	30:15		30:15
1189	DO, ANH	101690	30:00		30:00

Tip Report

The **Tip Report** prints declared tip and adjustment information for all tipped employees. You can print the report for all your employees or only for selected employees.

Select Report Period: - Select the report period for the Tip Report.

This Week: This is the current week in the Time and Attendance database. The range of days for This Week appears at the top of the Time and Attendance main menu.

Last Week: This is the week previous to the current week in the Time and Attendance database.

Tips Report

Select Report Period

☒ This Week
☐ Last Week

Sort Report By:

☒ Employee number
☐ Employee name

☒ All employees
☐ Selected employees

Please, Enter employee number(s):

1.	"0"	5.	"0"	9.	"0"
2.	"0"	6.	"0"	10.	"0"
3.	"0"	7.	"0"	11.	"0"
4.	"0"	8.	"0"	12.	"0"

Print Cancel

Sort Report by:- Select the sort field for the Tip Report. Your options are listed below:

Employee Number: This sort field will sort employees in order by employee number from lowest to highest.

Employee Name: This sort field will list the employees in alphabetical order by employee name.

All or Selected Employees: - Check one of the boxes to select a Tip report for all employees or for only selected employees.

All Employees: Check this box if you want to print a Tip Report for all employees in all departments.

Selected Employees: Check this box if you want to print a Tip Report for only certain employees or departments. When this box is checked, the

Enter the Selected Employee numbers to appear on Tip Report: Enter the employee numbers of the *selected* employees you wish to list on the Tip Report.

Restaurant Data Concepts, Inc.

Sample Tip Report

The sample Tip Report with declared tip information and adjustments for all tipped employees.

GREGG'S RESTAURANT WARWICK
REPORT DATE: 03/25/2001

PAGE: 1
REPORT TIME: 18:23:11.09

Server Declared Tips Report.									
#	Employee Name	3/19/01 MON	3/20/01 TUE	3/21/01 WED	3/22/01 THU	3/23/01 FRI	3/24/01 SAT	3/25/01 SUN	Adjustments TOTAL
All sales/tips data are present.									
1	COCROFT, JOYCE	0.00	22.16	17.20	17.96	0.00	23.10	20.44	100.86
2	MANCUSO, SHERRI	45.40	0.00	0.00	0.00	0.00	0.00	54.29	99.69
5	TAVARES, JAN	0.00	0.00	0.00	0.00	65.09	49.08	56.04	170.21
6	MAGLIOLI, CINDY	0.00	0.00	0.00	0.00	24.81	0.00	38.13	62.94
7	GRAVINO, BONNIE	0.00	24.25	0.00	0.00	64.82	0.00	41.30	130.37
8	BIRKENFELD, BETH	0.00	0.00	0.00	45.26	48.61	0.00	0.00	93.87
10	MALONEY, CAROL	49.95	0.00	43.30	0.00	0.00	0.00	46.19	139.44
11	DUBOIS, GERRIE	35.65	26.34	54.70	27.23	0.00	0.00	0.00	143.92
12	VIERA, ROSE	0.00	0.00	0.00	48.23	63.09	0.00	0.00	111.32
13	BESSETTE, ADAM	0.00	0.00	0.00	0.00	0.00	0.00	32.97	32.97
14	LAPLANTE, JANA	0.08	0.00	0.00	0.00	0.00	0.00	51.59	51.67
15	PALOMBO, KIM	0.00	22.65	0.00	24.92	0.00	27.12	43.99	118.68
19	BARROWS, M	0.00	54.16	56.30	34.24	29.46	0.00	0.00	174.16
21	CHACE, TINA	0.00	51.38	31.26	0.00	0.01	0.00	0.00	82.65
22	DONNELLY, MARY	22.96	24.74	26.55	55.56	38.05	0.00	0.00	167.86
25	SAN SOUCI, LISA	0.00	30.58	36.97	18.53	58.13	64.12	16.98	225.31
26	CASWELL, GAIL	0.00	43.63	0.00	44.85	57.99	70.08	0.00	216.55
30	MERCIER, JEAN	40.90	45.26	0.00	16.52	24.74	46.40	0.00	173.82
38	LEBOEUF, DONA	0.00	0.00	0.00	0.00	0.00	32.24	0.00	32.24
39	SCALLON, KAREN	19.37	0.00	46.45	0.00	0.00	0.00	0.00	65.82
45	TART, JEAN	28.24	20.27	32.70	19.40	36.73	0.00	31.04	168.38
46	WAGONER-ACETO, JULIE	32.96	52.12	0.00	50.20	5448.54	0.00	0.00	5583.82
49	TABER, MARK	18.27	0.00	0.00	0.00	14.00	0.00	32.46	64.73
50	VOLPICELLI, ROBIN	0.00	0.00	49.13	0.00	0.00	79.33	0.00	128.46
53	MOORE, RUTH	0.00	0.00	0.00	0.00	0.00	39.93	0.00	39.93
54	SELTZER, KATHLEEN	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00
59	COSTANTINO, CAROLE	29.00	38.14	0.00	0.00	0.00	0.00	0.00	67.14
63	LEACH, SHERYN	19.00	48.00	0.00	35.00	8.25	0.00	36.00	146.25
64	BALLOU, JUNE	0.00	25.00	35.00	30.00	40.00	35.00	35.00	200.00
66	HATHAWAY, KEVIN	43.81	0.00	32.21	64.84	16.61	0.00	56.99	214.46
68	TOURTELOTT, CHARLOTTE	34.00	20.00	0.00	0.00	33.00	31.00	0.00	118.00
73	BARRY, LIZBETH	0.00	23.99	51.63	0.00	69.36	57.48	63.50	265.96
77	MORSE, LISA	37.07	0.00	0.00	0.00	0.00	26.01	37.17	100.25
78	HAUSER WEST, WENDY	47.77	0.00	0.00	0.00	0.00	0.00	0.00	47.77
80	GEORGE, BONNIE	10.00	0.00	0.00	0.00	0.00	10.00	0.00	20.00
81	McCabe, DIANE	0.00	37.14	0.00	48.50	70.84	0.00	0.00	156.48
82	PISCOPIO, JASON	31.81	0.00	24.41	28.54	0.00	26.89	0.00	111.65
85	PELLEY, SHANNON	40.00	0.00	0.00	27.00	0.00	40.00	0.00	107.00
88	SURANIE, JENNIFER	0.00	15.22	23.51	0.00	0.00	24.46	0.00	63.19
90	LORD, ALEXANDER	0.00	0.00	0.00	4.00	0.00	6.00	7.00	17.00
96	FISHER, BILLIE-JO	0.00	0.00	27.34	25.64	230.88	57.18	67.96	409.00
102	GAUVIN, AMY	0.00	0.00	0.00	0.00	0.00	0.00	68.54	68.54
104	FLORI, PETER	20.59	0.00	22.41	0.00	0.00	0.00	0.00	43.00
105	GILBERT, KAREN	0.00	0.00	26.79	44.95	0.00	0.00	25.62	97.36
125	SWEET, MICHELLE	0.00	0.00	0.00	0.00	0.00	32.92	0.00	32.92
133	VOLPICELLI, ANTHONY	2.48	23.42	31.07	0.00	0.00	0.00	34.37	91.34
520	PRIVE, ROSE	0.00	40.99	49.15	0.00	0.00	59.87	0.00	150.01
522	LORD, CHRISTOPHER	6.00	6.00	5.00	0.00	6.00	0.00	0.00	23.00
592	ARVIDSON, PAUL	0.00	8.00	8.00	8.00	0.00	0.00	7.50	31.50
593	DAROSA, JULIO	4.00	4.00	4.00	0.00	6.30	6.30	0.00	24.60
1203	VARGAS, OSCAR ANIBAL	0.00	0.00	0.00	2.00	2.70	3.00	2.50	10.20
HOUSE TOTAL:									11003.29

Employee List

The **Employee List** provides you with a quick list of your employees for easy reference. It also gives you the ability to sort the list in a number of useful ways. We have added the ability to select departments to be printed in the employee list ; the default is all departments

Sort Method:- Select the sort field for your Employee List. Your options are listed below:

Employee Number: This sort field will sort employees in order by employee number from lowest to highest.

Employee Name: This sort field will list the employees in alphabetical order by employee name.

Department: This sort field will list the employees by department.

Alt. Employee number: Sort the list of employees by the alternate employee number.

Social Security Number (only name and SSN# shown): This sort field allows you to have a quick list of employees by their SSN# and name.

Sort Report By:	
☒ Employee number	☒ All Employees
☐ Employee name	☐ Active Employees Only
☐ Department	
☐ Alt. employee number	☐ Show address
☐ SSN(only name & ssn shown)	☐ Show rate of pay
	☐ Names and phone numbers only
Select Departments	
☒ SERVER	☒ R _M
☒ BAR	
☒ HOST	
☒ KEY	
☒ KITCHEN	
☒ TRAINING	
☒ MANAGEMENT	
☐ Use the date filter	
☒ Date Hired ☐ Date Left ☐ Last Raise	
Empl.with no date are shown in case of 00/00/00. Since 01/11/2007	

All or Selected Employees: - Check one of the boxes to select a Labor Payroll report for all employees or for only selected employees.

All Employees (departments): Check this box if you want to print a Labor Payroll Report for all employees in all departments.

Selected Employees (departments): Check this box if you want to print a Labor Payroll Report for only certain employees or departments.

All or Selected Departments: - Check one of the boxes to select a Labor Payroll report for all departments or for only selected departments.

Show Address: Check this box if you want the Employee's address to appear on the Employee list.

Restaurant Data Concepts, Inc.

Show Rate of Pay: Check this box if you want the Employee's rate of pay to appear on the Employee list.

Names and phone numbers only: Check this box if you want the Employee list to only include their names and phone numbers.

Use the Date Filter: Check this box if you want the Employee list to be sorted by one of three date sort fields.

Date Hired: This field will sort the Employee list by the Date Hired field.

Date Left: This field will sort the Employee list by the Date Left field.

Last Raise: This field will sort the Employee list by the date of the Last Raise field.

Since: This field allows you to print your employee list by one of the three date sort fields above *since* a date that you enter in the Since Field.

Time and Attendance Documentation

Sample Employee List

The sample Employee List.

GREGG'S RESTAURANT WARWICK
REPORT DATE: 03/25/2001

PAGE: 1
REPORT TIME: 18:02:37.41

Employee List for Period Ending Wednesday March 21, 01

Employee Employee Address	#	Telephone Number	Status /Type	Card #	Alternate Empl. #	Exmp. Job	Date Hired	Date Left	Date Raise
COCROFT, JOYCE	1	(401)791-8227	/S	00000	140082	0 WAIT/DAY			
MANCUSO, SHERRI 4 CHEST STREET WARWICK RI 02888	2	(401)461-4597	P/S	00000	142219	0 WAIT/NIGHT	08/30/95		
Rogers, Christine 5 NINTH ST. PROVIDENCE R.I. 02996	3	(401)351-5425	P/S	00000	142223	0	09/06/95		
CRONIN, DONNA	4	(401)748-2867	/S	00000	140652	0			
TAVARES, JON	5	(401)494-7858	/S	00000	150595	0 WAIT/NIGHT WAIT/DAY			
MAGLIOLI, CINDY 1 ANGEL COURT WARWICK RI 02893	6	(401)827-0492	P/S	00000	142184	0 FINISHER WAIT/DAY WAIT/NIGHT	04/19/95		
GRAVINO, BONNIE 14 WILSON STREET	7	(401)823-1249	P/S	00000	141270	0 WAIT/DAY WAIT/NIGHT	09/24/92		
BIRKENFELD, BETH 199 PEQUOT AVENUE WARWICK RI 02886	8	(401)732-9216	P/S	00000	152076	0 WAIT/NIGHT WAIT/DAY			
COELHO, GINA 41 APPLE DRIVE CRANSTON RI 02920	9	(401)461-3224	/S	00000	120355	0	11/25/96		
MALONEY, CAROL 319 POWER STREET WARWICK RI 02888	10	(401)447-5256	P/S	00000	152200	1 WAIT/NIGHT WAIT/DAY	06/07/95		
DUBOIS, GERRIE	11	(401)737-8289	P/S	00000	140463	1 WAIT/DAY WAIT/NIGHT			
VIERA, ROSE	12	(401)732-0258	/S	00000	150249	0 WAIT/DAY WAIT/NIGHT			
BESSETTE, ADAM 18 APPIAN AVENUE CRANSTON RI 02905	13	(401)463-9212	P/S	00000	152155	0 WAIT/DAY WAIT/NIGHT	11/01/94		

Department Job List

The **Department Job List** provides you with a quick reference list of your department and jobs. A variety of sort options are available and listed below.

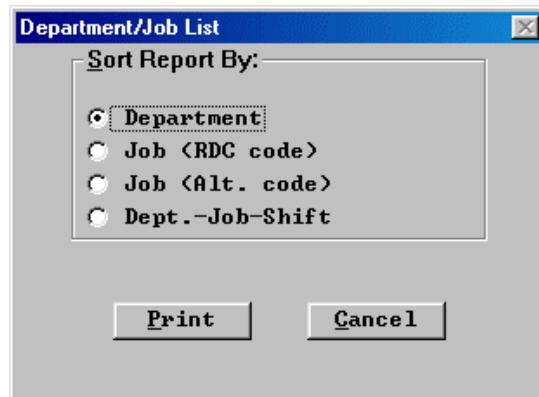
Sort Method:- Select the sort field for your Department & Job List. Your options are listed below:

Department: This sort field will list your departments as entered.

Job (RDC Code): Sort the list of jobs by the RDC internal job code number. This sort field is useful when working with an interface to the RDC format payroll file output.

Job (Alt. Code): Sort the list of jobs by the alternate job code. This sort field is useful when using the alternate Job code for the the purposes of interfaces with third party payroll software packages.

Dept. Job-Shift: This sort field allows you to have a quick list of your department job shift codes.



Time and Attendance Documentation

Sample Department Job List

The sample Department Job list sorted by departments.

GREGG'S RESTAURANT WARWICK				PAGE: 1
REPORT DATE: 03/25/2001				REPORT TIME: 15:06:30.73

Jobs and Departments Listing				
Dept #	Department	Job #	Job Name	Alternate code

1	KITCHEN	30	COOK/DAY	123456
		31	COOK/NIGHT	213456
2	CREAM ROOM	14	SUPERVISOR	345612
		24	FINISHER	356421
3	DISHROOM	5	DISH/DAY	212453
		6	DISH/NIGHT	544332
5	MAINTENANCE	36	REPAIRS	645334
6	TAKEOUT	37	SUPERVISOR	123333
		38	SERVER	123222
7	HOSTESS/CASHIER	12	DINING RM MANAGER	656543
		39	HOST/DAY	345422
		40	HOST/NIGHT	232111
8	WAITSTAFF	41	WAIT/DAY	434555
		42	WAIT/NIGHT	455555
		43	TRAINER	333221
		44	TRAINEE	454322
		45	FOOD RUNNER	112211
		46	COORDINATOR	443322
9	SERVICE BAR	47	SB/DAY	665332
		48	SB/NIGHT	443322
		49	SUPERVISOR	114455
10	IN TRAINING	1	COOK/TRAIN	111111
		2	C/R TRAIN	222222
		3	DISH TRAIN	333333
		4	BUS TRAIN	444444
		7	T/O TRAIN	555555

The sample Department Job list sorted by RDC internal Job code.

GREGG'S RESTAURANT WARWICK				PAGE: 1
REPORT DATE: 03/25/2001				REPORT TIME: 15:11:23.21

Jobs and Departments Listing				
Job #	Job Name	Alternate code	Dept #	Department

1	COOK/TRAIN	111111	10	IN TRAINING
2	C/R TRAIN	222222	10	IN TRAINING
3	DISH TRAIN	333333	10	IN TRAINING
4	BUS TRAIN	444444	10	IN TRAINING
5	DISH/DAY	212453	3	DISHROOM
6	DISH/NIGHT	544332	3	DISHROOM
7	T/O TRAIN	555555	10	IN TRAINING
8	HOSTESS/TR	666666	10	IN TRAINING
9	WAIT TRAIN	777777	10	IN TRAINING
10	S/B TRAIN	888888	10	IN TRAINING
11	PREP	124554	11	PREP
12	DINING RM MANAGER	656543	7	HOSTESS/CASHIER

...

The sample Department Job list sorted Department Job-Shift code.

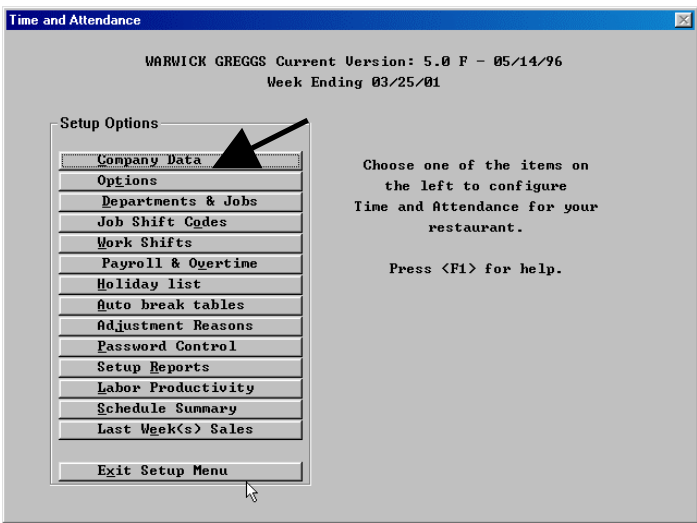
GREGG'S RESTAURANT WARWICK				PAGE: 1
REPORT DATE: 03/25/2001				REPORT TIME: 15:17:14.46

Departments, Job and Job Shift Code Listing.				
#	Department	Job #	Job Name	Alternate code
		Shift Code #	Description	Time In Out

1	KITCHEN	30	COOK/DAY	123456
		31	COOK/NIGHT	213456
2	CREAM ROOM	14	SUPERVISOR	345612
		100	PM BUSSE	18:00 01:00
		103	EARLY PM BUSSE	18:00 22:00

...

SETUP OPTIONS



The Setup section should be defined first before even adding employees, because employees need Departments and Jobs set up. You cannot pay an individual who does not have a job and rate. Also, your week start date, overtime rules, adjustment reasons, breaks, passwords all need to be defined. You can move through the various setups just by going through this section. Proceed slowly, thoughtfully and make notes of questions that you need to ask your dealer for advice.

Company Data

This option contains miscellaneous information and important parameters for the proper running of the Time and Attendance system.

Setup Company and Misc. Data	
Company Name:	GREGG'S EAST PROVIDENCE
Address < line 1 >:	491 APPLE DRIVE AVE.
Address < line 2 >:	EAST PROVIDENCE, RI
Address < line 3 >:	
Phone Number:	<401>438-5767
Week Start Day:	2 - Monday
First Alternate Employee Number:	123400000

Company Name is the heading for reports. Please fill this field exactly the way you want your restaurant name to appear on your Time and Attendance reports.

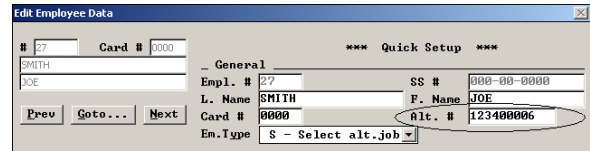
Address line (1-3) and **Phone Number** are optional fields.

Week Start Day:	2 - Monday
	1 - Sunday
	2 - Monday
	3 - Tuesday
	4 - Wednesday
	5 - Thursday
	6 - Friday
	7 - Saturday

Time and Attendance Documentation

The **Week Start Date** is very important and indicates which day of the week is the first day of the week for payroll; a 1 indicates Sunday and 7 is Saturday, etc. The week start date should not be changed until the end of a payroll and it should be accompanied with a **TARESET**.

First Alternate Employee Number: - Each time a new employee is added the system finds the next available number, starting with the number entered in this field, that number becomes the value for the new employee's alternate employee number. The Alternate Employee Number is visible in Quick Setup and in Personal Info of the Employee's Data Record.



The screenshot shows the 'Edit Employee Data' window with the 'Quick Setup' tab selected. The 'Alt. #' field is highlighted with a red circle. The 'En.Type' dropdown is set to 'S - Select alt.job'.

General		SS #	
Empl. #	27	SS #	000-00-0000
L. Name	SMITH	F. Name	JOE
Card #	0000	Alt. #	123400006
En.Type		S - Select alt.job	

Setup Options

Setup Options

- ☐ Automatically advance weeks
- ☐ Current week adjustments from touch screen
- ☐ Eliminate editing last week's hours
- ☒ Eliminate editing previous week's hours
- ☐ Eliminate "Exclude from overtime calculation" in adjusted hours
- ☐ Eliminate collection of rejected punches
- ☐ Eliminate last week schedule
- ☐ Eliminate regular schedule
- ☐ Require Social Security Number
- ☒ Require Alternate Employee Number
- ☐ Require Card Number
- ☒ Require Job
- ☐ Require Ethnicity
- ☐ Check Duplication in Social Security Number
- ☒ Check Duplication in Alternate Employee Number
- ☒ Check Duplication in Card Number
- ☐ Use additional overtime pay rates (California)
- ☐ Mag. Card Number same as Card Number
- ☐ Use Regular week as Following week
- ☐ Holiday pay based on business day
- ☒ Display time in decimal
- ☐ Automatic help info
- ☒ Use new scheduler
- ☐ Show templates in new scheduler
- ☒ Use city, state, zip
- ☐ six digit zip
- ☒ Use Alt. Min. Wage for tipped jobs

More Flags

Edit Text

Termination Reasons

Ethnicity

Save **Cancel**

Automatically Advance Weeks if set to **Y**, it will force the system to automatically Advance the Weekly Hours and Schedules as the current calendar week ends and if the Time and Attendance shift time for the current week is past. NOTE: Week ends on Saturday, but start of labor shift day is 11:00 a.m.; therefore, the week will not advance until after 11:00 a.m. If this is too late, make the shift start earlier. This will occur if necessary, each time the Time and Attendance system is entered from the Backoffice system. It is preferable to not set to **Y** for bi-weekly systems. Refer to the Advance Weekly Schedule section for more information.

Current week adjustments from touch screen? If set to **Y**, all Current Week adjustments are done from the touch screens and cannot be done from the Backoffice. All other weeks' adjustments are done from the Backoffice regardless of this field's value.

Eliminate editing last week's hours? Set this flag to **Y** to prevent the editing of Last Week's hours. Once payroll is printed and sent to the payroll service, you do not want anyone to change these hours.

Eliminate "Exclude from overtime calculation" in adjusted hours? Set this flag to **Y** to prevent the exclusion of hours from overtime calculation. The option is greyed out on the adjustment screen with this flag set to **Y**.

Enter the reason for the clock adjustment.

FORGOT TO PUNCH IN

Enter your employee number (0 if unknown).

0

☐ Exclude from overtime calculation.

Time and Attendance Documentation

Eliminate editing previous week's hours? Set this flag to **Y** to prevent the editing of Previous Week's hours. Once payroll is printed and sent to the payroll service, you do not want anyone to change those hours.

Eliminate collection of rejected punches - this option prevents rejected punches from being read into the Time and Attendance database. Do you need to see each punch rejected by the system because it was early or late? If this information is not important to you, then check this box. This also helps system memory overhead.

Eliminate last week schedule - this option eliminates last week's schedule from the Time and Attendance database. If last week's schedule is not important to you, then check this box. This also helps system storage overhead.

Eliminate regular schedule - this option eliminates the regular schedule from the Time and Attendance database. If the regular schedule is not important to you, then check this box. This also helps system storage overhead.

Require Social Security Number? If this option is checked, the system will require a Social Security Number before saving the employee record.

Require Alternate Employee Number? If this option is checked, the system requires an Alternate Employee number.

Require Card Number? If this option is checked, the system requires a Mag Card number before saving the employee record.

Require Job? If this option is checked, the system requires a Job before saving the employee record.

Require Ethnicity? If this option is checked, the system requires that the Ethnicity field is filled into the employee's record Personal Info section.

Check Duplicate in Social Security Number? If this option is checked, the system alerts you to the fact that there are duplicate Social Security Numbers before saving the employee record.

Check Duplication in Alternate Employee Number? If this option is checked, the system alerts you to the fact that there are duplicate Alternate Employee Numbers before saving the employee record.

Check Duplication in Card Number? If this option is checked, the system alerts you to the fact that there are duplicate Mag Card Numbers before saving the employee record.

Mag. Card Number same as Card Number? If this option is checked, the Card number entered in the system is the same as the Card number.

Use Additional overtime pay rates (California)? If this option is checked, the system provides you with additional overtime pay rate options that are relevant to restaurants in California. They relate to overtime on the sixth and seventh day of the week. See Payroll and Overtime.

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Setup Overtime and Vacations Data

Normal Overtime

Overtime rule : 0-As worked Minimum wage 6.75

	Hrs	Rate	Hrs	Rate	Max hourly rate
Max Hours/Day	8	1.50	12	2.00	0.00
Max Hours/Week	40	1.50	0	0.00	
Max Hours/6th Day	0	0.00	0	0.00	
Max Hours/7th Day	0	1.50	8	2.00	

Use Regular week as Following week? If this option is checked, the system will change the label from regular to following week's schedule and enter the dates for the following week.

Time and Attendance

Following Week's Schedule

#

OWNER

SALLY

Prev Goto... Next

Edit Schedules

This Week

Last Week

Next Week

Following Week

Copy All Schedules

Edit Hours...

Clock Grid

Total Hours 0.00

	Wed	Thu	Fri	Sat	Sun	Mon	Tue
9/1							
9/2							
9/3							
9/4							
9/5							
9/6							
9/7							

Holiday pay based on business day? If this option is checked, the system will change the label from regular to following week's schedule and enter the dates for the following week.

Display times in decimal? If set to **Y**, two and one half hours look like **2.5** hours in the **POSitouch** Time and Attendance Reports. If set to **N**, two and one half hours look like **2:30** hours in the **POSitouch** Time and Attendance Reports.

Automatic help info - check the box if you want automatic help information displayed.

Use new scheduler: - check the box if you have the New Graphical Labor Scheduler installed. If this box is checked you will not be able to add, change or delete your schedules in the **JOB SCHEDULER** internal to Time and Attendance. However, you will see schedules entered in the New Labor Scheduler and print the Schedule report and other reports using schedule data since this data is transferred from the New Labor Scheduler to the Time and Attendance program.

Show templates in new scheduler? If this option is checked, the system will change the label from regular to following week's schedule and enter the dates for the following week.

Time and Attendance Documentation

Use city, state, zip / six digit zip? If this option is checked, the system changes address line 3 in the Personal Info section of the Employee record.

Before:

Personal INFO

1 Card # 0000

CASHIER Employee# 1

CHRIS L. Name CASHIER F. Name CHRIS

MI C

Prev Goto... Next

Address<line 1> 1 CHRISTOPHER LANE

Address<line 2>

Address<line 3> WARWICK RI 02888

After:

Personal INFO

1 Card # 0000

CASHIER Employee# 1

CHRIS L. Name CASHIER F. Name CHRIS

MI C

Prev Goto... Next

Address<line 1> 1 CHRISTOPHER LANE

Address<line 2>

City WARWICK State RI

Edit Empl. Menu : Zip 02888 Phone # <401>467-5510

Use Alt. Min. Wage for tipped jobs? Only If this option is checked, are you able to change the value in Alternate Minimum Wage for tipped jobs. The screen below is from Backoffice Setup > Time and Attendance > T & A Back Office Setup > Payroll and Overtime and reflects the field when the flag is NOT checked and the value is greyed out.

Normal Overtime

Overtime rule : 0-As worked Minimum wage 7.80

	Hrs	Rate	Hrs	Rate
Max Hours/Day	8	1.50	0	0.00
Max Hours/Week	40	1.50	0	0.00
Max Hours/6th Day	0	0.00	0	0.00
Max Hours/7th Day	0	0.00	0	0.00

Alt. Min. Wage for tipped jobs 0.00

Max hourly rate 0.00

Setting the Alternate Minimum wage for tipped jobs effects the calculation for overtime pay with rates below minimum wage for tipped jobs.

Also the logic to calculate "EFFECTIVE RATE" is changed to "TIPPED EFFECTIVE RATE", which calculates the effective rate only for tipped jobs.

MORE FLAGS:

- ☒ Auto fill Date Hired on Add new employee
- ☒ Auto fill Date Hired on Active change
- ☒ Auto fill Date Left on Inactive change
- ☒ Require Termination Reason for Inactive
- ☒ Require Date of Birth
- ☐ Eliminate Collection of Charged Tips

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Auto fill Date Hired on Add new employee: With this option checked, the Date Hired field in the Personal Info section of the Employee's Record gets automatically filled in with the current date when a new employee is added to the Time and Attendance database.

Auto fill Date Hired on Active Change:

With this option checked, the Date Hired field in the Personal Info section of the Employee's Record gets automatically filled in with the current date when the Employee Status field is set to ACTIVE.

Employee Status

Empl Type R - Regular

Empl Stat F - Active
 F - Active
 I - Inactive

Auto fill Date Left on Inactive change: With this option checked, the Date Left field in the Personal Info section of the Employee's Record gets automatically filled in with the current date when the Employee Status field is set to INACTIVE.

Require Termination Reason for Inactive: - With this option checked, the system requires a Termination Reason when an setting an employee's status field to INACTIVE.

Require Date of Birth: If set to **Y**, then the system requires a Date of Birth before you can save the information entered into the Personal Info section of an employee's record.

Eliminate Collection of Charged Tips – With this flag checked, the system does not collect charged tip information for use in Time and Attendance.

Edit Text – You can change the text name for the flags below as they appear on the Time and Attendance > EMPLOYEE > PERSONAL INFO screen. The changes are made on the Back Office Setup > Time and Attendance > T&A Back Office Setup > Options > Edit Text option.

Edit Text

Text for "Date Hired"	Hired Date
Text for "Date Left"	Date Left
Text for "Last Raise"	Raise Date

Termination Reasons – Define as many as 40 termination reasons to be used when an employee is made inactive to account for the reason for his/her leaving the enterprise.

[illegible]

Time and Attendance Documentation

Note, that if the flag, Require Termination Reason, is checked in MORE FLAGS above, then, when the employee's status is changed to INACTIVE, the software requires the selection of a Termination Reason in order to save the INACTIVE setting in the employee record.

Personal INFO

Employee # 1
L. Name CASHIER F. Name CHRIS
MI C
Address (line 1) 1 CHRISTOPHER LANE
Address (line 2)
City CASHIER State RI
Zip 02888 Phone # (481) 467-5510
Card # 0000 Alt. Employee # 000000100
Salary \$0.00 SS # 0000-00-0000
Tip Pool Amount/Percent 0.00 Percent?
Tip Pool Code 0 Date of Birth
Marital Status Unknown Sex Male
Exemptions 0 Rank 0 Race CAUCASIAN
Date Hired Date Left
Last Raise
Jobs and Rates < * - rate
BREAKFAST LEAD
Press <F1> for help... Add Empl Del Empl

Ethnicity: The software allows as many as 25 ethnicity types for tracking purposes. If the flag, Require Ethnicity is checked.

1 - 15

01 AMER INDIAN
02 ASIAN
03 AFRICAN AMER
04 NAT HAWAIIAN
05 WHITE
06 HIS ALL RACE
07 HIS WHITE
08 HIS OTHER
09 RACE MISSING

16 - 25

If the flag, Require Ethnicity is checked (see above), then when trying to save the employee record in Quick Setup without the Ethnicity information filled in the error message to the right appears.

Error

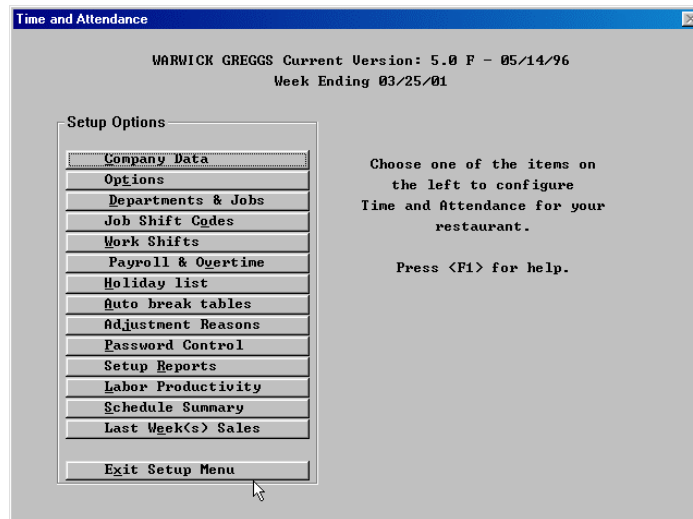
The following required fields must be filled in:
Ethnicity

OK

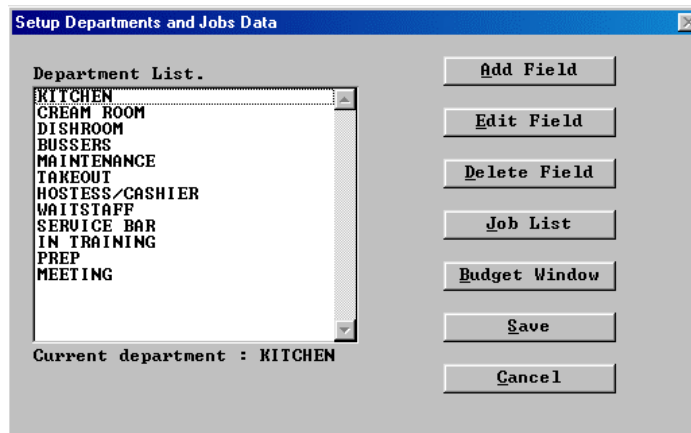
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Department and Jobs

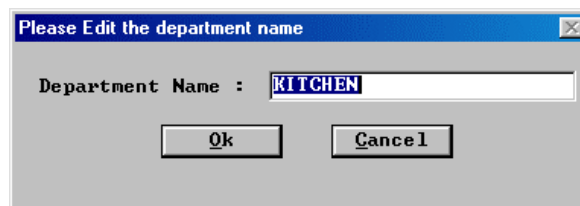
You must build your department and job structure before adding employees to the Time and Attendance database. Start by identifying all your departments, then list the jobs for each department. Do not wing it! It is easier to work from a paper list.



The list below identifies all the departments and jobs available for linking to employees. The command buttons on the right perform different functions that are explained below.

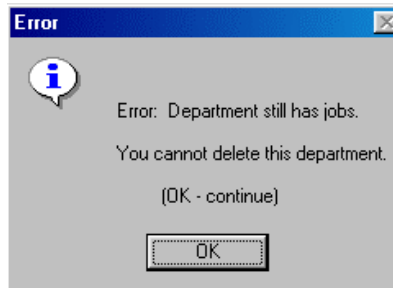


Add Field: Select this command button to add a department to the listing. Enter the Department Name you wish to add and click the OK button.

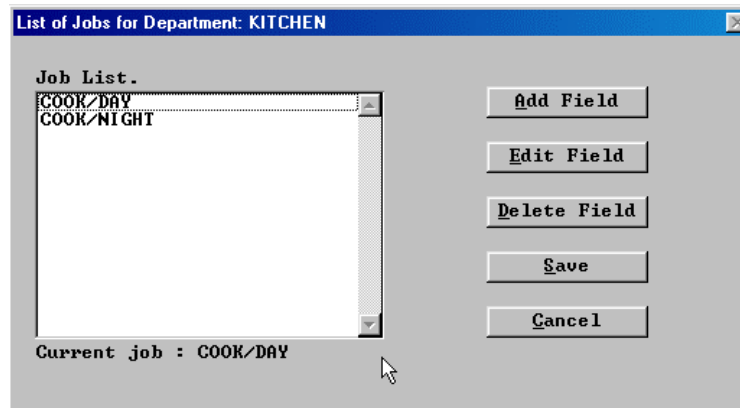


Edit Field: Select Department you wish to edit and click on the Edit Field command button. Make corrections or change the name of the department name. Select the OK command button when the information is correct.

Delete Field: Select Department you wish to delete and click on the Delete Field command button. The department will immediately disappear from the list. If the department still has jobs linked to it, then the error message below will appear indicating that you first have to delete jobs linked to the department before deleting the department.



Job List: Select the Department for which you wish to see jobs that are already linked to that department. Select the Job List command button to access a list of all the jobs currently linked to the selected Department.



Add (Job) Field: Select this command button to add a job to the listing. You got here by entering the name of the Department to which you wish to add a Job.



Please Edit the job name

Job Name: COOK

Alternate code: 50

User privileges: None

☐ Apply shift diff

☐ Tipped

☐ Do not show at POS

☐ Do not show out time on schedule report

☐ Do not apply auto break

Ok Cancel

Job Name: Enter a unique Job Name in the space provided, 20 characters maximum.

Alternate (Job) Code: Enter an alternate job code which may be the Job code for a third party Payroll package. POSitouch sorts its payroll reports by alternate *job* code to make it easy to enter or download payroll information to these services.

Apply Shift Differential: Check this box if a shift differential will be applied to this job. **Setup Options > Payroll & Overtime > Shift Differential** must be setup before additional payroll money is added for hours worked in a job that has shift differential setup.

Tipped: Check this box if this is a job that has tipped wages associated with it.

Do not show at POS: Check this box if you do not want this job visible from the front of the house. An example would be a business that tracks vacation and bonus' as a job.

Do not show out time on schedule report: Check this box if you do not want the out time to be visible on the schedule report. Managers have asked for this because they want employees to work to shift's end. They should punchout after their duties are complete not when they are scheduled to leave.

Do not apply auto break: Check this box if you do not want the automatic break to be calculated for employees with a job that has this option selected. (See: Automatic Breaks)

Edit (Job) Field: Select this command button to edit a job to the listing. You got here by selecting the name of the Department to which you wish to edit a Job name. Below we are changing the job name Supervisor to Overseer. You get the gist.



Please Edit the job name

Job Name: SUPERVISOR

Alternate code: 12339

User privileges: MANAGER

☒ Apply shift differential

☐ Tipped

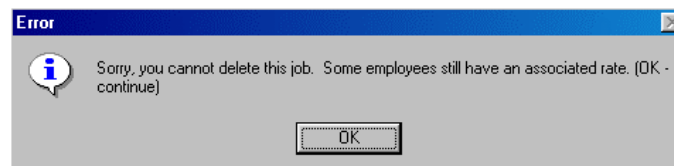
☐ Do not show at POS

☐ Do not show out time on schedule report

☐ Do not apply auto break

Ok Cancel

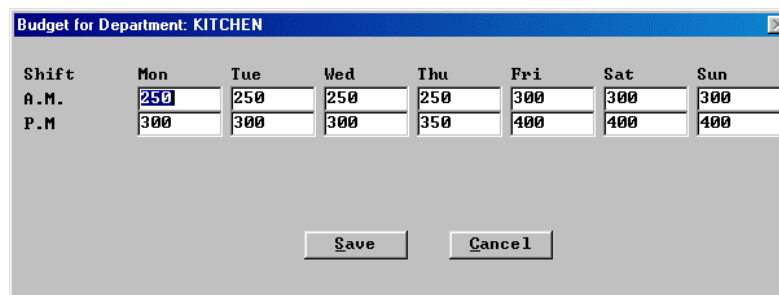
Delete (Job) Field: Select this command button to delete a job in the listing. You got here by selecting the name of the Department to which you wish to delete a Job name. If no employees during *This Week* and *Last Week* have associated hours for this job, the job will disappear after selecting the job and clicking on the Delete Field command button. However, if there are employees with hours for this job for *This Week* or *Last Week*, then the error message shown below will appear. Be sure no employees are using the job you wish to delete, then wait for the period to advance to delete the job.



Save: Select this command button to make permanent the changes made during the current session in the Job List.

Cancel: Select this command button to lose all your work during the current session in the Job List.

Budget Window: Select the Department for which you wish to see the budget window. Select the Budget Window command button to edit budgeted labor dollar figures for the selected department. Shifts are setup in **Setup Options > Work Shifts**.



Budget for Department: KITCHEN

Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun
A.M.	250	250	250	250	300	300	300
P.M.	300	300	300	350	400	400	400

Save Cancel

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To change or enter a new value in a cell in the grid, double click on the cell you wish to change. When it becomes highlighted, enter your new value.

Save: Select this command button to make permanent the changes made during the current session in the Budget Window.

Cancel: Select this command button to lose all your work during the current session in the Budget Window.

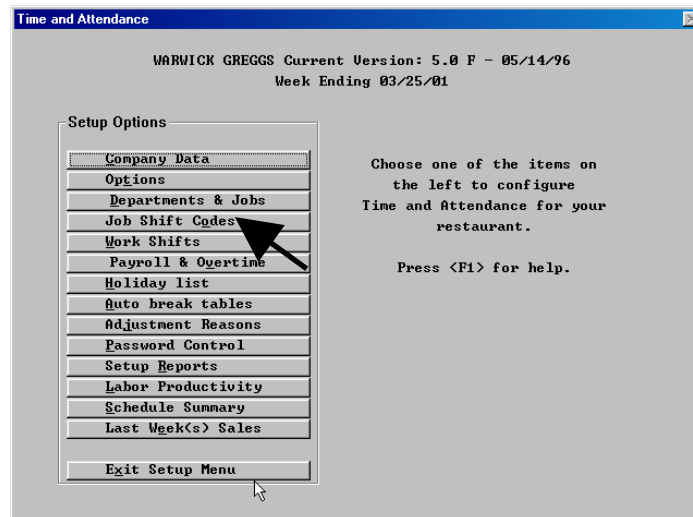
Save: Select this command button to make permanent the changes made during the current session in the Department and Jobs Setup Option.

Cancel: Select this command button to lose all your work during the current session in the Department and Jobs Setup Option.

Job Shift Codes

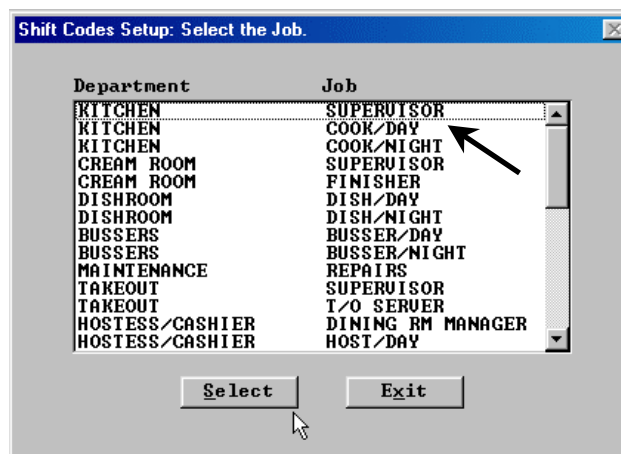
Job Shift Codes facilitate the process of scheduling employees. They allow the owner/manager to create job/shift which is a range of hours that is regularly assigned to a given job, for instance, a.m. _waitstaff 5:00 a.m. - 11:00 a.m. When scheduling waitstaff, you know you need to cover this time slot. The time saving is that instead of entering a job and the time for each employee to be scheduled for this slot throughout the week; you simply make a job shift code which links the job and time slot and assign it to employees for scheduling purposes.

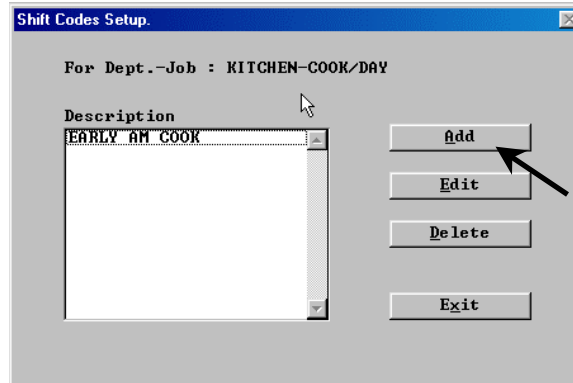
See: **Job Scheduler > Schedule > Use Shift Hours** above for more details and examples how to use Job Shift Codes.



Remember, you have to setup the Job Shift Codes for jobs before you can assign them to employees.

Below is an example of a list of Job Shift Codes for the Job COOK/DAY. Note the Job Shift Code names indicate the various shifts that you need to have busser coverage in your establishment.^





Below is an example of a list of Job Shift Codes for the Department, Kitchen, and the Job, COOK/DAY. Note the Job Shift Code names indicate the various shifts that you need to have busser coverage in your establishment.

Add: Select this command button to *add* another Job Shift Code to the list. These Job Shift Codes appear when you are scheduling any employee that has a Job with Job Shift Codes assigned. Be sure to select the **Use Shift Codes** box to indicate that you want to make use of these codes.

Job Name: This is an informational field that identifies the job to which you are linking Job Shift Codes - you cannot change the value in this field.

Description: This is the Job Shift Code name that is assigned to the Job in the field above. The times of the Shift Code are defined below.

Time In: This is the punch *in time* that is going to be used for scheduling purposes. When I schedule an Early AM Cook I want them there at 6:00 a.m.

Time Out: This is the punch *out time* that is going to be used for scheduling purposes. When I schedule an Early AM Cook I want them there from 6:00 a.m. (*time in*) to 2:00 p.m. (*time out*).

Save: Select this command button to make permanent the changes made during the current session in Job Shift Code Window.

Time and Attendance Documentation

Cancel: Select this command button to lose all your work during the current session in the Job Shift Code Window.

Edit: Select this command button to *edit* or change an existing Job Shift Code. First select the Job Shift Code you wish to edit, then select the *edit* command button.

Delete: Select this command button to *delete* an existing Job Shift Code. First select the Job Shift Code you wish to delete, then select the *delete* command button.

Exit: Select this command button to *exit* the Job Shift Code window.

Work Shifts

Work Shifts allow you to organize your labor shifts around your Point of Sale system shifts. The system allows for 5 shifts. The start time of the second shift is the end time of the first, etc. Shifts are also used when using the Job Scheduler to schedule departments and shifts.

You cannot manually Advance the Weekly Schedule if you have not passed the beginning of your first shift. For example, your week start date is Monday and on Sunday night you try to Advance the Weekly Schedule. The system will not let you until 7:00 a.m. the next morning.

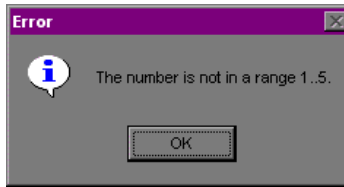
Be sure that the first shift is early enough to include anyone who has to arrive early to open the restaurant. Do not forget maintenance and cleaning staff.

Work shifts, when aligned correctly with POS sales shifts, provide you with labor productivity figures, that is, labor dollar vs. sales comparisons. This allows you to compare late night bar liquor sales vs. bartender labor costs for the same period. Is our index right or were there too many bartenders for the amount of sales we did that night. Why didn't the manager send home a bartender?

Another scenario is pub service complaints from your customers over the weekend, you check and note that sales were especially high, but labor figures were low. Why weren't dining room staff switched to the pub for a busy hours? Does your staff properly manage the business or complain about it after the fact?

	Shift Name	Start	End
1.	A.M.	7:00 a.m.	4:00 p.m.
2.	P.M.	4:00 p.m.	7:00 a.m.
3.			
4.			
5.			

Number of shifts: Enter the number of labor shifts that you intend to define. Remember the value has to be between one and five, otherwise the message below will appear.



Shift Name: Enter the name of the shift, up to eleven characters.

Start (time): Enter the Start time for the shift, be sure to note a.m. or p.m. The system will automatically compute the end time.

End (time): Is computed by the system and is based on your previous shift's start time. You can only change then end time by changing the start time of the previous shift.

Save: Select this command button to make permanent the changes made during the current session in the Work Shifts Window.

Cancel: - Select this command button to lose all your work during the current session in the Work Shifts Window.

Payroll & Overtime

The Payroll & Overtime setup window needs to be defined properly in order for your employees' payroll to come out correctly. Note that the defined values in this window are read every time you print reports to printer or screen, so that changes to these values will result in different values the next time the report is printed. If the information is incorrect, correct it and re-run your reports. Computation errors often occur when values are entered in these fields erroneously. If your payroll does not add up, one of your first steps is to double check your values in the Payroll & Overtime setup window.

Normal Overtime rate setups are used to compute overtime in the system by both maximum hours per day and/or week for non-salaried employees. If Max hours is set to 0, overtime rates do not apply. For example, if the Max hours/day is set to 8, then any hours after 8 on a given day would qualify for the rate entered next to Max Hours/Day. The same is true for Max Hours/Week. When a person goes beyond the value entered here, say 40, then he/she is qualified for the overtime rate (1.500 in the example above) for all hours beyond.

The standard way to setup overtime is to pay time-and-a-half for more than 40 hours per week and not to use "Daily Overtime". To set this up, enter 0 for "Max Hours/Day" and 0.00 for the "Rate" value next to it. Then enter 40 for "Max Hours/Week" and 1.50 for the "Rate" next to it.

State law prohibits paying wages below minimum wage. This is complicated for server staff in restaurants, who are typically paid less than the minimum wage by the house, with the assumption that they will make tips to bring them back up to at least minimum wage is \$4.50 per hour, it is assumed that she will make at least \$2.00 per hour in tips. This \$2.00 difference is known as the *Tip Credit*.

Federal law states that when paying overtime to servers, who are paid less than minimum wage by the house, the overtime pay rate must be calculated as follows:

- 1) Multiply the minimum wage by the Overtime Rate (1.50 for time-and-a-half).
- 2) Subtract the employee's *Tip Credit* from this figure to come up with the actual overtime pay rate.
- 3)

California Overtime If the option **Use Additional overtime pay rates (California)** is selected in **Setup Options**, then the system lets you setup for additional overtime rates for the 7th consecutive day of work. This specific for the state of California.

Overtime Rule: is used to inform the system how to compute overtime for non-salaried employees. The following are valid values for this field:

- 0 As worked** - This means that if an employee works 2 hours at a \$5.00 an hour job and 3 hours at a \$6.00 an hour job, overtime is calculated separately for each job. Therefore, the first job would be \$15.00 of additional wages (\$10.00 straight pay plus \$5.00 overtime) and the second job would be \$18.00 (\$12.00 straight pay, plus \$6.00 overtime). The total is \$23.00 of overtime wages (\$15.00 from the first job and \$8.00 from the second).
- 1 Weighted average (of Jobs and Hours worked)** - The total of wages worked is divided by the total number of hours worked to derive a *weighted* hourly rate. This rate is then multiplied by the overtime rate, 1.5 to get the overtime wages. For example, an employee works 40 straight hours at \$6.00/hour. Two hours of overtime at one job at \$6.00 and 4 hours of overtime at a \$5.00/hour rate. To derive the weighted average rate the following formula is used:

$$\text{\$272.00} = (42 \text{ hrs} \times \$6.00) + (4 \text{ hrs} \times \$5.00) / (\text{divided by}) 46 \text{ hrs} = \$5.913/\text{hr.}$$

The weighted average hourly wage is used for the overtime wage multiplied by the overtime rate, 1.5. This gives us an overtime rate of \$8.87 (\$5.913 x 1.5).

Note, if one of the jobs is a tipped position, then the Federal *Tip Credit* law is applied as a last step to the weighted average pay rate, not to any of the original rates.

Below is an example of a wage computation made on a tipped and non-tipped job. First we proceed with the computation of the weighted overtime.

$$\text{\$171.86} = (25 \text{ hrs} \times \$5.00) + (22 \text{ hrs} \times \$2.13) / (\text{divided by}) 46 \text{ hrs} = \$3.65659/\text{hr.}$$

Note, since \$3.65659 is less than the minimum wage, the tip credit law is applied.

$$\text{\$4.25} - \$3.65659 = \text{\$.593 (Tip Credit)}$$

$$\text{Weighted Overtime} = \$4.25 \times 1.5 = \$6.375 - \text{\$.593 tip credit} = \text{\$5.78}$$

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The employee's wage for the two jobs would then be computed as follows:

Wait person Reg. 20 hrs x \$2.13 = \$42.60
Wait person OT 3 hrs x \$5.78 = \$17.346
Host Reg. 20 hrs x \$5.00 = \$100.00
Host OT 5 hrs x \$5.78 = \$28.90

*Weekly Salary computed with
weighted overtime rule:* **\$ 188.846**

- 2 Highest wage for overtime - (minimum wage rule)** Under this overtime rule, if an employee works several different jobs throughout the week, *all* of the overtime is based on the highest paying job that he/she worked during the week. Non-overtime hours are paid as usual.

The employee's wage for the two jobs using the *highest wage worked rule* would then be computed as follows:

Wait person Reg. 20 hrs x \$2.13 = \$42.60
Wait person OT 3 hrs x \$7.50 = \$22.50
Host Reg. 20 hrs x \$5.00 = \$100.00
Host OT 5 hrs x \$7.50 = \$37.50

*Weekly Salary computed with
highest wage overtime rule:* **\$202.60**

- 3 Lowest wage for Overtime (minimum wage rule)** Similar to the *highest wage worked* rule above, except that if an employee works overtime at more than one job, all of the overtime is paid based on the *lowest* paying job worked during the week. Note, that the federal *tip credit* law still must be applied, if the wage falls below minimum.

$\$4.25 - \$2.13 = \$2.12$ (Tip Credit)

Weighted Overtime = $\$4.25 \times 1.5 = \$6.38 - \$2.12$ tip credit = $\$4.25$

The employee's wage for the two jobs would then be computed as follows:

Wait person Reg. 20 hrs x \$2.13 = \$42.60
Wait person OT 3 hrs x \$4.25 = \$12.75
Host Reg. 20 hrs x \$5.00 = \$100.00
Host OT 5 hrs x \$4.25 = \$21.25

*Weekly Salary computed with
lowest wage overtime rule:* **\$176.60**

4 Fluctuating Overtime -

Minimum Wage: Enter the Federally established minimum wage in this field. As demonstrated in the overtime rules above, if a change is made to the Federal minimum wage, it has to be changed in this field in order for payroll computation to be correct. This field must be filled in with the current minimum wage in order for correct computation salaried and non-salaried overtime wages in accordance with Federal laws.

Max Hours/Day: Enter a value here if overtime wages apply for employees who work beyond a certain number of hours in a single day. For instance, some employers provide overtime compensation after 12 hours worked in a single day. In this case, the value for this field would be 12.

If this field does not apply to your establishment, leave it at zero.

Rate (Max Hours/Day): Enter a value here only if you are compensating your employees for work beyond a maximum number of hours in a single day. For instance, an employer who wishes to compensate at 1.5 for hours beyond 12 for a single day would enter a value of 1.5 in this field.

If this field does not apply to your establishment, leave it at zero.

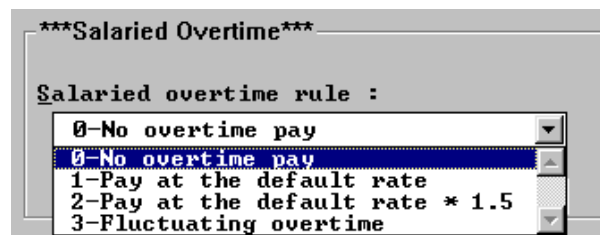
Max Hours/Week: Enter a value here for overtime wages to be applied to employees who work beyond a certain number of hours in a week. For instance, employers who provide overtime compensation after 40 hours worked in a week would enter a value of 40 in this field.

This field usually is filled in with a value, make sure it is correct for your establishment.

Rate (Max Hours/Week): Enter the weekly overtime rate for non-salaried employees in this field. In the previous field you entered the number of hours that need to be worked before overtime compensation applies. For instance, most employers compensate at a rate 1.5 for hours beyond 40 in a week, therefore, enter a value of 1.5 in this field.

This field usually is filled in with a value, make sure it is correct for your establishment.

Salaried Overtime applies to salaried employees who work more than the maximum hours per week. There are several different ways that you can treat overtime for this group of employees:



- 0 No overtime pay** - Under this rule overtime hours do not result in any additional pay for salaried employees. They are paid the same salary regardless of how many hours they work.
- 1 Pay at the default rate** Every employee, whether they are salaried or not, has a *default job*. This is the first job that appears in the table on the EDIT JOBS & RATES screen. When you use *Salaried Overtime Rule #1*, salaried employees who work overtime are paid additional wages at the pay rate for their default job, with no overtime multiplier.

Example: A salaried employee makes \$600.00/wk, works 45 hrs. Five of those hours are overtime, and the pay rate for his *default job* ("Manager") is \$11.00/hr. The employee makes \$55.00 in extra overtime wages for a total of \$655.00 for the week.

- 2 Pay at the default rate * 1.5** This rule is similar to *Rule #1* except that the default rate is multiplied by the overtime multiplier.

In the example above, if the overtime multiplier were the usual 1.50 (time-and-a-half), the salaried employee's wage would be computed as follows:
 $\$11.00 \times 1.50$ or $\$16.50/\text{hour}$, for a total of $(5 \times \$16.50) + \$600.00 = \$682.50$.

- 3 Fluctuating Overtime** This salaried overtime rule calculates a pay rate for the salaried employee by dividing the salary by the total number of hours worked. For example, if a manager's salary is \$600.00/wk, and he/she works 45 hours, then the effective hourly rate is $\$600/45 = \13.33 per hour. His five hours of overtime will be paid based on the multiplier, which in the case of time-and-a-half is $\$13.33 \times (0.50) = \$6.67/\text{hour}$ of additional pay. The manager's total wage is $(5.00 \times \$6.67) + \$600 = \$633.33$.

However, if the *effective wage* that we calculate is less than minimum wage, then we ignore the salary altogether and pay the employee minimum wage for all of the hours worked.

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Example: A salaried employee makes \$200/week, and works 50 hours. His effective hourly wage is $\$200/50 = \$4.00/\text{hour}$, which is less than the minimum wage of \$4.25. The proper computation of the salaried wage based on the minimum wage rule follows:

The regular pay is computed at minimum wage:

$$40 \times \$4.25 = \$170.00$$

The overtime pay is computed at: $(\$4.25 \times 1.5) \times 10 = \underline{\$63.80}$

Total wage: **\$233.80**

Overtime Predictions: allow you to draw a *line in the sand* for the purpose of predicting overtime and controlling labor costs. The fields below alert you to employees that appear on the Overtime Prediction Report who are approaching overtime wages.

Worked Hours: This is the number of hours a person can work before his name appears on the Overtime Prediction Report - note this number does not include scheduled hours that are not as yet worked. For example, if Fred has worked 32 hours and the value in this field is 30, then his name and hours will appear on the report to alert managers that he is approaching overtime.

Worked + Scheduled Hours: This is the number of hours a person can work before his name appears on the Overtime Prediction Report - note this number includes scheduled hours not as yet worked. If the value for this field is 35 and Fred has worked 25 and he has 12 more hours scheduled, his name will appear on the report to alert managers that he is approaching overtime.

Vacation Eligibility: These fields are optional and are not currently integrated into the program.

Vacation Eligibility				
Weeks:	1	2	3	4
Years:	1	2	2	3
Max weeks to carry forw.				1

Shift Differential: is additional hourly compensation for work during busy or less desirable times. A job must have the flag or option box checked in Department and Jobs in order for shift differential to properly compensate your employees.

Shift differential	
Start time	23:00
End Time	5:00
Pay amount	1.50

Start time: is the time that begins the start of the shift differential - hours worked during the start time and end time will result in additional compensation at the rate displayed in the **Pay amount** field.

End time: is the time that marks the ending of the shift differential - hours worked during the start time and end time will result in additional compensation at the rate displayed in the **Pay amount** field.

Pay amount: is the additional compensation that will be added to employees pay for hours worked during the start and end times defined as shift differential.

Holiday List

Holiday list allows you to identify 8 Holidays and enter a pay rate factor for hours worked on those days.

Setup Holiday Table

1.	11/26/2004	5.	../../....
2.	12/24/2004	6.	../../....
3.	01/01/2005	7.	../../....
4.	07/04/2005	8.	../../....

Holiday Pay Factor 1.50

Save Cancel

Automatic Breaks

This feature automatically subtracts out time allotted for breaks according to a setup range of hours. For instance, 20 minutes for every 4 hours worked, 50 minutes for 8 hours or over. Remember, automatic breaks are subtracted on reports that determine compensation such as payroll and labor distribution reports.

Setup Automatic break tables

Enter time in minutes.Ex.:from 240 to 1440 min get 30 min unpaid break.

Minutes per day		Break
From	To	Minutes
0	240	0
240	480	20
480	720	30
720	960	30
960	1440	0

Save Cancel

To: enter the number of minutes of work after which an employee is entitled to a break. In the example above, after 4 hours or 240 minutes the employee is entitled to a 20 minute break. After 8 hours or 480 minutes, another 30 minutes will be subtracted from the hours worked because of the automatic break.

Break minutes: enter the number of break minutes the employee is entitled to after the number of minutes worked in the To column. These minutes will be automatically subtracted from the hours worked to provide proper compensation.

Adjustment Reasons

When making adjustments either from the Order Entry system or from the Backoffice, you need to specify a reason for the adjustment. These reasons can be up to 16 in number and will appear when adjustments to existing punches are made.

Adjustment reasons

1.	FORGOT TO PUNCH IN	9.	
2.	FORGOT TO PUNCH OUT	10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

Save Cancel

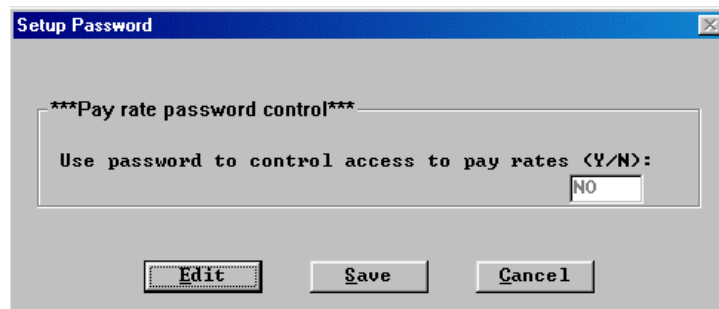
Adjustment reasons: Enter your adjustment reasons which your managers will use to explain why they are making changes to punch information.

Password Control

Password Control is used to set the security level that management wishes to have for the Time and Attendance System.

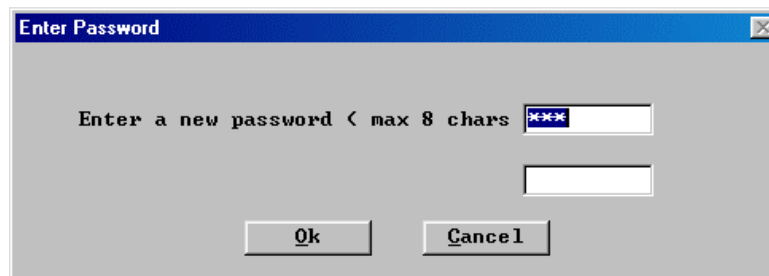
The **Use password to control access to pay rates (Y/N)**: is set to **Yes** if the system forces the entering of the correct Password when entering a section of the Time and Attendance that contains Employee Rates of Pay, particularly the Employee Jobs and Rates section and the printing of Reports that contain Pay Rates. Once the Password is entered correctly, it will not have to be entered again during the same session. If an incorrect password is entered, the user still has access to sections of the system that do not contain pay rates or can select the Enter Password option off the main Time and Attendance Menu to try and enter the Password correctly. For Payroll and Labor reports, if the password fails, the report will print without pay rates.

If set to **No**, the password is not required to be entered before entering any sections of the system.

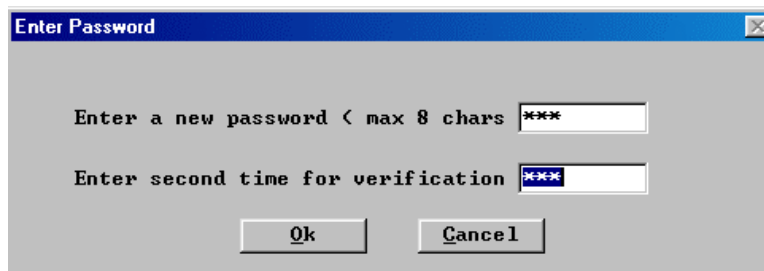


Edit: Select this command button if wish to use password control access to pay rates.

Passwords may be used to prohibit entry into sections of Time and Attendance that contain rates of pay. The password should not be forgotten, if do, contact your vendor for assistance. The system will ask for the password when you try to enter **Employee, Jobs and Rates**.

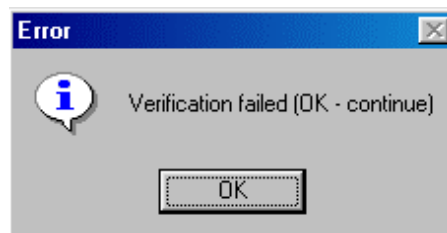


Passwords are *Case Sensitive*, i.e. be aware of the lower or upper cases of the characters being entered for the password. The characters will be masked when you enter them, you will only see asterisks. Enter up to 8 characters. Proceed carefully, you will be asked to verify the password again after you have enter it the first time.



A dialog box titled "Enter Password" with a blue header bar and a close button in the top right corner. The background is light gray. It contains two text input fields. The first field is preceded by the text "Enter a new password < max 8 chars" and contains four asterisks. The second field is preceded by the text "Enter second time for verification" and also contains four asterisks. Below the fields are two buttons: "Ok" and "Cancel".

If you do not enter the correctly verify the password, then you will get the message below. Simply start from scratch and do it again, this time slow down.



Setup Reports

Setup Reports are various setup options for labor reports. Most of the questions are self explanatory and they are reviewed below.

Setup Reports

Labor Distribution Report

☒ Include Taxes with Sales Tip Factor 8.0%

☐ Print Sales/Labor and not Labor Cost %

Remacs Payroll Report

☐ Print employee # and not alternative #

Payroll File Output

☐ Print alt. job code instead of POSI one.

Payroll and Labor Distribution Reports

☐ Do not print deleted punches

Schedule Report

☒ Print employee number

☐ Print In and Out times on the same line

☐ Print phone number

Labor Cost Analysis Report

☒ Use scheduled labor cost ☐ Use budgeted labor cost

*** Exception report *** Short Shift Time (minutes): 15

For Labor Distribution and Cost Analysis Reports.

Notes: Normal Sales was set in Job Scheduler and Actual was read from 'C:\outfiles\TF*.TAF' files.

☐ Use Normal Sales for Labor %, not Actual.

Save Cancel

*** Labor Distribution Report ***

Include taxes with sales: A check will include taxes in the sales information in the Labor Distribution Report. These sales are collected from TFMDDYY.TAF files.

Print Sales/Labor and not Labor Cost %: A check will print Sales divided by Labor index, rather than a labor cost percentage.

Tip Factor: Enter the tip factor percentage.

*** ReMac's Payroll Report ***

Print employee # and not alternate employee #: A check will export the employee number and not the alternate employee number to the ReMac's Payroll file output.

*** Payroll File Output ***

Print alternate job code instead of POSi job name: A check here will write out the alternate job code in the Payroll File Output file instead of the Positouch job name.

*** Payroll and Labor Distribution Reports ***

Do not print deleted punches: A check here will prevent deleted punches from printing on the payroll and the labor distribution reports.

*** Schedule Report ***

Print employee number: A check here determines if the employee number appears on the Schedule Report.

Print In and Out times on the same line: A check here will print the punch in and punch out times on same line of the Schedule Report.

Print phone number: A check here determines if the employee phone number appears on the Schedule Report.

*** Labor Cost Analysis Report ***

Use scheduled labor cost: A check here will factor the scheduled labor dollars in the Labor Cost Analysis Report and not the budgeted labor dollars.

Use budgeted labor cost: A check here will factor the budgeted labor dollars in the Labor Cost Analysis Report and not the scheduled labor dollars.

*** Exception Report ***

Short Shift Time (minutes): Enter the number of minutes that will determine a *short shift* and will determine if the shift will appear on the exception report. For example, if the value is 240, any shift less than 4 hours will appear on the exception report.

*** For Labor Distribution and Cost Analysis Reports ***

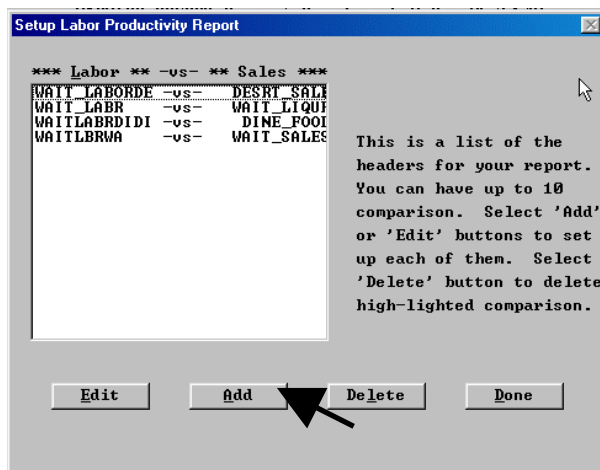
Use normal Sales for Labor %, not actual sales: A check here will factor the figures you entered as normal sales and not actual sales from the \outfiles\lf*.taf files.

Labor Productivity

The labor productivity report provides you with the ability to compare, for instance, your liquor sales at the Bar cost center with your labor costs for your Bar department. It is important to be sure you are comparing apples and apples, therefore, POS shifts have to match labor shifts. This is an import index for you to use to track labor figures as compared to your sales dollars. This setup is required before running the Labor Productivity report.

The Labor Productivity report allows you to compare the labor of a certain department to the sales from that same department or profit center. For instance, you want to measure the productivity of your bartenders. By this we mean establishing a labor/sales index by which you can measure their productivity from week to week.

You do this by comparing your labor department *Pub*, which includes only bartenders, with the *liquor sales* from the *Pub* profit center. To set up the report, enter a label for the name of the *labor* that will be compared. Then enter a label or name of the *sales* to be compared. In the *Departments* section identify the labor department for the comparison. In the *Cost Centers* section enter the comparable POS profit center. Finally, in *Sales Categories* enter the sales category to be used as the dollar comparison to measure productivity.



Add: Allows you to add a labor vs. sales comparison for future printing.

Edit Comparison

*** Labor ***
TKOUTLBR

*** Sales ***
TAKEOUT

Those two strings create a header for one of your comparisons and show up on your report like one string:
'<Labor>vs.<Sales>'

Departments
TAKEOUT

Cost Centers
TAKEOUT

Sales Categories
Total Sales

Dept. Menu
Add
Delete

CCent. Menu
Add
Delete

Categ. Menu
Add
Delete

Save Cancel

Labor: This field is for the labor portion of the *** Labor *** vs. *** Sales *** label which describes the labor comparison. Our choice of 10 characters, TKOUTLBR, describes that we are comparing the Takeout department's labor figures.

Add New Department

Please, select new department.

TAKEOUT

Save Cancel

Department: Select the actual labor department(s) that define the label described above. In our example, we selected the Takeout Department.

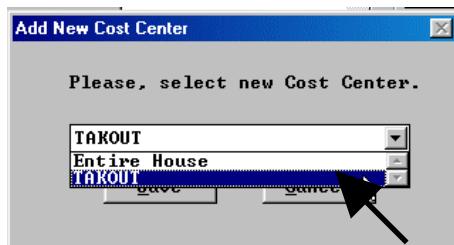
Add New Department

Please, select new department.

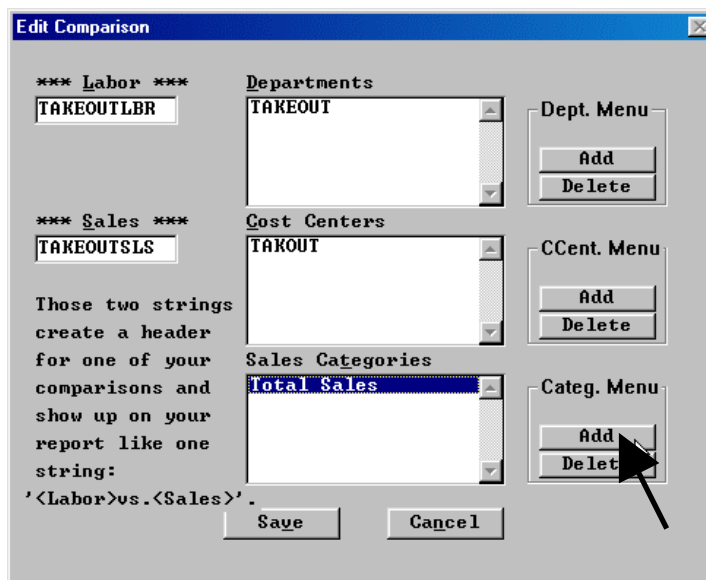
TAKEOUT
TAKEOUT
HOSTESS/CASHIER
WAITSTAFF
SERVICE BAR
IN TRAINING
PREP
MEETING

Sales: This field is for the Sales portion of the <Labor>vs.<Sales> label which describes the comparison. Our choice of 10 characters, TKEOUT, describes that we are comparing the takeout sales figures.

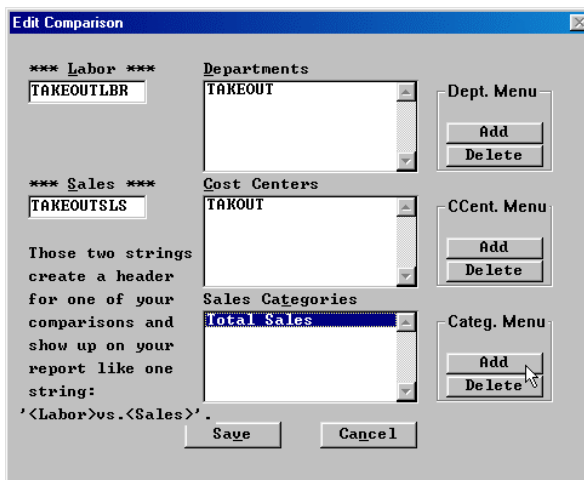
Cost Center: Select the actual POS Cost Center from which sales will be collected for the label described above. In our example, we selected the TakOut Cost Center.



Sales Categories: Select the actual POS Sales Categories that comprise the sales dollars used for comparison to the labor dollars for the label described above. In our example, we selected Total Sales for the TakOut Cost Center.

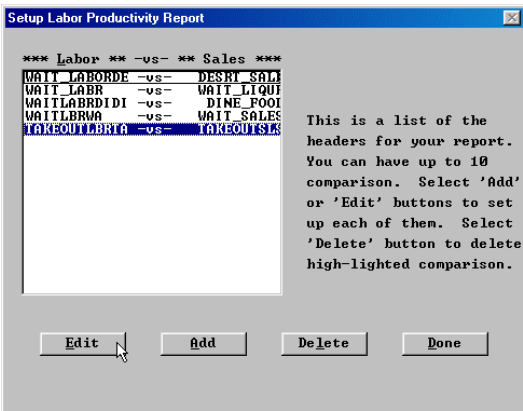


We are comparing labor dollars from the TakeOut department with Total Sales from the Takout Cost Center. This figure will give us a labor sales index

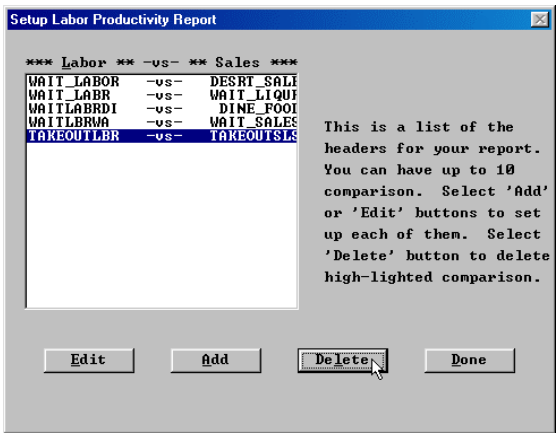


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Edit: Allows you to go back and edit or change a labor vs. sales comparison.



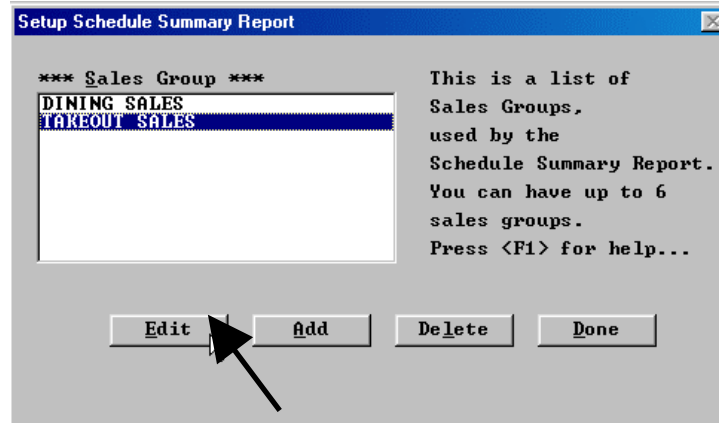
Delete: Allows you to delete an existing labor vs. sales comparison.



Done: Allows you exit the Labor Productivity setup window.

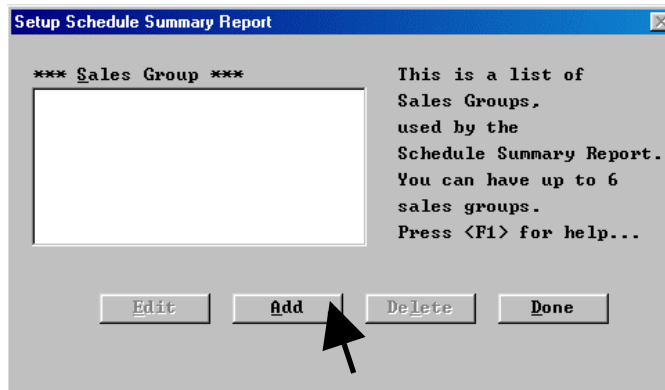
Schedule Summary

As you advance the week, projected sales in the **Job Scheduler > View Budget** move and eventually require replacement or copying to the current week. The Schedule Summary setup allows you to link projected sales to a labor department and those sales are impervious to the cycle of advancing weeks. This setup is required in order to view data in the Schedule Summary Report.



Edit: Allows you to change an existing Sales Group. Select the label for the Sales Group you wish to change, then click on the EDIT command button.

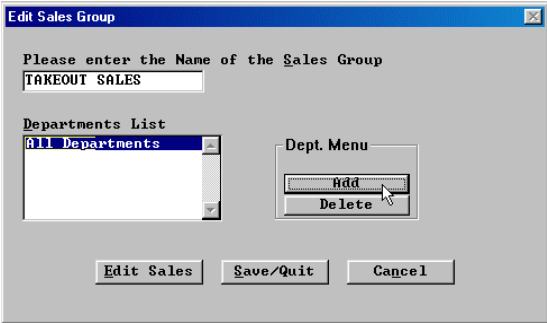
Add: Allows you to add a new Sales Group. Click on the ADD command button.



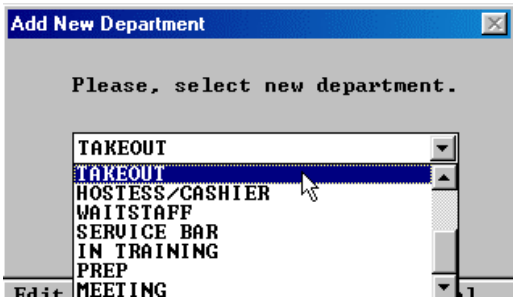
Delete: Allows you to delete an existing Sales Group. Select the label for the Sales Group you wish to change, then click on the DELETE command button.

Done: Saves your changes from the current session.

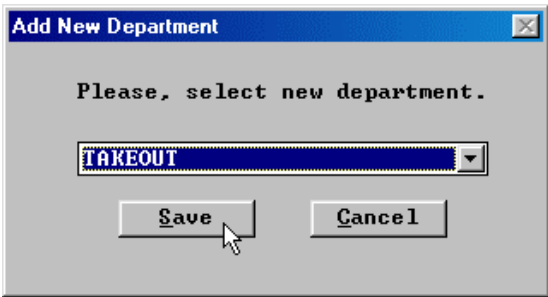
Add: Allows you to add or link a labor Department to the Sales Group.



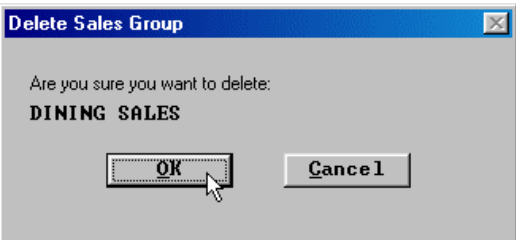
Click on the pull on down menu and select the department you wish to link to the Sales Group.



Save: Allows you to save the Labor Department selection made during the current session.



Delete: Allows you to delete an existing Labor Department from the selected Sales Group.



Edit Sales Allows you to enter projected Sales figures for the Labor Department linked to the Sales Group.

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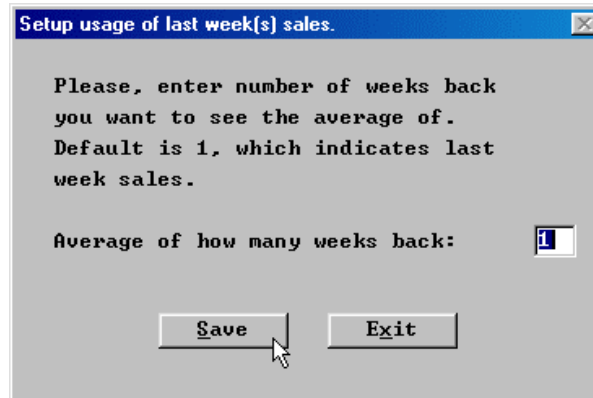
Sales :	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Projected	1400.00	1600.00	1600.00	1600.00	2050.00	2000.00	1900.00

Save Makes permanent the changes made in Projected Sales during the current session.

Cancel Discards the changes made in the Projected Sales during the current session.

Last Week(s) Sales

Sometimes you wish to look at the average of multiple week's sales instead of just last week's sales. This setup option allows you to define how many week's back the system will average your sales.



Save: Makes permanent the value entered during the current session in the Last Week's Sales window.

Exit: Do not make permanent changes to the value of the number of week's to average entered during the current session in the Last Week's Sales window.

EXIT SETUP MENU

This option allows you to return back to the Main Time & Attendance menu.

FILE STRUCTURE of TIME and ATTENDANCE

DATA FILES

The information in this section is for **POSitouch** Dealers to assist in understanding and supporting the Time and Attendance software product. From the technical support standpoint, it is as important to know what is happening behind the scenes at the DOS level, as it is to know how to properly setup the program for customers.

Below is a list of data files that are relevant to Time and Attendance:

PUNCH2.DAT - This file is a ASCII data file in the C:\SC directory which contains all punches and adjustments from the Order Entry system. The first column is the punch serial number of the transaction; this number should always equal the number in the upper left corner of the Time and Attendance Main Menu. The only time it will differ is when the week is not advanced. Every time the Time and Attendance program is accessed, all punches through the current week are read into the database.

Note, this file should *not* be viewed with an editor, since most editors add an end-of-file marker which will prevent the Time and Attendance program.

TAEMPLOY.DBF This data file contains the employee records, hours and schedules. Every time the Time and Attendance program is accessed, all punches from the **PUNCH2.DAT** data file - through the current week - are read into this file. This file contains two weeks of data, the current week and last week.

TAMASTER.DAT - This data file contains the options flagged in SETUP as well as department and job names.

TAEMPL_1.IDX, TAEMPL_2.IDX, TAEMPL_3.IDX - These three files are the Employee Id Number, Name, Department and Job indexes for quick access to information. These files are re-built by the program TAREDO.

TIME.SYS - This data file contains the Back Office setup flags and options needed for the Point of Sale System.

The above files are archived nightly into the file BACK1.ZIP. Later in the processing, BACK20.ZIP is erased and BACK19.ZIP is renamed to BACK20.ZIP. BACK18 is renamed to BACK19.ZIP, etc. Finally, the current day's data files, including the Time and Attendance data files are archived into BACK1.ZIP. So that you have twenty days of your data of files archived in your C:\SC directory.

Other data files that are important to know are the following:

TXE0197.DBF - This is a copy of the TAEMPLOY.DBF created during the process of Advancing the Weekly Schedule. The **0197** in the file name signifies the first week of 1997.

TXM0197.DAT - This is a copy of the TAMASTER.DAT created during the process of Advancing the Weekly Schedule. The **0197** in the file name signifies the first week of 1997.

TX10197.IDX - This is a copy of the TAEMPL_1, 2, and 3.IDX created during the process of Advancing the Weekly Schedule.
TX20197.IDX
TX30197.IDX - The **0197** in the file name signifies the first week of 1997.

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The **TX...** historical files are also archived into the TAHIST97.ZIP. This file holds 110 files or 5 **TX...** files for each week of the year.

TIP FILES

Declared tip information from the Point of Sale system for each day of the week is posted in the **USMMDDYY.TIP** file in the C:\SC directory. Entries in this file are the declared tip figures provided by individual servers from the Time Clock on a Touch Screen. Closing procedures after an automatic or manual shutdown of the POS system result in the collection of sales and tip information from the guest check transaction file (**USMMDDYY.INV**) and the declared tip file (**USMMDDYY.TIP**) into a file named, **TFMMDDYY.TAF** in the C:\OUTFILES directory. The program that does this nightly procedure is **TA_FEED.EXE**. It is the ***.TAF** files that get read into Time and Attendance and update servers' declared tip and sales data for a given week.

To review: ***.TIP** files are made by servers' declared tip entries from the POS. Nightly, this information is culled from check file and tip file into a ***.TAF** file. Whenever the Time and Attendance program is accessed, it checks to see if it has read the most current **...TAF** file. For example, if the back office Time and Attendance program is not accessed from Friday to Monday, then Monday morning the **TAF** files for Friday, Saturday and Sunday are read into payroll data base.

If for some reason the declared tip or sales information is incorrect, then **TARESET** can be executed from the DOS prompt in order to **RESET SALES AND TIP FIGURES**. This process zeros out sales and tip information (only, it does not delete in the Time and Attendance data base and forces it to reread the ***.TAF** files for *this week* and *last week*.

If there are no declared tip and sales figures for a given day in Time and Attendance, one can check for the existence of the appropriate ***.TAF** file in the C:\OUTFILES directory. If no file exists then from the DOS prompt in the C:\SC directory of the POSdriver and type: **TA_FEED.EXE**. This will produce the file and the next time Time and Attendance is accessed, it will update the employee records.

APPLICATION FILES

The Time & Attendance application files which are included in a transfer are listed below.

TAW.EXE This file is called by BOW.EXE when Time and Attendance is accessed from the Backoffice Menu. This program file does everything in the module with the exception of Time and Attendance reports.

TARW.EXE This file is called by TAW.EXE when accessing Reports from the Time and Attendance Main Menu; it handles all labor, payroll and management reporting functions. When you are in the Time & Attendance Reports Menu, you working from within this program. See below for the TAREPORT parameters for executing Time & Attendance reports from the DOS command line.

TARESET.EXE One purpose of the **TARESET** DOS program - is to initialize a Time and Attendance database. **TARESET**, as a utility, is also useful to correct errors in the Time & Attendance data base. This program must be initiated from the DOS prompt and is for the exclusive use of **POSitouch** support personnel.

It is important to understand that the Time and Attendance program captures punch in/out transactions and adjustments made from the Touch Screens in the PUNCH2.DAT file. This file is read and updates the Time and Attendance data base every time the Time & Attendance module is accessed. If all adjustments are made from the Touch Screens, *clearing punches (both weeks)* and *setting the punch serial number to 0 (zero)* with TARESET will result in all data from the punch file being restored back into the Time & Attendance data base.

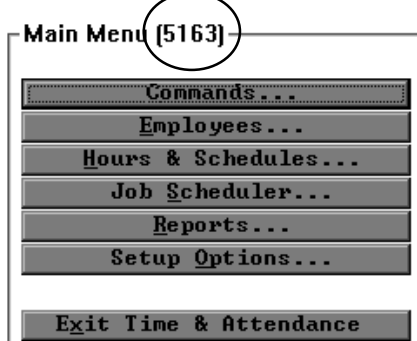
However, time clock adjustments made from the Back Office are written directly into the Time & Attendance data base. Therefore, clearing punches will result in lost data, since the data restored will just include the transactions and adjustments in the PUNCH2.DAT file. This procedure should not be attempted without making copies of the taemploy.dbf file and a printing a hardcopy of the customer's data (minimally, a payroll detail and time report). Finally, the customer should be made aware of the consequences of this process.

TAREDO.EXE This file rebuilds the three index files necessary for the Time & Attendance data base: TAEMPL_1.IDX, TAEMPL_2.IDX and TAEMPL_3.IDX. Most often, TA.EXE self-detects problems with its index files, and it automatically rebuilds them with this program.

TROUBLE SHOOTING

Customer remarks that punches have not been read into the Time and Attendance data base or simply that employees have missing punches, check the following.

1. Week Ending Date in Time and Attendance Main Menu - No one has advanced the week!
2. The serial number in the upper left hand corner of the Time and Attendance Main Menu should be noted and checked against the last serial number in the PUNCH2.DAT file. The two circled numbers should be identical, if today's date is within the week ending date.



...
...
...

5152,26,0,2,0,97/03/02,14:00
5153,20,0,2,0,97/03/02,14:00
5154,61,0,2,16,97/03/02,14:15
5155,48,0,2,16,97/03/02,14:15
5156,11,0,2,16,97/03/02,14:15
5157,1212,0,2,0,97/03/02,14:30
5158,8008,44,1,0,97/03/02,14:30
5159,8008,0,2,0,97/03/02,14:30
5160,2001,0,2,0,97/03/02,14:30
5161,2004,44,1,0,97/03/02,14:30
5162,2004,0,2,0,97/03/02,14:30
5163,95,0,2,16,97/03/02,14:45

<<<<< LAST PUNCH TRANSACTION.

PUNCH2.DAT FORMAT

Serial #,Employee #,Job #, Punch Type,Reason #

Serial #: This is a system generated number that also appears in parenthesis on the initial Time and Attendance Main menu. The serial number must run in ascending order, however, numerical skips are allowable, if you edit the serial number.

Employee #: The server number of the person who punched in or out.

Job #: A system generated number from 0 - 99. You cannot control this number. The Department Job list cross references the actual department and jobs that correspond to these numbers.

Punch type:

1. Punch in
2. Punch out
3. Rejected punch
4. Adjustment
5. Shift Differential
6. Holiday Pay

- 7. **Start Break**
- 8. **End Break**
- 9. **Break Adjustment**

Reason: If it is a punch transaction is a type 4 (adjustment) then this number reflects the reason the adjustment was made.

If you see a time of 99:99 in the punch file, this means that an adjustment was made on a person who has not punched out, so the system assigns the time of 99:00.

Punch transactions with dates that are out of the range of the current two weeks will cause the Time and Attendance data base to not read punch transactions. If an erroneous date is entered in the POS or the system date gets incorrectly changed, the punch serial number will continue to increment with each punch transaction, but those punches will not be read into the data base because the program stops when it encounters a punch transaction that is out of date range.

Repair involves changing the erroneous dates, but be sure to not include an end-of-file marker to the **PUNCH2.DAT** file. DOS EDIT works fine!

Customer says that after every immediate system change all employees are punched out and have to punch back in.

List the PUNCH2.DAT file and see if there are problems with the raw data file - corruption or crossed linked file.

ERROR MESSAGES

BAD OR MISSING TIME.SYS This message appears when the Order Entry System is loading into memory. It means that Backoffice setup of Time Clock has not been completed. From the Backoffice Main Menu go to SETUP > TIME CLOCK and fill in the Options 1, 2 and Times setup screens, TAB to save. Now, try to Start up Order Entry.

DIVIDE ERRORS This message appears when the Order Entry System is beginning to read the punch file into memory. It is sometimes caused by an improperly initialized Time and Attendance data base. Please read the section on initializing a Time and Attendance data base. If there are no valid punches in the PUNCH2.DAT, rename this file, then restart the Order Entry System.

Time Cards from the Touch Screen not reflecting all of this week's punches. This is a condition and not an error message which results from insufficient extended memory. Keep in mind the punch information continues to be safely stored in the PUNCH2.DAT file, but the system's memory configuration prevents all the punch information from being read into memory for the purposes of employees' time cards.

Other unpredictable results can appear in the Time and Attendance application in Windows NT (also check CONFIG.NT) or Windows 3.11 if the config.sys has FILES= statement of less than 100 (FILES=100) . No Files= statement should appear in the Windows '95 config.sys.

T&A Batch Report Parameters

Reports can be generated by the Time and Attendance program from a batch file. Any report that can be printed from the report menu can also be produced by supplying T&A with a set of parameters that indicate the type of the report and the time period of interest. By typing TAR -R alone with produce this file, TAREPORT.DOC. In order to create reports from the batch, call Time and Attendance by adding a line in the following format to the batch program:

Usage: TAR -R N1 N2 N3 <N4>

Notice: TARW was formerly TAREPORT.

0	Time Report
2	Payroll Summary Report (alpha sort)
3	Payroll Detail Report (alpha sort)
4	Summary Labor Distribution Report (dept job sort)
10	Payroll Summary Report (number sort)
11	Payroll Summary Report (dept job sort)
12	Payroll Detail Report (number sort)
13	Payroll Detail Report (dept job sort)
14	Detail Labor Distribution Report (dept job sort)
15	More Detail Labor Distribution Report (number sort)
16	More Detail Labor Distribution Report (alpha sort)
17	More Detail Labor Distribution Report (dept job sort)
18	Much More Detail Labor Distribution Report (number sort)
19	Much More Detail Labor Distribution Report (alpha sort)
20	Much More Detail Labor Distribution Report (dept job sort)
21	Payroll File Output: RDC format (alpha sort)
25	Payroll Summary Report (alt.number sort)
26	Payroll Detail Report (alt.number sort)
27	More Detail Labor Distribution Report (alt.number sort)
28	Much More Detail Labor Distribution Report (alt.number sort)
34	Payroll File Output: REMACS format (if set up: alt.num, if not num. sort)
35	Dept. Job Listing (dept sort)
36	Dept. Job Listing (job sort)
37	Daily Labor : File output (number sort)
38	Weekly Labor : File output (dept job sort, for a week)
39	Tips Report (number sort)
40	Tips Report (alpha sort)
41	Labor Cost Analysis
42	Overtime Prediction Report (number sort)
44	Employee List: File Output (number sort)
45	Schedule Report: File Output (number sort)
47	Labor Cost Analysis by Job
50	Summary Labor Distribution Report: File output (job sort)
52	Payroll File Output: DBF format (alpha sort)
53	Dept. Job Listing: File output (dept sort)
54	Dept. Job Listing: File output (job sort)
55	55 - Payroll File Output: REMACS format (with POSitouch Rate)
56	56 - Time Report (dept and name sort)
60	Schedule Report (number sort) (simple sch)
61	Schedule Report (alpha sort) (simple sch)
62	Schedule Report (dept job sort) (simple sch)
65	Schedule Report (number sort) (simple sch) (time in only)

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66	Schedule Report (alpha sort) (simple sch) (time in only)
67	Schedule Report (dept_job sort) (simple sch) (time in only)
70	Schedule Report (number sort) (simple sch) (time in only)
71	Schedule Report (alpha sort) (simple sch) (time in only)
72	Schedule Report (dept_job sort) (simple sch) (time in only) (don't show shift code names)
75	Schedule Report (number sort) (incl. wages)
76	Schedule Report (alpha sort) (incl. wages)
77	Schedule Report (dept_job sort) (incl. wages)
80	Schedule Report (number sort) (incl. wages) (time in only)
81	Schedule Report (alpha sort) (incl. wages) (time in only)
82	Schedule Report (dept_job sort) (incl. wages) (time in only)
85	Schedule Report (number sort) (incl. wages) (time in only)
	(don't show shift code names)
86	Schedule Report (alpha sort) (incl. wages) (time in only) (don't show shift code names)
87	Schedule Report (dept_job sort) (incl. wages) (time in only)
	(don't show shift code names)
93	Payroll File Output: DBF format (alpha sort) Same as 52, but includes open punches.
94	Payroll File Output: RDC format (alpha sort) Same as 21, but includes open punches

N2 - :

- 1 - report for a day:
- 2 - report for a week:
- 3 - report for two weeks:
- 4 - report for an arbitrary period:

If N2 = 1:

N3 - how many days ago from the system date.

If N2 = 2 or 3:

N3 - how many weeks ago from the system date.

If N2 = 4:

N3 - start date

N4 - end date.

Format for N3 and N4: year, month, day (Asian format).

For example: 950901 - September 1, 1995

- Notice:
- 1. Period cannot be more than 31 days;
 - 2. N3 must be earlier than or equal to N4;
 - 3. both dates must be earlier than or equal to the system date.

CSV Employee Transactions

This is an excerpt from a document that defines employee transactions in CSV formatted information. It represents the same information defined in the POSitouch XML Employee Transactions document. The entire document has not been reprinted because of its length, but is present to introduce a variety of ways to get employees entered into TAEMPLOY.DBF and other Positouch Time and Attendance datafiles. If you are responsible for IT in your business, you should obtain a full copy of the document from your local dealer.

ADDEMPL.CSV – Contains records about new employees being added to the system

Note: This information is imported into the system using the TAXML program with the following command line parameter:

TAXML importemplcsv

This program will check for the ADDEMPL.CSV file in the current directory and if found, all new employee information described in this file in the format listed below will be imported into the system.

Field Number	Field Name	Description
1	EmployeeNumber	* POS user number and Employee Number – POS user numbers are 3 digits, employee numbers can be 4 digits but any that are 4 digits cannot be POS users (busboys etc.) This transaction will delete and re-add a record found with this EmployeeNumber or create a new record if not found.
2	StoreNumber	Optional field that is matched against POSi store number field. If it does not match, function fails.
3	UsePOS	* This is a POS user and will be added to both User.Sys and Taemploy.Dbf – User number must be <=999
4	LastName	* Alpha - 20
5	FirstName	* Alpha - 15
6	POSUserType	* User type 1-8
7	SSN	
8	TableAccessCode	* 1 = Entire House 2 = Costcenters 3 = Stations
9	TableAccess1	* Numeric values related to TableAccessCode if it is 2 or 3
10	TableAccess2	

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11	TableAccess3	
12	TableAccess4	
13	MagCardNum	* POSi mag card number
14	EnforceSchedule	* Logical (Y/N)
15	PunchOutWithOpen	* Logical
16	UsePOSWoutPunching	* Logical
17	EmployeeType	* R = Regular S = Can change own job M = Manager
18	EmployeeStatus	* F = Active I - Inactive
19	Tipped	* Logical
20	AltEmplNumber	9 alpha-numeric
21	Address1	30 characters string
22	Address2	30 characters string
23	Address3	30 characters string
24	Phone	
25	Salary	
26	MaritalStatus	U-unknown, S-single, M-married
27	Exemptions	
28	Rank	
29	DateHired	
30	DateLeft	
31	DateRaise	
32	WageType	H-hourly, S-salary, N-salary not in report
33	PayPeriod	W - weekly (7 days), B - biweekly (14 days) S - semi_monthly (15 days) M - monthly (30 days) O - always pay base salary
34	PaySalary	Logical Y, N
35	JobNumber	Must match POSi job numbers – optional, can use job name to match – this is the default job
36	JobName	Must match POSi job names
37	Rate	
38	JobNumber	Must match POSi job numbers – optional, can use job name to match
39	JobName	Must match POSi job names
40	Rate	
41	JobNumber	Must match POSi job numbers – optional, can use job name to match
42	JobName	Must match POSi job names
43	Rate	
44	JobNumber	Must match POSi job numbers – optional, can use job name to match
45	JobName	Must match POSi job names

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46	Rate	
*	JobNumber	Additional triples can be added here to add additional jobs to the record. Note if a JobNumber, JobName pair is null, it is skipped and the program will continue to search for additional job entries to the right.
*	JobName	
*	Rate	

ADDVIZOR.CSV– This import updates two fields in the employee record that are used for the Vizor interface. This import can only apply field settings to an existing record.

Field Number	Field Name	Description
1	EmployeeNumber	Key field to identify which record
2	Amount	The Tip Pool contribution amount or Percent
3	IsPercent	The Amount field contains a percentage
4	TipPoolCode	2 digit numeric field – not required – can be the fund code for Vizor

Sample File: ADDEMP.L.CSV

910,201,"Y","Philbin","Thomas",5,177522935,1,1,1,1,1,000000910,"N","Y","Y","M","F","N",,"610 Puzzletown Rd",,"Duncansville Pa, 16635",8146962935,"S",1,,"12/15/1985",,"H","B","N"
 301,1,Y,Schmo,Joe,1,012-34-5678,1,1,2,3,4,334,N,N,N,R,F,Y,401,140 Governors Drive,Amherst, MA, (413) 577-0140,60000,M,,,,,H,W,Y,1,job 1,5
 302,1,Y,Doe,John,1,112-34-5678,1,1,2,3,4,335,N,N,N,R,F,Y,402,140 Governors Drive,Amherst, MA, (413) 577-0140
 300,1,Y,Watts,Ken,1,987-65-4321,1,1,2,3,4,333,N,N,N,R,F,Y,400,2 Granby Heights,Granby, MA, (413) 467-7004,50000,M,,,,,H,W,Y,1,job 1,5,2,job 2,6,3,job 3,7,4,job 4,8

Additional Import Tables

These imports are not supported at the present time – These are supported via XML format

ADDEMJOB.CSV – Contains records about job information for an employee being added using ADDEMPL.CSV

Field Number	Field Name	Description
1	EmployeeNumber	Matches EmployeeNumber field in ADDEMPL.CSV
2	JobNumber	* At least 1 job required
3	JobName	Must match POSi jobs
4	Rate	Not Required
5	DefaultJob	If not specified, first job is default
6	EffectiveDate	Optional

ADDEMSCH.CSV– Contains records about schedule information for an employee being added using ADDEMPL.CSV

Field Number	Field Name	Description
1	EmployeeNumber	Matches EmployeeNumber field in ADDEMPL.CSV
2	Week	LAST, THIS, NEXT, REGULAR
3	InDay	
4	InTime	Time in military format
5	OutDay	
6	OutTime	Time in military format
7	JobNumber	
8	JobName	

ADDEMHRS.CSV– Contains records about hours information for an employee being added using ADDEMPL.CSV

Field Number	Field Name	Description
1	EmployeeNumber	Matches EmployeeNumber field in ADDEMPL.CSV
2	Week	LAST, THIS
3	InDay	
4	InTime	Time in military format
5	OutDay	
6	OutTime	Time in military format
7	JobNumber	
8	JobName	
9	PunchType	1 = Regular Punch

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		2 = Adjustment Punch
--	--	----------------------

UPEMPL.CSV – Contains update information about employees already in the system

Same layout as ADDEMPL.CSV

Different outcome with the employee number field: Same fields as AddEmployee but will only update an existing employee record and will not destroy the record first if found.

UPEMJOB.CSV – Contains job information about employees being updated as specified in UPEMPL.CSV

Same layout as ADDEMJOB.CSV

UPEMSCH.CSV – Contains schedule information about employees being updated as specified in UPEMPL.CSV

Same layout as ADDEMJOB.CSV

UPEMHRS.CSV – Contains job information about employees being updated as specified in UPEMPL.CSV

Same layout as ADDEMJOB.CSV

DELEMP.L.CSV – Contains records with information about employees to be deleted from the system

Field Number	Field Name	Description
1	StoreNumber	Optional field that is matched against POSi store number field. If it does not match, function fails.
2	DeleteStart	Employees can be deleted by number ranges.
3	DeleteEnd	