

Job Code Setup

Job Code Setup

Keyboard

Job Code Name: BOSS

Default Wage: \$10.00

Default Overtime Wage: \$5.00

Access to POS

Record Cash Tips

Cash Bank

Require Cash Drawer Selection

Require Cash Count Screen on Clockout

Enable with Delivery Tracking

Include Department Totals

Itemize CC Transactions

Assignable by admin only

Shift Report

of Copies: 1

Permissions

Payroll Settings

Previous Cashier Next

Add Update Delete Exit

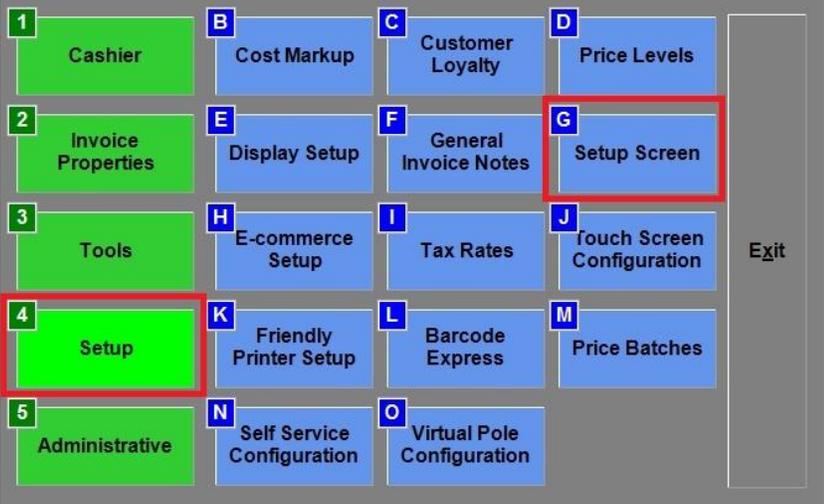
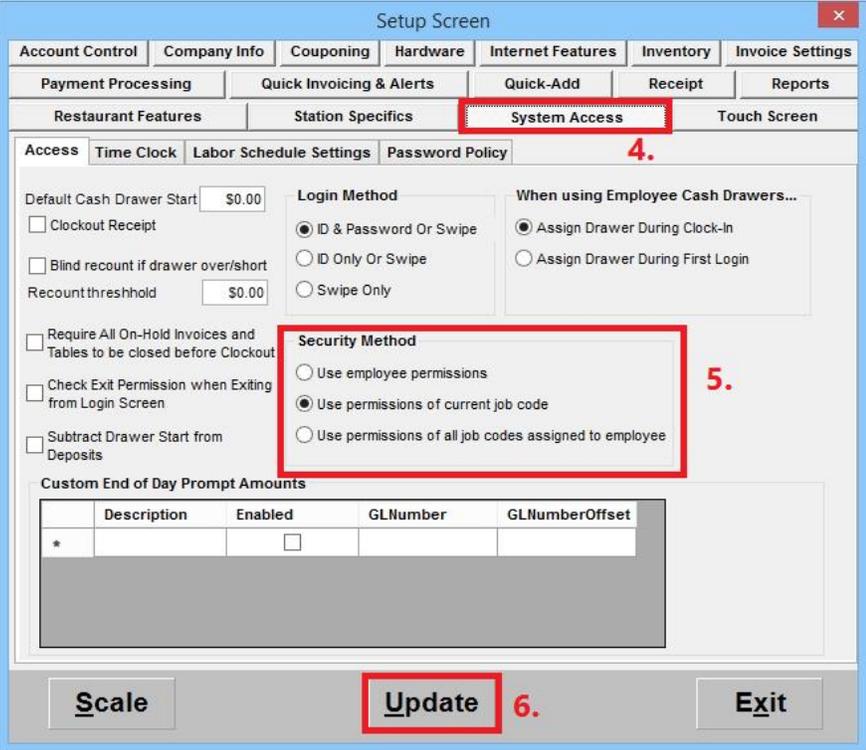
Job Codes are the different jobs that your employees work inside of your business. A few examples are server, janitor, manager and crew member. Job codes can be configured inside of the Employee Maintenance screen (by selecting the **Job Code Setup** button). You can configure if an employee working a certain job code may access the POS, if they handle cash and how many shift reports to print at the end of their shift. You can read more about these options in the built-in **F1 Help Section** or further on in this document. If you are just using the basics then you don't need to worry about job codes and the employee time clock. However these are valuable features that are easy to configure and will help you control your business.

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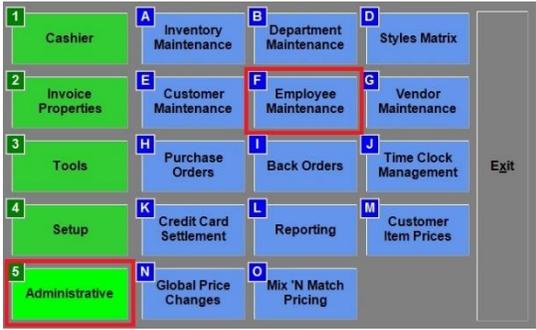
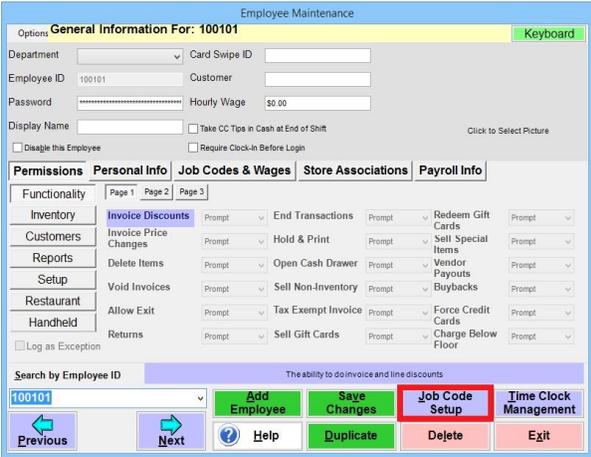
Enforcing Job Code Permissions

If this option is not configured first, you will not be able to save the job code permissions.

	<ol style="list-style-type: none"> 1. Select the Options or Manager Button and enter the Administrative password & ID #.
	<ol style="list-style-type: none"> 2. Select Setup [4] 3. Select Setup Screen [G]
	<ol style="list-style-type: none"> 4. Select the System Access tab 5. Select a Security Method that is NOT Use Employee Permissions <ul style="list-style-type: none"> • Will use the permissions set in the employee maintenance screen. <p>Use Permissions of Current Job Code</p> <ul style="list-style-type: none"> • Will use the permissions of the job code that the employee clocks in with. <p>Use Permissions of all Job Codes Assigned to Employee</p> <ul style="list-style-type: none"> • Will use the permissions of all the job codes which are assigned to that employee. 6. Select Update

Creating Job Codes

The Job Code setup is accessed in the Employee Maintenance Screen.

 <p>The image shows a yellow 'Manager' button above a blue 'Options' button.</p>	<ol style="list-style-type: none"> 1. Select the Options or Manager Button and enter the Administrative password & ID #.
 <p>The image shows a grid of menu options. A red box highlights 'Administrative' (5) and 'Employee Maintenance' (F). Other options include Cashier, Invoice Properties, Tools, Setup, Inventory Maintenance, Customer Maintenance, Purchase Orders, Credit Card Settlement, Global Price Changes, Department Maintenance, Back Orders, Reporting, Mix 'N Match Pricing, Styles Matrix, Vendor Maintenance, Time Clock Management, and Customer Item Prices.</p>	<ol style="list-style-type: none"> 2. Select Administrative [5] 3. Select Employee Maintenance [F]
 <p>The image shows the 'Employee Maintenance' screen for employee 100101. The 'Job Codes & Wages' tab is selected, and the 'Job Code Setup' button is highlighted with a red box. Other buttons include 'Add Employee', 'Save Changes', 'Time Clock Management', 'Previous', 'Next', 'Help', 'Duplicate', 'Delete', and 'Exit'.</p>	<ol style="list-style-type: none"> 4. Select the Job Code Setup button.
 <p>The image shows the 'Job Code Setup' screen. Fields include 'Job Code Name' (BOSS), 'Default Wage' (\$10.00), and 'Default Overtime Wage' (\$5.00). There is a 'Shift Report' section with a '# of Copies' dropdown set to 1. Checkboxes for 'Access to POS', 'Record Cash Tips', 'Cash Bank', 'Require Cash Drawer Selection', 'Require Cash Count Screen on Clockout', and 'Enable with Delivery Tracking' are visible. Buttons for 'Permissions', 'Payroll Settings', 'Previous', 'Next', 'Add', 'Update', 'Delete', and 'Exit' are at the bottom.</p>	<ol style="list-style-type: none"> 5. Select Add and enter a Job Code Name. 6. Enter a Default Wage and a Default Overtime Wage. <p>If applicable:</p> <ul style="list-style-type: none"> • Select whether or not the employee has access to the POS. • Select the number of shift report copies to be printed when the employee clocks out. Leave this at 0 if you are using Shift Tracking. When shift tracking is enabled, a shift report prints automatically when the employee closes a shift.

Job Code Options

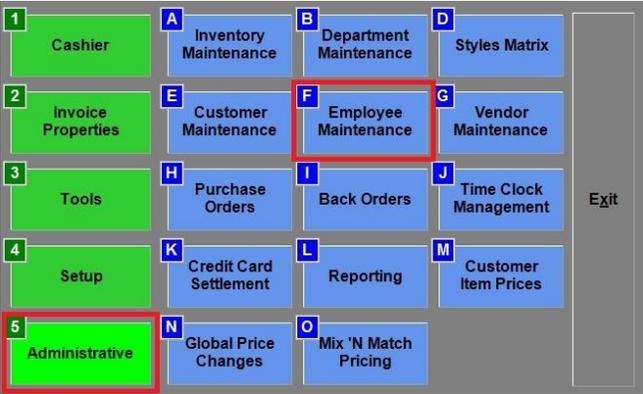
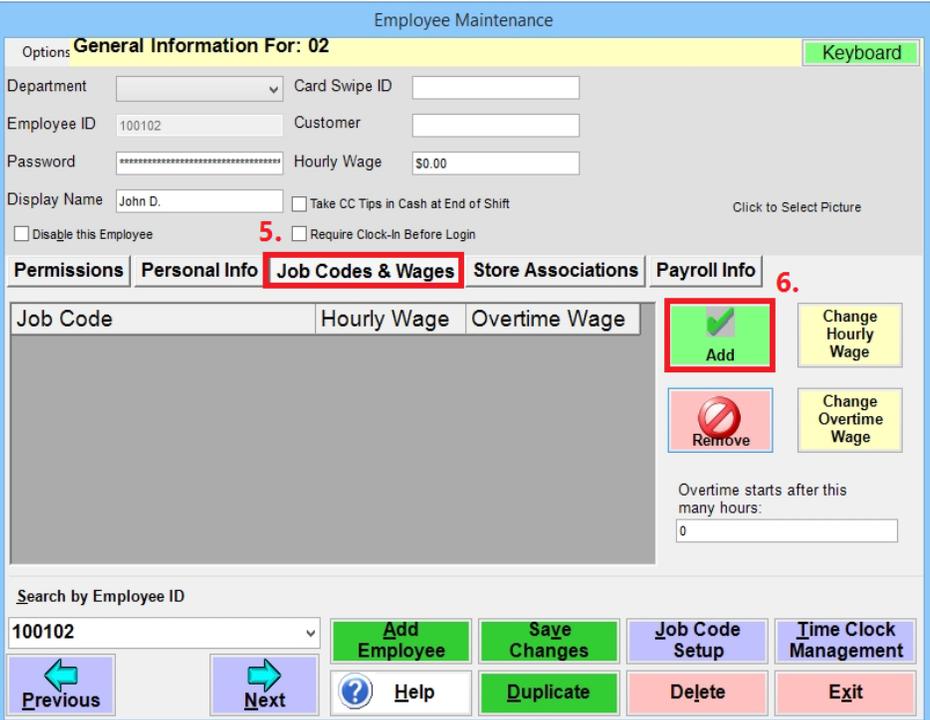
<input type="checkbox"/> Assignable by admin only	<p>Job Codes with this option enabled are removed from the job code selection screen when assigning a job code to an employee, unless you accessed employee maintenance with the administrative password.</p>
<input type="checkbox"/> Include Department Totals	<p>Includes the Department Totals in the in the shift report that prints when the employee clocks out.</p>
<input type="checkbox"/> Itemize CC Transactions	<p>Itemizes Credit Card transactions to display in the shift report that prints when the employee clocks out.</p>
<input type="checkbox"/> Access to POS	<p>Allows the employee to login to the POS and use the invoice/layout screen.</p>
<input type="checkbox"/> Record Cash Tips	<p>Recording the cash tips made by an employee, these cash tips are cash tips that are not included in the bill. (Example: the customer pays with the check with their card but leaves cash separately as the tip.) This recorded amount does not get calculated in the amount expected to be in the drawer when the employee counts the drawer when they clock out or in the expected deposit during an End of Day.</p>
<input type="checkbox"/> Cash Bank	<p>Whether or not the employee will be using a cash bank. This option is for whether or not you want to prompt an employee for their starting cash. Their starting cash is either the amount of cash in their cash drawer or the amount of cash they carry around. Employees will also be prompted for their ending cash at the end of their shift. These figures are used to calculate over and short for the Shift Report. You can generate a Shift Summary Report in the Reporting screen.</p>
<input type="checkbox"/> Require Cash Drawer Selection	<p>To require a cash drawer selection. This option should only be used in a dual cash drawer setup.</p>
<input type="checkbox"/> Require Cash Count Screen on Clockout	<p>To require the employee to count the amount of cash in the drawer at the end of the shift in the cash count screen.</p>
<input type="checkbox"/> Enable with Delivery Tracking	<p>To enable the employee with the delivery tracking feature.</p>

After creating job codes, they can be assigned to an employee using the **Add** button in the **Job Codes & Wages** tab of **Employee Maintenance**. Hourly wages and overtime wages are configured in the same tab. An employee can have more than one job code each with a different wage and when they clock in, they will be asked which job code they are working for this shift.

Enforcing employees to use either employee maintenance permissions or job code permissions is set in the **Setup Screen**, under **System Access**.

Assigning a Job Code to an Employee

Now that the job code has been created, we must assign the job code to an employee.

	<ol style="list-style-type: none">1. Select the Options or Manager Button and enter the Administrative password & ID #.
	<ol style="list-style-type: none">2. Select Administrative [5]3. Select Employee Maintenance [F]
	<ol style="list-style-type: none">4. Use the Next or Previous buttons to find the employee you want to assign the job code too.5. Select the Job Codes & Wages tab6. Select the Add button.

Please Select the Job Code To Add For This Employee



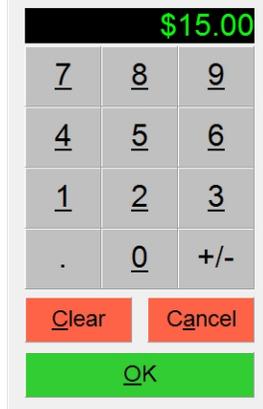
7. Select the job code you want to assign to the employee.

Enter hourly wage



8. Enter the Hourly wage if it is different from the wage you set in the job code. Press OK.

Enter hourly overtime wage



9. Enter the Hourly Overtime wage if it is different from the overtime wage you set in the job code. Press OK.

Employee Maintenance

Options **General Information For: 02** Keyboard

Department Card Swipe ID

Employee ID 100102 Customer

Password Hourly Wage \$0.00

Display Name John D. Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee Require Clock-In Before Login

Permissions **Personal Info** **Job Codes & Wages** **Store Associations** **Payroll Info**

Job Code	Hourly Wage	Overtime Wage		
1001Cashier	\$10.00	\$15.00		

Overtime starts after this many hours:

Search by Employee ID

100102

10. Now the Employee has the selected job code.

Repeat steps 6 through 9 to add multiple job codes to one employee. If the employee has multiple job codes, they will be prompted to select a job code when they clock in.



Job Codes & Wages other Options

- **Remove** – removes the selected job code that is highlighted in blue from the employee
- **Change Hourly Wage** – brings up the Hourly wage prompt so you can make changes to the wage
- **Change Overtime Wage** - brings up the Overtime Hourly wage prompt so you can make changes to the overtime wage.

To track the hours worked by your employees, have them clock in by selecting the clock icon on the Login Screen. Staff members use the same icon to end their shift and clock out. In the occasional situation an employee forgets to clock in or clock out, the **Time Clock Management** screen can be used to modify times. If you want to enforce that your employees clock-in before starting their shift, select the **Require Clock-In Before Login** on the **Employee Maintenance** screen.

Typical steps for an employee:

1. Employees and servers clock in when they come in for the day.
2. They take orders and close out checks throughout the day.
3. At the end of the shift, the employee clocks out.
4. A shift report print is printed upon clock-out which includes a cash count that shows how much money was taken in and removed. At the bottom is an over\short amount that helps ensure that your servers are properly reporting and turning in the money they collected throughout the day.