



Employee Management

Version 1

USER GUIDE

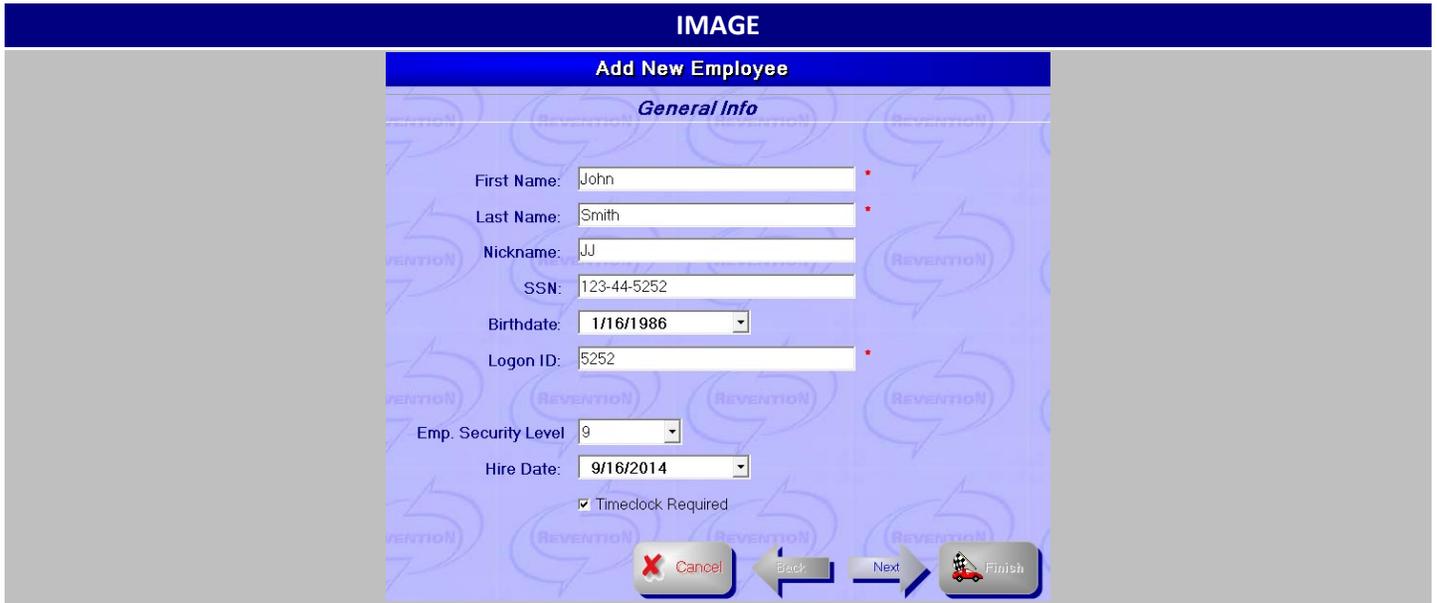


Table of Contents

Creating a New Employee	1
General Info	3
Contact Info	6
Default Labor Type	8
Employee Maintenance Screens	10
Security Configuration	24
Setting Up Security by Labor Type.....	25
Editing Employees Time Record	28
Time Clock Editor Screen.....	28
Editing an Employee Time Record	32
Employee Scheduling.....	33
Employee Schedule Screen	33
Labor Configuration.....	37
Labor Types.....	37
Labor Laws	42
Salaried Labor	43
Shifts	44
Breaks.....	45
Technical Support.....	46

Creating a New Employee

Creating a new employee requires the bare minimum of three specified fields to be filled out. The red asterisk indicates the required fields. Three submenus will appear and continue to fill out each one to create a new employee profile.



STEP	NAME	IMAGE	DESCRIPTION
1	New		Navigate to New located in the Employee menu which can be found through the Mgmt Menu.
2	General Info		This submenu contains fields to fill out general information about the employee. Once the three required fields are fill out then then the Next Arrow becomes available. Timeclock Required should be checked for all hourly employees. Press the Next Arrow to proceed to the Contact Info portion.
3	Contact Info		Contact Info is where an employee's contact information can be inputted. Press Next to proceed to the Default Labor Type.

Creating a New Employee continued...

4	Default Labor Type		Choose the employee's initial Labor Type and pay rate here. Additional Labor Types can be added later.
5	Finish		Click Finish to save the new employee and add them to your roster.
*	Register Finger Print		If utilizing fingerprint readers, a prompt will appear asking whether or not to register the employee's fingerprints. This can be done at a later time If this step is skipped.

General Info

IMAGE

Add New Employee

General Info

1 → First Name: *

2 → Last Name: *

3 → Nickname:

4 → SSN:

5 → Birthdate:

6 → Logon ID: *

7 → Emp. Security Level:

8 → Hire Date:

9 → Timedlock Required

10 **Cancel**

← Back 11 Next → 12 **Finish**

#	NAME	IMAGE	DESCRIPTION
1	First Name		One of the required fields, use the First Name field to input the employees first name.
2	Last Name		Another one of the required fields, use the Last Name field to input the employees Last name.
3	Nickname		Nickname is an optional field that allows an employee to use an alias when their name is supposed to be printed. Helps protect your staff's personal information.

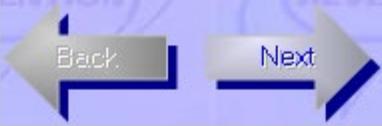
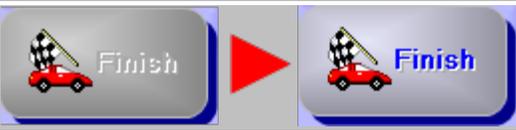
Creating a New Employee continued...

4	SSN		Social Security Numbers can be kept here. This information is only generally
---	-----	--	--

			used for payroll reporting and it is optional whether to utilize this field or not.
5	Birthdate	Birthdate: <input type="text" value="7/ 1/1963"/>	Use the pull down menu to input the employee's birthdate. <i>HungerRush</i> uses this to indicate whether the employee is a minor and employ the proper restrictions.
6	Logon ID	Logon ID: <input type="text" value="123456789"/>	The third and final required field that needs to be complete before an employee can be created. Logon ID's have to be comprised of numeric characters with a max length of 10 characters.
7	Emp Security Level	Emp. Security Level <input type="text" value="9"/> Emp. Security Level <input type="text" value="9"/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/> <input type="text" value="6"/> <input type="text" value="7"/>	Emp Security Level controls who this employee can see from the employee list. An employee assigned a 6 can only see other employees with Security Levels 7, 8 and 9 . This employee cannot see their own profile nor those of level 6, 5, 4, 3, 2, 1 and 0 . This effectively causes them to have to consult an employee with a higher security level to change or edit their profile. The only Security Level that can see and affect itself is 0 .
8	Hire Date	Hire Date: <input type="text" value="11/15/2016"/>	Hire Date is used to track an employee's tenure.
9	Timeclock Required	<input checked="" type="checkbox"/> Timeclock Required	Placing a checkmark in Timeclock Required box causes this employee to have to clock in before using <i>HungerRush</i> . With this setting turned off, the employees can navigating through <i>HungerRush</i> without having to log into a Labor Type.

Creating a New Employee continued...

10	Cancel		Press Cancel to exit and cancel the employee creation process.
----	--------	---	---

11	Navigation Arrows		Press the Back or Next Arrows to proceed to the next page or return to a previous page.
12	Finish		Finish will become available on the last screen once all required information for the employee has been entered.

Contact Info

IMAGE

Add New Employee

Contact Info

1

→

Address1:

2

→

Address2:

3

→

City/St/Zip:

4

→

Home Phone:

5

→

Cell Phone:

6

→

Pager:

7

→

Email:

8
✖
Cancel

←
Back

9
→

10
🏁
Finish

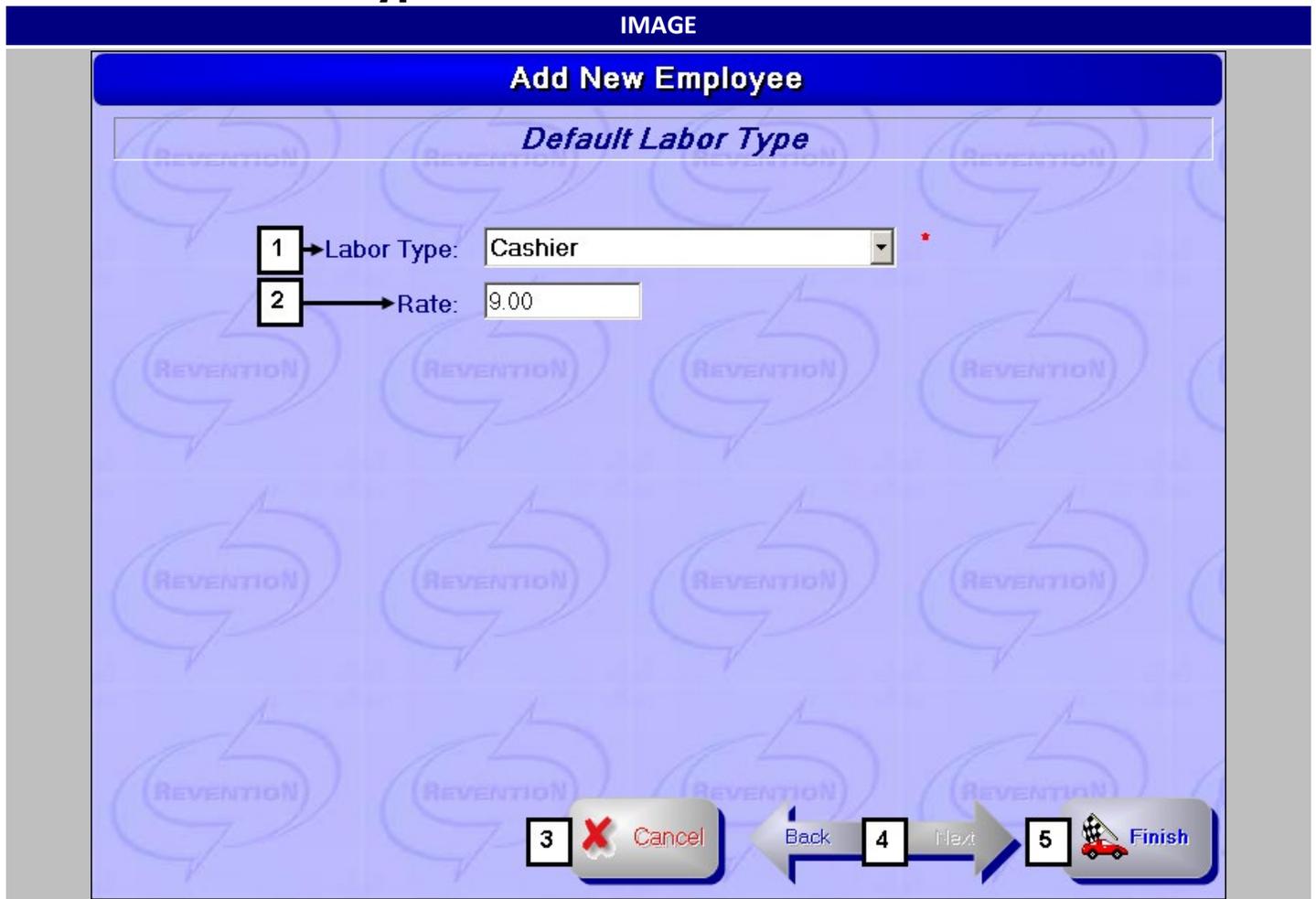
STEP	NAME	IMAGE	DESCRIPTION
1	Address 1	Address1: <input style="width: 100px;" type="text" value="10 Marvel Way"/>	Address 1 functions as the standard address field.
2	Address 2	Address2: <input style="width: 100px;" type="text"/>	Address 2 functions as the additional address field usually reserved for apartment numbers or suites.
3	City/St/Zip	City/St/Zip: <input style="width: 60px;" type="text" value="Seattle"/> <input style="width: 40px;" type="text" value="WA"/> <input style="width: 60px;" type="text" value="52461"/>	Use the fields provided by City/St/Zip to input the City, State and Zip Code of the employee's address.
4	Home Phone	Home Phone: <input style="width: 100px;" type="text"/>	Use the provided field to input the employee's Home Phone number.

Creating a New Employee continued...

5	Cell Phone		Use the provided field to input the employee's Cell Phone number. The cell phone number is also displayed below their name if the employee clocks in as a Driver.
6	Pager		Use the provided field to input the employee's Pager number.
7	Email		Use the provided field to input the employee's Email address.
8	Cancel		Press Cancel to exit and cancel the employee creation process.
9	Navigation Arrows		Press the Back or Next Arrows to proceed to the next page or return to a previous page.
10	Finish		Finish will become available on the last screen once all required information for the employee has been entered.

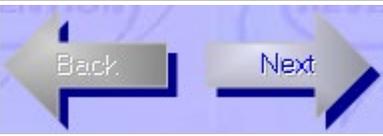
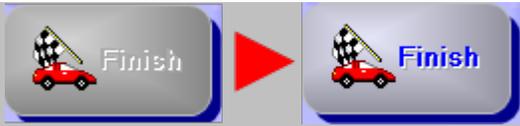
Default Labor Type

IMAGE



STEP	NAME	IMAGE	DESCRIPTION
1	Labor Type		Use the pull down menu to assign the initial Default Labor Type. Additional Labor Types can be added later if needed.
2	Rate		The number placed here denotes the hourly Rate to pay for this labor type.

Creating a New Employee continued...

3	Cancel		Press Cancel to exit and cancel the employee creation process.
4	Navigation Arrows		Press the Back or Next Arrows to proceed to the next page or return to a previous page.
5	Finish		Finish will become available on the last screen once all required information for the employee has been entered.

Employee Maintenance Screens

The screenshot shows the 'Employees Main Screen' with a list of employees on the left (1) and a detailed form on the right. The form has tabs for General (2), Labor (3), Security (4), Driver Info (5), Notes (6), Photo/Docs (7), and Cents (8). The form fields include Last/First Name, NickName, SS Number, Employee #, Addr1, Addr2, City/State/Zip, Home Phone, Cell Phone, Pager, EMail, Birthdate, Hire Date, and Termination Date. There are also checkboxes for 'Password Never Expires' and 'Timeclock Required'. At the bottom, there are buttons for Active (9), Inactive (10), Make Inactive (11), Edit (12), New (13), HotSchedules (14), Save (15), and Exit (16).

#	NAME	IMAGE	DESCRIPTION
1	Employee List		When first entering the employee maintenance screen the employee list defaults to active employees. To update an employee record, highlight the employee name and select Edit.
2	General		The General tab includes all employee contact information and payroll parameters such as social security number and Employee #.
3	Labor		Labor includes assigned labor types, pay rates, and out of store rate for delivery personnel. Labor types may be added and deleted.

Employee Maintenance Screens continued...

4	Security		Security includes security level, security access setting, and new password entry.
5	Driver Info		Driver Info includes driver's license, insurance, and auto registration information, as well as additional driver compensation parameters.
6	Notes		Notes allows a manager to record notes about negative or positive behavior, such as being late.
7	Photo/Docs		Photo/Docs allows an employee photo and documents be attached to the employee record. This may include driver's license, job related certifications, or human resources forms.
8	Certs		Certs is not currently an active feature.
9	Active		Active is selected by default when the Employee screen first appears. The list of employees is showing only active employees.
10	Inactive		Inactive can be selected to display only inactive employees.
11	Make Inactive		Highlight an employee name and select the Make Inactive button. This will deactivate the employee and they will no longer be able to access the system. You may still want to enter a Termination Date.
12	Edit		Highlight an employee name and select Edit to update or change employee information.
13	New		Select New to create a new employee record. See Creating New Employee section.
14	Hot Schedules		Pressing the Hot Schedules button will scan your employees and uploaded them to Hot Schedules.
15	Save		Select Save to save any changes made on the employee record. Save may appear greyed out until something is changed on the employee record.
16	Exit Edit		Exits the employee record for editing.

Employee Maintenance Screens continued...

Employees – General Tab

General
Labor
Security
Driver Info
Notes
Photo/ Docs
Certs

1	Last/First Name	Drump	Tonalid		
2	NickName	Mr P	Single/Married	M	<div style="background-color: #003366; color: white; padding: 5px; border-radius: 5px; width: 100px; margin: 5px auto;">New Password</div> <div style="background-color: #003366; color: white; padding: 5px; border-radius: 5px; width: 100px; margin: 5px auto;">Register Fingerprint</div>
3	SS Number	123-45-6789	Fed. Exemp.	2	
4	Employee #	1234	State Exemp.	1	
5	Addr1	1315 Sam Houston Prky			
6	Addr2				
7	City/State/Zip	Houston	Texas	77077	
8	Home Phone	123-456-7890	Cell Provider	Verizon	Cell Domain
9	Cell Phone	098-765-4321			vtext.com
10	Pager	111-111-1111			
11	E-Mail	Twiter@twit.com	Language	Spanish	
12	Birthdate	11/15/2016	<input type="checkbox"/> Password Never Expires		
13	Hire Date	<input checked="" type="checkbox"/> 11/15/2016	<input checked="" type="checkbox"/> Timeclock Required		
14	Termination Date				
15	Last Changed	11/15/2016 5:12 PM	by	Revention POS	

21 Save

22 Exit Edit

#	NAME	IMAGE	DESCRIPTION
1	Last/First Name	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Last/First Name Brad </div>	Last/First Name should be the employee's official name for payroll purposes. First name of employee is used for the User Name in Ticket Format. First Name and Last Name initial is used as Server or Cashier in Ticket Format.

Employee Maintenance Screens continued...

2	Nick Name	<p>NickName BB</p> <p><input checked="" type="radio"/> Use Employee Nicknames</p>	<p>Nick Name can be configured to appear as the Server Name within Ticket Format. More about this can be found in the Printer Configuration guide.</p>
3	SS Number	<p>SS Number 123-45-6789</p> <p><input type="checkbox"/> <i>Show Emp. SS #</i></p>	<p>Social Security Numbers will appear Payroll Reports if selected.</p>
4	Employee #	<p>Employee # 1854</p>	<p>Employee # is typically from a payroll or human resources program like Hot Schedules or Repeat Returns. Employee # is not required otherwise.</p>
5	Addr 1	<p>Addr1 1315 Sam Houston Prky</p>	<p>Address 1 functions as the standard address field.</p>
6	Addr 2	<p>Addr2</p>	<p>Address 2 functions as the additional address field usually reserved for apartment numbers or suites.</p>
7	City/St/Zip	<p>City/State/Zip Houston Texas 77077</p>	<p>Use the fields provided by City/St/Zip to input the City, State and Zip Code of the employee's address.</p>
8	Home Phone	<p>Home Phone 123-456-7890</p>	<p>Use the provided field to input the employee's Home Phone number.</p>
9	Cell Phone	<p>Cell Phone 281-555-4545</p> <p>Cell Provider Verizon</p> <p>Cell Domain ytext.com</p>	<p>Cell Phone appears on Employee Detail report, Employee Phone List and Driver Dispatch screen. Their service provider and domain can be saved here too.</p>
10	Pager	<p>Pager</p>	<p>Pager is for information purposes only.</p>
11	Email	<p>Email bbennett@gmail.com</p>	<p>Email is for information purposes only.</p>
12	Birthdate	<p>Birthdate 8/12/1992</p> <p></p>	<p>Birthdate determines whether the employee will appear on the Dashboard as a minor.</p>

Employee Maintenance Screens continued...

13	Hire Date		<p>Hire Date is the date the employee was hired by the organization.</p>
14	Termination Date		<p>Termination Date should be populated if an employee has been terminated or quits. The employee must also be marked Inactive to prevent access to the point of sale.</p>
15	Last Changed		<p>Last Changed shows the date and time the employee record was last updated. Displayed also is the employee who was responsible for updating the employee record.</p>
16	New Password		<p>New Password allows you to update the password for the employee. Passwords must be unique. There is also a setting to require an employee password to be changed every defined number of days. It is recommended the passwords be set to expire every 90 days to meet PCI compliancy requirements.</p>
17	Register Fingerprint		<p>Register Fingerprint allows the employee to reset their fingerprint entry. The fingerprint registration requires one finger to be printed 4-8 times to obtain a good print for log in and clock in purposes. The amount of unique points required to cross reference a fingerprint is controlled by the SL level found in the Install settings tab.</p>
18	Language		<p>If the Language pack is installed this pulldown menu will appear. Choose the language this employee prefers to use <i>HungerRush</i> with.</p>
19	Password Never Expires		<p>Password Never Expires will ignore the password expiration setting for an employee. This setting may be used for corporate personnel.</p>
20	Timeclock Required		<p>Timeclock Required means the employee will be forced to Clock In upon accessing the point of sale. This option would be turned off for salaried employees.</p>
21	Save		<p>Once a savable change has been made the Save button will become colored and useable.</p>
22	Exit		<p>Press the exit button to leave the Employee screen.</p>

Employee Maintenance Screens continued...

2	Rate		Rate associated with each Labor Type.
3	New		Select New to add an additional Labor Type and Rate.
4	Delete		Highlight the Labor Type and select Delete to remove a Labor Type from an employee.
5	Set Default		Highlight the Labor Type and select Set Default . This labor type will be selected when the employee enters the Time Clock screen.
6	Change Rate		An employee's pay rate can be changed retroactive or for the future. Highlight the Labor Type to change, select Change Rate, and enter the effective date and new rate.
7	Out of Store Rate		Out of Store rate is used for delivery/driver labor types if split pay is being used. Out the door rate allows a driver to be paid a lower tipped wage while on the road, and the minimum wage or greater to be paid while in the store.

Employee Maintenance Screens continued...

Employees – Security Tab

General
Labor
Security
Driver Info
Notes
Photo/ Docs
Certs

1 Individual

- CallerID
 - Allow Message Edit
 - Modify Filters
- Cash
 - Allow Assign Drawer
 - Allow Cash Funtion
 - Allow Delete Payouts/Ans
 - Allow Giftcard Rpt
 - Drops
 - Payouts
 - Start Cash Drawer
- Cash - Reconcile
 - Allow Edit Drawer
 - Allow Reconcile
 - Allow Reopen Drawer
 - Allow Select All Credit Cards
 - Allow Validation Override
 - Blind Reconcile
 - Blind Reconcile - Print O/S
 - Require Credit Card Validation
 - Require Validation
- Config
 - Add/Maintain Cash Drawers
 - Add/Maintain Printers
 - Allow Config Function
 - Business Info
 - Computer

2 Add Access

3 Reset Default

4 Reset All

5 Remove Access

6 Add Group

7 Remove Group

8 New Password

9 Security Level 9

#	NAME	IMAGE	DESCRIPTION
1	Security Rights Access		<p>This area shows each security right and the access the employee is currently assigned.</p> <p>Bold font with an arrow circle means the security right access is set from assigned security group or default labor type security group when security by labor type is active).</p> <p>Bold font with red X or green check is an individual security setting. These security rights should be set to default before turning on security by labor type.</p>

			<p>Italic font means the security right setting is pulled from the default security rights.</p>
2	Add Access		<p>Highlight a security right and select Add Access to turn the security right ON for the employee's Individual Security.</p>
3	Reset Default		<p>Reset Default changes the highlighted security right to the default setting. This action can only be used on a security right that has been changed at the individual employee level.</p>
4	Reset All		<p>Reset All is not an active button.</p>
5	Remove Access		<p>Highlight a security right and select Remove Access to turn the security right OFF for the employee's Individual Security.</p>
6	Add Group		<p>Add Group allows a Security Group to be assigned to the employee. This would be necessary when Security by Labor Type is not in use.</p>
7	Remove Group		<p>Security Group is shown at the bottom of the Security Rights list. Highlight the Security Group and select Remove Group to remove a security group from an employee.</p>
8	New Password		<p>New Password opens the dialog box to enter a new password for the employee.</p>
9	Security Level		<p>Security Level determines what level of employees you can create and edit within employee management. These levels ensure a manager cannot give an employee more security access than they have themselves.</p>

Employees – Driver Info Tab

General	Labor	Security	Driver Info	Notes	Photo/ Docs	Certs
1 Drivers License						
DL#:		TX7458745				
Expires:		4/ 7/2016				
1 Insurance						
Company:		Allstate				
Phone:						
Policy #:		45124415				
Expires:		6/30/2015				
3 Auto Registration						
Expires:		9/30/2015				
Additional Compensation						
4	Additional Comp \$:	\$0.00	<i>Additional amount paid to driver for each delivery.</i>			
5	Additional Comp %:	0.000	<i>Additional percentage paid to driver based on the delivery subtotal.</i>			
6	<input type="checkbox"/> No Starting Bank		<i>No starting amount will be used for driver.</i>			

#	NAME	IMAGE	DESCRIPTION
1	Driver's License	Drivers License DL#: TX7458745 Expires: 4/ 7/2016	Driver's License information includes driver's license number and expiration date. The Check Driver's License Warning looks at this expiration date.
2	Insurance Info	Insurance Company: Allstate Phone: Policy #: 45124415 Expires: 6/30/2015	Insurance Information includes Company Name, Phone, Policy Number, and Expiration Date. Check Insurance Warning looks at this expiration date.

Employee Maintenance Screens continued...

3	Auto Registration	<div style="background-color: #0056b3; color: white; padding: 2px; text-align: center; font-weight: bold;">Auto Registration</div> Expires: <input type="text" value="9/30/2015"/>	Auto Registration expiration date.
4	Additional Comp \$	Additional Comp \$: <input type="text" value="\$0.00"/>	Additional Comp \$ per order will be added to standard Delivery Compensation if paid by set amount.
5	Additional Comp %	Additional Comp %: <input type="text" value="0.000"/>	Additional Comp % will be added to standard Delivery Compensation if paid by percentage of order subtotal.
6	No Starting Bank	<input type="checkbox"/> No Starting Bank	No Starting Bank excludes the employee from being assigned a bank upon first dispatched order to the employee.

Employee Maintenance Screens continued...

Employees – Notes Tab

General
Labor
Security
Driver Info
Notes
Photo/ Docs
Certs

1

Add

	Time	By	Note
2	10/06/2014 04:44 PM	Jesse Walker	9/16/2014 - Arrived 15 minutes late. No call.

3

Delete

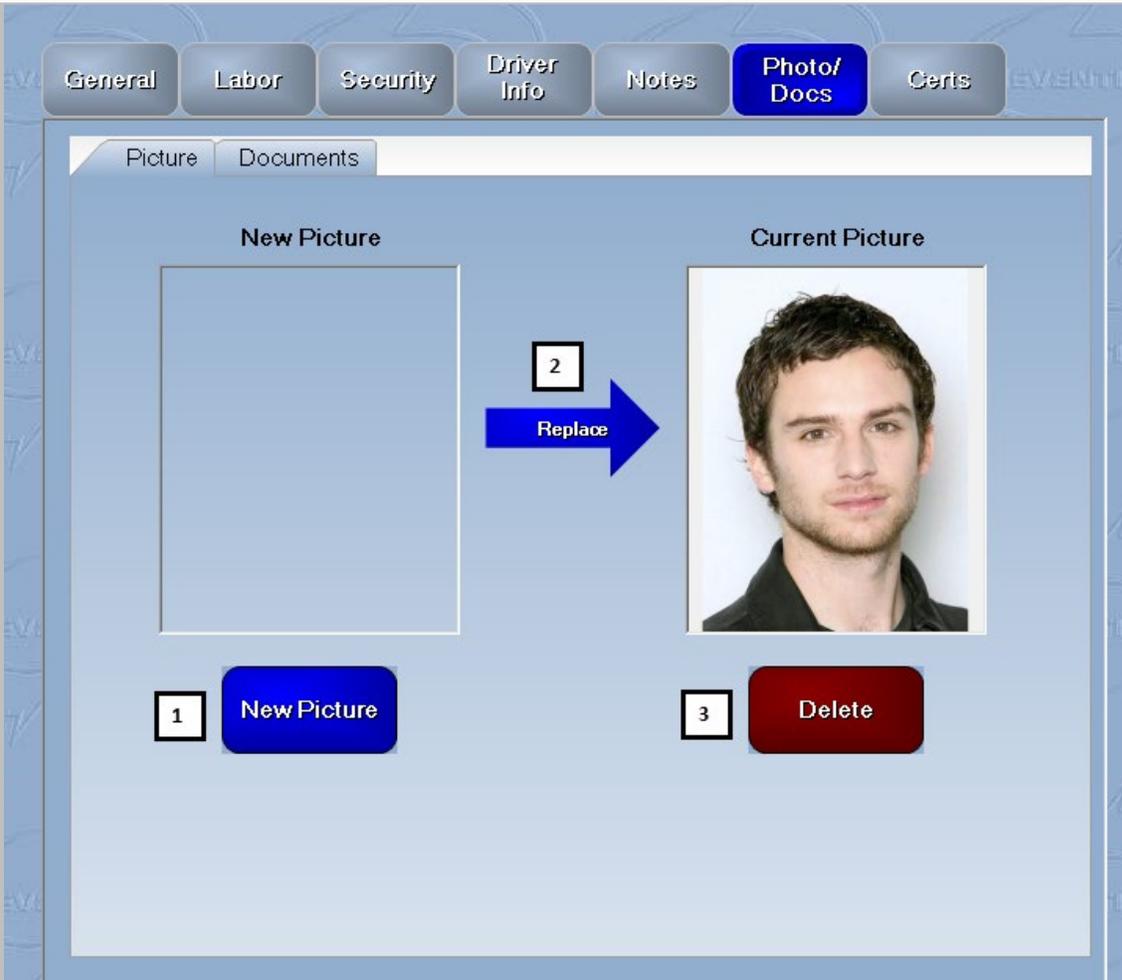
Print

4

#	NAME	IMAGE	DESCRIPTION
1	Add Note		Enter text in this section. Select Add to save the Note.
2	Saved Notes		Saved Notes in descending order.
3	Delete		Highlight the saved note and select Delete .
4	Print		Print will print all of the saved notes entered for the employee.

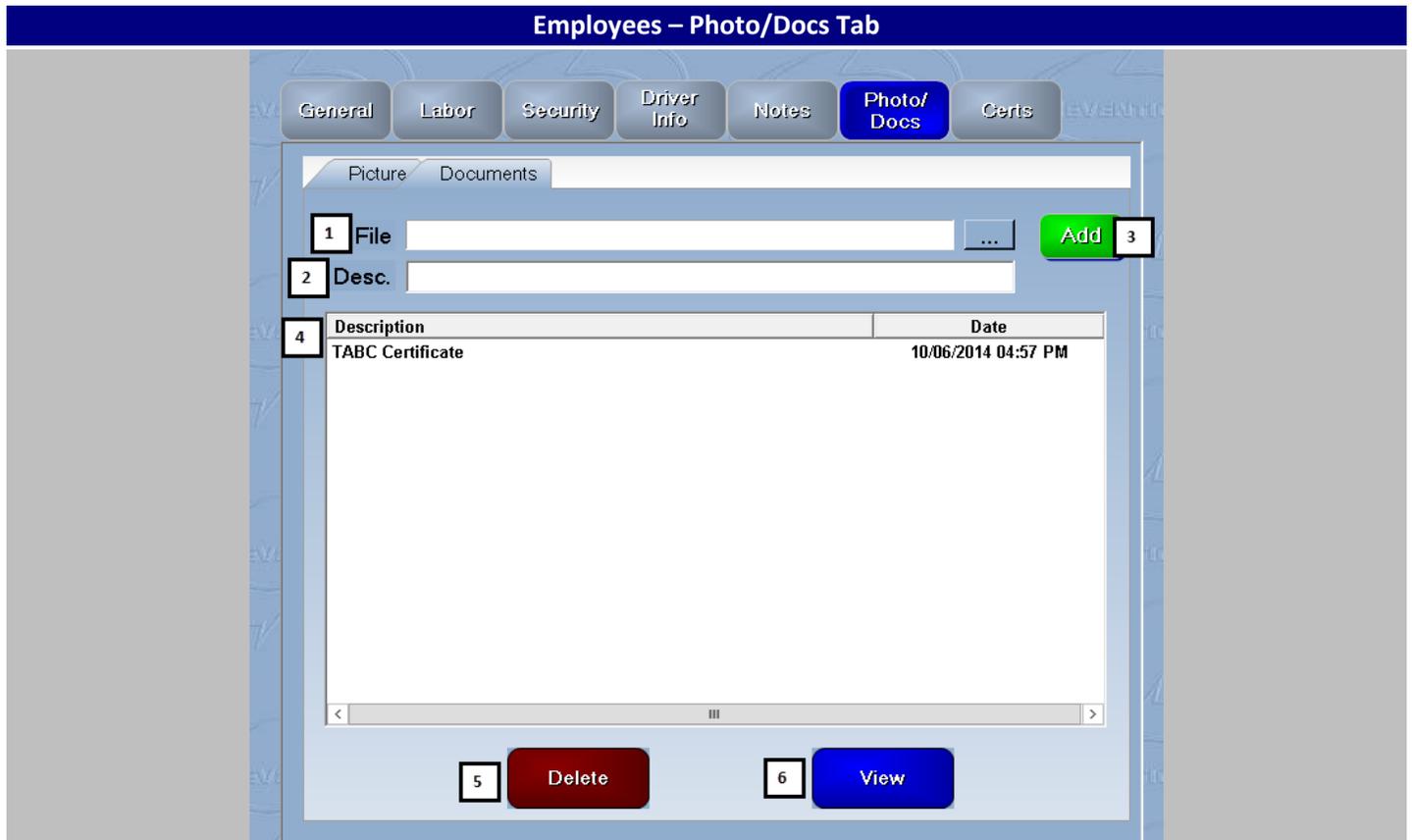
Employee Maintenance Screens continued...

Employees – Photo/Docs Tab



#	NAME	IMAGE	DESCRIPTION
1	New Picture		To add an employee picture select the New Picture button. The file selection window will open. Select the picture file and select Open. File name: <input type="text" value="Brad Barnett 2.png"/> <input type="button" value="Open"/>
2	Replace		Replace allows you to replace an existing picture.
3	Delete		Select Delete to delete the current picture.

Employee Maintenance Screens continued...



#	NAME	IMAGE	DESCRIPTION
1	File Selection		Select the file browse button and select the document or file to attach.
2	Description		Enter a Description of the document or file.
3	Add		Select Add once the file is selected and the description is populated.
4	Document List		This area will list all of the documents attached to the employee. Each document is time stamped upon being added to the employee record.
5	Delete		To remove a document, highlight the document and select Delete .
6	View		The view the document, highlight the document and select View .

Security Configuration

There are two different ways to configure employee security; assign an Employee Security Group or Security by Labor Type. The primary difference between the two options is Security by Labor Type prevents an employee from performing duties outside of their scheduled labor type. For more information on these settings, please refer to the Systems Configuration Guide

IMAGE



- General Options**
- Show Emp Time on Dashboard
 - **Security by Labor Type**
 - Auto Clock-Out Employees on Close Day

Security by Labor Type

Security Group:	None
Emp. Security Level	None
Hire Date:	Admin
	Cashier
	Driver
	GM
	Kitchen
	Manager
	Owner

Security by Labor Type

Security Group:	Kitchen
Labor Category:	None
Default Room:	Admin
	Cashier
	Driver
	GM
	Kitchen
	Manager
	Owner

Setting Up Security by Labor Type

IMPORTANT...Do not modify security settings during operating hours.

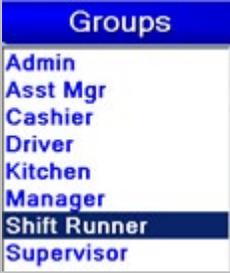
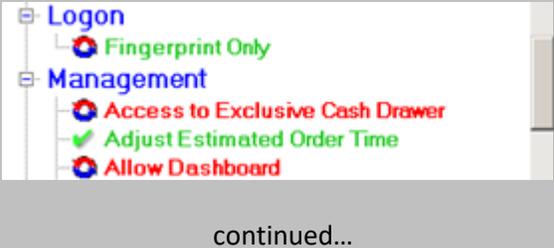
Using Security by Labor Type can help you streamline your employee security settings as well as prevent an employee from accessing functions outside of their current clocked in labor type. There may be an employee who works as a Driver but also acts as a Shift Leader on occasion. Using Security by Labor Type will ensure when the employee is a driver, he/she will only be able to perform driver functions. If you have not reviewed your security settings in a while this is a good time.

IMAGE

Labor Types		Labor Type Properties
<p>Admin Cashier GM Kitchen Manager Owner Shift Leader</p>	<p style="background-color: #800000; color: white; padding: 10px; margin-bottom: 10px;">Add New</p> <p style="background-color: #800000; color: white; padding: 10px; margin-bottom: 10px;">Rename</p> <p style="background-color: #800000; color: white; padding: 10px;">Delete</p>	<p>Labor Type:</p> <p>Default Rate: <input style="width: 50px;" type="text" value="0.00"/></p> <hr/> <p> <input type="radio"/> Requires Cash Drawer <input type="radio"/> Use Table Display <input type="radio"/> Time Pricing Applies <input type="radio"/> Validate Tips? <input type="radio"/> Use Break Types? <input type="radio"/> Delivery? <input type="radio"/> Server? <input type="radio"/> Bar? <input type="radio"/> Requires Mileage Tracking <input type="radio"/> Shift Pay <input type="radio"/> Use Table Lookup <input type="radio"/> Use Out-of-Store Rate <input style="width: 50px;" type="text" value="0.00"/> <input type="radio"/> Include Sales In Sales Perform </p> <p>Order Lookup Sort By: <input style="width: 100px;" type="text" value="Order"/></p> <p>Order Type: <input style="width: 100px;" type="text" value="Use Default"/></p> <p>Custom Group Sequence: <input style="width: 100px;" type="text" value="None"/></p> <p>Security Group: <input style="width: 100px;" type="text" value="None"/></p> <p>Labor Category: <input style="width: 100px;" type="text" value="None"/></p> <p>Default Room: <input style="width: 100px;" type="text" value="None"/></p>

STEP	NAME	IMAGE	DESCRIPTION
1	Security		Navigate to the Security menu form the Config menu.
2	Default		The Defaults should be set to the minimum security of all employees. This may only include access to Time Clock and the Fingerprint Only setting.

Setting Up Security by Labor Type continued...

3	Group		<p>Click on each group and review the settings on the far right panel.</p> <p>RED means access is OFF. GREEN means access is ON. GREY means the setting has been inherited from the Default setting.</p> <p>There are a couple of security functions that limit access, but are actually marked GREEN. An example would be Blind Reconcile. If Blind Reconcile is on, it limits what is seen on the Cash Drawer Reconciliation screen.</p>
4	General		<p>The next step is to navigate to the General menu form the Config menu.</p>
5	Security by Labor Type		<p>Select the circle next to Security by Labor Type flag.</p>
6	Labor		<p>From the Config menu navigate to System and make your way to the Labor Tab.</p>
7	Labor Type and Properties		<p>Highlight each Labor Type and assign the appropriate Security Group. Once this labor type is clocked in with, this is the security group the logged in employee will follow.</p>
8	Remove Individual Employee Security Setting	 <p style="text-align: center;">continued...</p>	<p>If prior securities were given to employees, they will be need to be removed correspondingly. Review each security setting. RED/BLUE circle means the setting is inherited from the default which is GOOD.</p>

- Customers
 - Add Apartment
 - Add Business
 - Add Discount
 - Add Hotel
 - Add New Complaints
 - Add School
 - Add Streets
 - Add Tax Exempt
 - Adjust Loyalty Credit
 - Adjust Loyalty Points
 - Delete Complaints
 - Edit Complaints
 - View Complaints

- Restart Remote Access
- Run Programs
- Manager



If the setting is bold RED X or GREEN, check the setting is at the individual employee level. To remove the individual settings, select the Security Right and select Reset Default. Complete this process with each employee.

If they're any security groups attached to the individual, remember to remove them too. Scroll to the bottom of the security settings, highlight the Group and select **Remove Group**

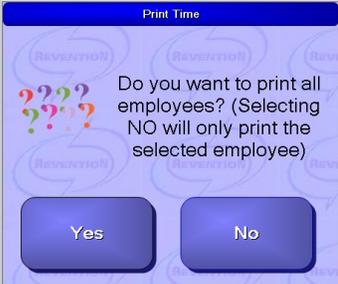
Editing Employees Time Record

Editing an employee time record requires proper security. There are three security rights related to editing employee time.

Time Clock Editor Screen

#	NAME	IMAGE	DESCRIPTION
1	Sort By Labor Type	<input type="checkbox"/> Sort By Labor Type	Placing a checkmark here will rearrange the timeclock editor to group all employees by their labor types.
2	Business Date	Business Date: 10/ 7/2014	Current business date will be displayed when you first enter the time clock editing screen. If you have proper security you can change the date to a previous date.
3	Active	Active	Active will display employee currently on the clock.
4	All	All	All will display all employees that are working or have worked on this business date.
5	Inactive	Inactive	Inactive will display employees that are clocked out for the business date.

Time Clock Editor continued...

6	Employee List	<table border="1"> <thead> <tr> <th>Name</th> <th>Date</th> <th>Type</th> <th>Labor Type</th> <th>In Time</th> </tr> </thead> <tbody> <tr> <td>Barrett, Brad</td> <td>10/7/2014</td> <td>Regular</td> <td>Bar</td> <td>10/07/2014 - 09:00 AM</td> </tr> <tr> <td>Manager, Mark</td> <td>10/7/2014</td> <td>Regular</td> <td>Manager</td> <td>10/07/2014 - 09:15 AM</td> </tr> <tr> <td>Server, Suzy</td> <td>10/7/2014</td> <td>Regular</td> <td>Server</td> <td>10/07/2014 - 01:09 PM</td> </tr> </tbody> </table>	Name	Date	Type	Labor Type	In Time	Barrett, Brad	10/7/2014	Regular	Bar	10/07/2014 - 09:00 AM	Manager, Mark	10/7/2014	Regular	Manager	10/07/2014 - 09:15 AM	Server, Suzy	10/7/2014	Regular	Server	10/07/2014 - 01:09 PM	<p>Employee List will show employees who have worked and/or are working depending on which button is selected, Active, All or Inactive.</p>
Name	Date	Type	Labor Type	In Time																			
Barrett, Brad	10/7/2014	Regular	Bar	10/07/2014 - 09:00 AM																			
Manager, Mark	10/7/2014	Regular	Manager	10/07/2014 - 09:15 AM																			
Server, Suzy	10/7/2014	Regular	Server	10/07/2014 - 01:09 PM																			
7	Print	 	<p>Print allows you to print all or the selected employee's time record for the business date.</p> <p>Information prints on a local workstation receipt printer which includes Employee Name, Labor Type, In Time and Out Time.</p>																				
8	Remove Clock Out		<p>Highlight the employee name, then select Remove Clock Out to remove the employee's out time. All changes to the employee time records are audited.</p>																				
9	Delete		<p>Highlight the employee name, then select Delete to remove the employee's time record completely. All changes to the employee time records are audited.</p>																				
10	Edit		<p>Highlight the employee name, then select Edit to modify the employee's time record. All changes to the employee time records are audited.</p>																				
11	New		<p>To create a new employee time record for the business date, select New. Select the Employee name from the drop down list, select the labor type, and enter the In Time and Out Time. Select Save.</p>																				
12	Exit		<p>Exit will close the Time Clock Editor screen.</p>																				

Edit Time Screen

1 → Employee Driver, Daisy

2 → Bus. Date 12/1/2017

3 → Labor Type Driver

4 → Reg/Break Regular

5 → Break Type

6 → Tips \$0.00 7 → Addl Comp \$0.00

In Time

8 12/04/2017 11:35 AM 10

Out Time

9

12 X Cancel 13 Save

#	NAME	IMAGE	DESCRIPTION
1	Employee	Employee Barrett, Brad	Employee's Last Name, First Name.
2	Business Date	Bus. Date 10/7/2014	The Business Date that was selected on the Time Clock Editor screen.
3	Labor Type	Labor Type Bar	Labor Type selected by the employee when they clocked in. This can be changed if necessary.

Time Clock Editor continued...

4	Reg/Break		Red/Break displays whether this time record is for Regular Time or Break Time.
5	Break Type		Use this pull down menu to choose a Break Type to associate this timestamp with.
6	Tips		Tips will be populated with Cash Tips already entered. This amount can be modified.
7	Addl Comp		Addl Comp can be added if an employee is paid cash by the house. The employee is responsible for claiming the amount for tax purposes. This does not print on the employee payroll reports.
8	In Time		In Time is the time the employee is clocked in for the shift.
9	Out Time		Out Time is the time the employee is clocked out for the shift.
10	Arrows		The Up and Down Arrows allow you to change the time fields without a keyboard.
11	Down Arrow		The Down Arrow allows you to change the calendar date.
12	Cancel		Cancel will cancel changes and close the Edit Time screen.
13	Save		Select Save to save current changes.

Editing an Employee Time Record

Time Clock Edit Perquisites

Edit Time Screen



Edit Time allows the user to enter the Edit Time screen within Management and Clock Out, Delete and Edit an employee time record.

Allow Editing Previous Days allows the user to select a business date other than today to modify an employee time record.

Allow view of pay allows the user to see the accrued hourly pay for the day for each employee upon clock out.

Employee Scheduling

The Employee Scheduling module allows you to create and manage employee schedules. The schedule will provide historic sales and labor data to assist you in creating an efficient schedule. The schedule can be printed and posted or the employees can print their own schedule within the Clock In/Out screen. Other advantages include the ability to prevent your employees from clocking in early or late for their scheduled shift without management approval and the ability to compare scheduled hours verses actual hours.

Employee Schedule Screen

IMAGE

The screenshot shows the Employee Schedule Screen interface. At the top, there are fields for Week Start Date (1), Name (13), Labor Type (14), 40.00 Hours (15), Start Time (16), and Stop Time (17). Below these are day selection buttons (2) and a weekly schedule view (3). A time grid (4) shows the schedule for various roles: Asst. Manager (Martin, Tiffany), Driver (Dickerson, Jeff), Kitchen (Gaudin, Susanna), Manager (Hughes, Lisa, Strader, Chris, Haynes, Sean), Owner (Housley, Dontae), Pizza Maker (Miranda, Ignacio), and Pizza Prep (Alejandro, Mauricio). A summary table (6) is at the bottom left, and a summary panel (12) is at the bottom right. Action buttons like Delete Week (23), Copy Week (24), Sync Hot Schedules (25), Print (26), and Exit (27) are also visible.

Labor Type	Avg	Hrs	Labor \$	% Sales
Pizza Prep	21.06	8.00	\$68.00	3.59%
Pizza Maker	6.83	8.00	\$76.00	4.01%
Kitchen	0.00	8.00	\$72.00	3.80%
Manager	0.00	21.50	\$82.50	4.36%

Avg Sales	Avg Hours	Total Hours
\$ 1893.84	67.32	68.50
Avg Labor	Total Labor	
\$ 602.97	\$ 434.50	

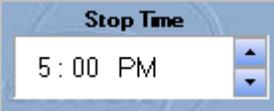
Employee Scheduling continued...

#	NAME	IMAGE	DESCRIPTION
1	Week Start Date		Week Start Date is the first day of the business week for the visible schedule. The start of week can be modified if necessary under System Configuration.
2	Day of Week		By selecting Day of the Week , you are choosing what day(s) this work shift will be applied to. You can select multiple boxes to assign more than time allotment to several days at a time.
3	Daily Schedule Tabs		Selecting the Daily Schedule Tabs will show you a graphical representation of the selected day's projected shifts.
4	Time Slider		Used to visually gauge time frames assigned to employees and can also be used in lieu of the start and stop times.
5	Expand/Collapse Button		Pressing the Expand/Collapse Button to display or retract the visible matching scheduled labor types
6	Summary by Labor Type		This area is reserved for projecting daily and weekly labor cost. It is broken up into 'Avg' hours, actual schedule 'Hrs' followed by the collected cost for that labor type and the labor percentage when compared to your projected sales. The 'Avg' hours and projected sales can be controlled through the Options tab. Summary by Labor Type is only displayed when you have Daily or Weekly Summary selected.
7	Options		This tab allows you to fine tune your employee scheduling by providing you with several Options . You can change how your schedule is organized, whether not to display unavailable employees and

			control the timeframe of your projected sales and labor.
8	Daily Summary		When selected, Daily Summary will display 'Avg' hours, actual schedule 'Hrs' followed by the collected cost for that labor type and the labor percentage when compared to your projected sales for selected day.
9	Weekly Summary		When selected, Weekly Summary will display 'Avg' hours, actual schedule 'Hrs' followed by the collected cost for that labor type and the labor percentage when compared to your projected sales for selected week.
10	Master Schedule		This tab is used to save a Master Schedule template and also reload and the template for later use or editing.
11	Hourly Summary		To get a more detailed breakdown of your daily labor, use the Hourly Summary Tab. This will display not only your labor by half minute intervals but also add additional fields of information,
12	Averages		This will display the total Averages for either Daily or Weekly Summaries.
13	Name		Select an Employee Name from the drop down list to add an employee to the schedule.
14	Labor Type		Once the employee name has been selected the Labor Type field will default to the employee's default labor type. Select the drop down arrow to select a different labor type assigned to the employee.
15	Cumulative Hours		Cumulative scheduled hours for week for the selected employee.

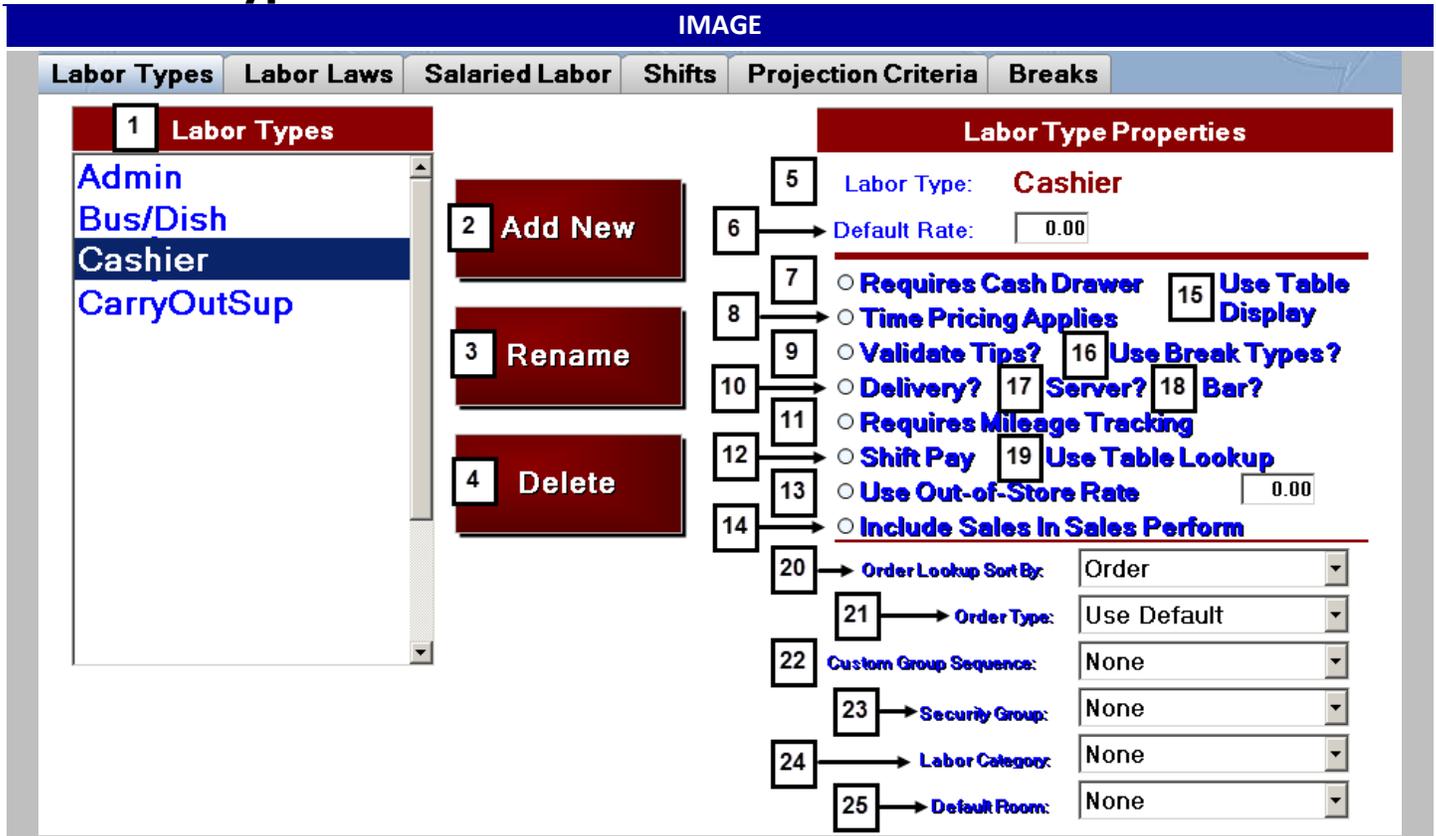
Employee Scheduling continued...

16	Start Time		Once the employee's name and labor type is selected, Start Time will indicate the beginning of that particular shift.
----	------------	--	--

17	Stop Time		Stop time is used to indicate the end of the selected work shift.
18	Weekly Schedule		Pressing the Weekly Schedule button will cause the view to change to the weekly view and display total hours scheduled.
19	Add		Once the desired time frame has been selected, this will confirm your selection and Add it to the current schedule.
20	Change		Change becomes available when clicking on an existing time stamp. If the timestamp needs to be altered, press this button to confirm the changes.
21	Delete		Delete becomes available when clicking on an existing time stamp. This will delete the timestamp.
22	Cancel		Pressing the Cancel button will discard any changes made.
23	Delete Week		If the schedule work week needs to be removed, selecting Delete Week will clear the selected week.
24	Copy Week		If the need arises to duplicate a week, using Copy Week will make a copy. Select an empty week and Paste Week will be available to implement the copied schedule.
25	Sync Hot Schedules		If the Hot Schedule module is active, pressing the Sync Hot Schedules button will synchronize Hot Schedules with your employee schedule.
26	Print		Having an office printer will allow you to use the Print button to print whatever is being displayed in the Daily View
27	Exit		Using the Exit button will return you to the main navigation menu.

Labor Configuration

Labor Types

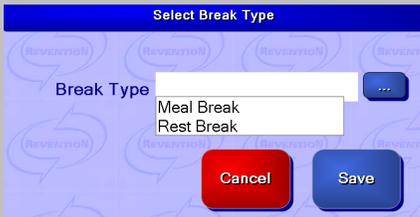


#	NAME	IMAGE	DESCRIPTION
1	Labor Types	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #800000; color: white; margin: 0;">Labor Types</p> <p style="margin: 0;">Admin</p> <p style="margin: 0;">AsstMgr</p> <p style="margin: 0; background-color: #0000FF; color: white;">Cashier</p> <p style="margin: 0;">Driver</p> <p style="margin: 0;">GM</p> <p style="margin: 0;">Kitchen</p> <p style="margin: 0;">Manager</p> </div>	The list of labor types currently defined in the system. These labor types are custom to each location. Highlight the labor type to modify its properties.

Labor Configuration continued...

2	Add New		Select Add New to create a new labor type.
3	Rename		Highlight the labor type to rename. Select the Rename button. Type in the new labor type name and OK.
4	Delete		Highlight the labor type to delete. Select the Delete button. A confirmation message will appear. Select Yes. If the labor type is assigned to an employee, the labor type cannot be deleted.
5	Labor Type Properties		This section shows the properties of the labor type currently highlighted.
6	Default Rate		When an employee is assigned a labor type, the default rate will automatically populate the hourly pay rate.
7	Requires Cash Drawer		Requires Cash Drawer should be assigned to a cashier or bartender labor type. This setting is for any labor type in which the primary job duty is collecting money into a physical cash drawer.
8	Time Pricing Applies		Time Pricing will be active when an employee is logged on with this labor type.
9	Validate Tips?		Upon clock out the employee will be required to enter their tips for the shift. This shouldn't be used for employees other than Servers and Drivers.
10	Delivery?		The employee will appear on the Dispatch screen, available to be dispatched on a delivery order.

Labor Configuration continued...

11	Requires Mileage Tracking	<input type="radio"/> Requires Mileage Tracking  <table border="1" data-bbox="500 491 859 600"> <thead> <tr> <th>Reported Tips</th> <th>Comp</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>22.17</td> <td>6.60</td> <td>540</td> </tr> <tr> <td>22.17</td> <td>6.60</td> <td>540</td> </tr> </tbody> </table>	Reported Tips	Comp	Miles	22.17	6.60	540	22.17	6.60	540	<p>This option would typically be used for a Delivery order type. Allow the employees' mileage to be entered upon clock in and clock out.</p> <p>Miles will appear on the Payroll Summary and Payroll Detail Report.</p>
Reported Tips	Comp	Miles										
22.17	6.60	540										
22.17	6.60	540										
12	Shift Pay	<input type="radio"/> Shift Pay	<p>Shift Pay allows an employee to be paid by the shift. The employee will still clock in, but their hours worked will have no effect on their pay. The shift pay will be entered in the employee record as their rate. When the employee clocks in, the rate will be reflected in the labor percentage and labor reporting.</p>									
13	Use Out-of-Store Rate	<input type="radio"/> Use Out-of-Store Rate 0.00	<p>This option allows a secondary pay rate to be defined for on-road hours. This option will only be used for labor types set to Delivery.</p>									
14	Include Sales In Sale Performance	<input type="radio"/> Include Sales In Sales Perform	<p>This option will display Sales by Report Group on the server cashout receipt.</p>									
15	Use Table Display	<input type="radio"/> Use Table Display	<p>Use Table Display option will display the Table layout screen when the Table or Table Guest button is selected on the Order screen.</p>									
16	Use Break Types?	<input type="radio"/> Use Break Types? 	<p>When the employee clocks out on break and break types will appear for selection.</p>									
17	Server?	<input type="radio"/> Server?	<p>The employee will be able to collect orders on any workstation into their virtual server drawer.</p>									
18	Bar?	<input type="radio"/> Bar?	<p>Labels this Labor Type as a bartender and tracks them in our <i>HungerRush</i> Bar Metrix.</p>									

Labor Configuration continued...

19	Use Table Lookup	<input type="radio"/> Use Table Lookup 	<p>This option would present a server with a table diagram for their open orders. This option is not related to the Table Management.</p>
20	Order Look Up Sort By	Order Lookup Sort By: <input type="text" value="Order"/>	<p>Order Lookup Sort By is a Computer setting. This will override the Computer setting for the employee logging in.</p>
21	Default Labor Order Type	Order Type: <input type="text" value="Use Default"/>	<p>Default Labor Order Type is a Computer setting. This will override the Computer setting for the employee logging in. This may be useful if workstations are used for multiple purposes, such as a bar workstation and a server workstation. Use Default means the employee will use the Computer defined default order type.</p>
22	Custom Menu Group Sequence	Custom Group Sequence: <input type="text" value="None"/>	<p>Custom Group Sequence provides the ability to create custom sequences of the menu groups. Once the sequence has been defined, it can be assigned to one or more labor types. Employees clocked in under the labor type will see the menu in the defined Custom Group Sequence.</p>
23	Security Group	Security Group: <input type="text" value="Cashier"/>	<p>The option Security by Labor Type must be selected under General Configuration. Security by Labor Type links a Security Group to each Labor Type. This ensures an employee can only perform point of sale tasks related to their current job code. You may have an employee who works as a Server and a Shift Leader. When the employee is clocked in as a Server, they would not have access to any Shift Leader tasks.</p>

Labor Configuration continued...

24	Labor Category		<p>Allows labor to be separated into 3 categories, FOH (Front of House), BOH (Back of House) and Management. These categories will appear on the Daily Performance Report under the labor section.</p>
25	Default Room		<p>Table Management is required for the option to be used. The Default Room will open when the Table Layout screen is recalled.</p>

Labor Laws

IMAGE

General

1 **Require approval for 7 consecutive work days**

Minor Labor Definitions

2 **Minor Age Limit:** 15

3 **Max hrs on school days:** 4

4 **Latest hr on school days:** Any

5 **Minimum Age to sell restricted items:** 18

6 **School Summer Break:** 06/01 to 09/01

#	NAME	IMAGE	DESCRIPTION
1	Require approval for 7 consecutive work days	<input type="radio"/> Require approval for 7 consecutive work days	Turning is option on will cause <i>HungerRush</i> to check if employees have worked more than 6 days and on the 7 th day <i>HungerRush</i> will require employees to have manager approval.
2	Minor Age Limit	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Minor Age Limit: 15 </div>  <div style="background-color: #e0e0ff; padding: 5px; margin-top: 10px;"> Susan Scully - 1.42 hrs. </div>	If an employee is this age or under they are considered a minor and will be listed under the minor warning on the dashboard.

Labor Laws continued...

3	Latest hr on school days:	Latest hr on school days: Any	This setting is for information only.
4	Minimum Age to sell restricted items:	Minimum Age to sell restricted items: 18	This setting is for information only.
5	School Summer Break	School Summer Break: 06/01 to 09/01	This setting is for information only.

Salaried Labor

HungerRush provides the ability to take salaried employees and include their wages into the daily labor percentages. The total salaries will be disbursed evenly based on the settings defined below.

Labor Types	Labor Laws	Salaried Labor	Shifts	Projection Criteria	Breaks
<p>Salaried Hours: <input type="text" value="1"/> 10:00 AM to 10:00 PM</p> <p>Total Weekly Salaries: <input type="text" value="2"/> 0.00</p> <p><input type="checkbox"/> <input type="text" value="3"/> Omit employees with \$0.00 pay rate from manhour calculations.</p>					

#	NAME	IMAGE	DESCRIPTION
1	Salaried Hours	Salaried Hours: 10:00 AM to 10:00 PM	These hours should translate to hours open for business to customers.
2	Total Weekly Hours	Total Weekly Salaries: 0.00	This total should include all salaried employees whose wage you want to be reflected in the daily labor percentage.
3	Omit employees with \$0.00 pay	<input type="checkbox"/> Omit employees with \$0.00 pay rate from manhour calculations.	This option should be selected if you require your salaried employees to clock in for time tracking purposes. This will eliminate the management hours with \$0.00 pay rate from affecting the Sales per Man Hour calculation.

Shifts

IMAGE

Labor Types | **Labor Laws** | **Salaried Labor** | **Shifts** | **Projection Criteria** | **Breaks**

12:00 AM
12:00 AM
Save

Shift Name	Start	End
Breakfast	06:00 AM	10:00 AM
Lunch	10:00 AM	04:00 PM
Dinner	04:00 PM	10:00 PM
Late Night	10:00 PM	02:00 AM

#	NAME	IMAGE	DESCRIPTION															
1	Shift Name	<input type="text" value="Shift Name"/>	Shift Name is entered in this field. If you highlight an existing Shift, the name will appear in this field.															
2	Start Time	12:00 AM	Start Time is the start of the shift.															
3	Stop Time	12:00 AM	Stop Time is the end of the shift.															
4	Save	Save	Once the Shift Name and Times are entered, select Save to save the information.															
5	Defined Shifts	<table border="1"> <thead> <tr> <th>Shift Name</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>06:00 AM</td> <td>10:00 AM</td> </tr> <tr> <td>Lunch</td> <td>10:00 AM</td> <td>04:00 PM</td> </tr> <tr> <td>Dinner</td> <td>04:00 PM</td> <td>10:00 PM</td> </tr> <tr> <td>Late Night</td> <td>10:00 PM</td> <td>02:00 AM</td> </tr> </tbody> </table>	Shift Name	Start	End	Breakfast	06:00 AM	10:00 AM	Lunch	10:00 AM	04:00 PM	Dinner	04:00 PM	10:00 PM	Late Night	10:00 PM	02:00 AM	Defined Shifts shows all of the shifts for the business.
Shift Name	Start	End																
Breakfast	06:00 AM	10:00 AM																
Lunch	10:00 AM	04:00 PM																
Dinner	04:00 PM	10:00 PM																
Late Night	10:00 PM	02:00 AM																
	Editing an Existing Shift	<table border="1"> <thead> <tr> <th>Shift Name</th> <th>Start Time</th> <th>Stop Time</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>6:00 AM</td> <td>10:00 AM</td> </tr> </tbody> </table> <div style="margin-top: 5px;"> Save Delete </div>	Shift Name	Start Time	Stop Time	Breakfast	6:00 AM	10:00 AM	<p>To Edit an Existing Shift, highlight the shift name, make the changes and select Save.</p> <p>To Delete a shift, highlight the shift and select delete.</p>									
Shift Name	Start Time	Stop Time																
Breakfast	6:00 AM	10:00 AM																

Breaks

IMAGE

Labor Types | Labor Laws | Salaried Labor | Shifts | Projection Criteria | **Breaks**

1 Break Type

2

Minimum Break(Minutes):

3

✔ Save

4

Break Type	Minimum Time
Meal Break	30
Rest Break	10

#	NAME	IMAGE	DESCRIPTION
1	Break Type		<p>Break Type name is entered in this field. If you highlight an existing Break Type, the name will appear in this field.</p>
2	Minimum Break (Minutes)		<p>The minimum time required for this Break Type. If an employee attempts to clock in before the minimum time is reached, a warning message will appear.</p> <p>A manager can override the minimum break with the proper security.</p>
3	Save		<p>Select Save to save the new Break Type.</p>
4	Defined Breaks		<p>Shows the Defined Breaks for the business.</p>
	Delete		<p>Highlight a Break Type and select Delete to remove the break from the system.</p>

Technical Support

For technical support, contact **HungerRush Technical Support** at 1.877.738.7444 or go to <https://www.hungerrush.com/support>.