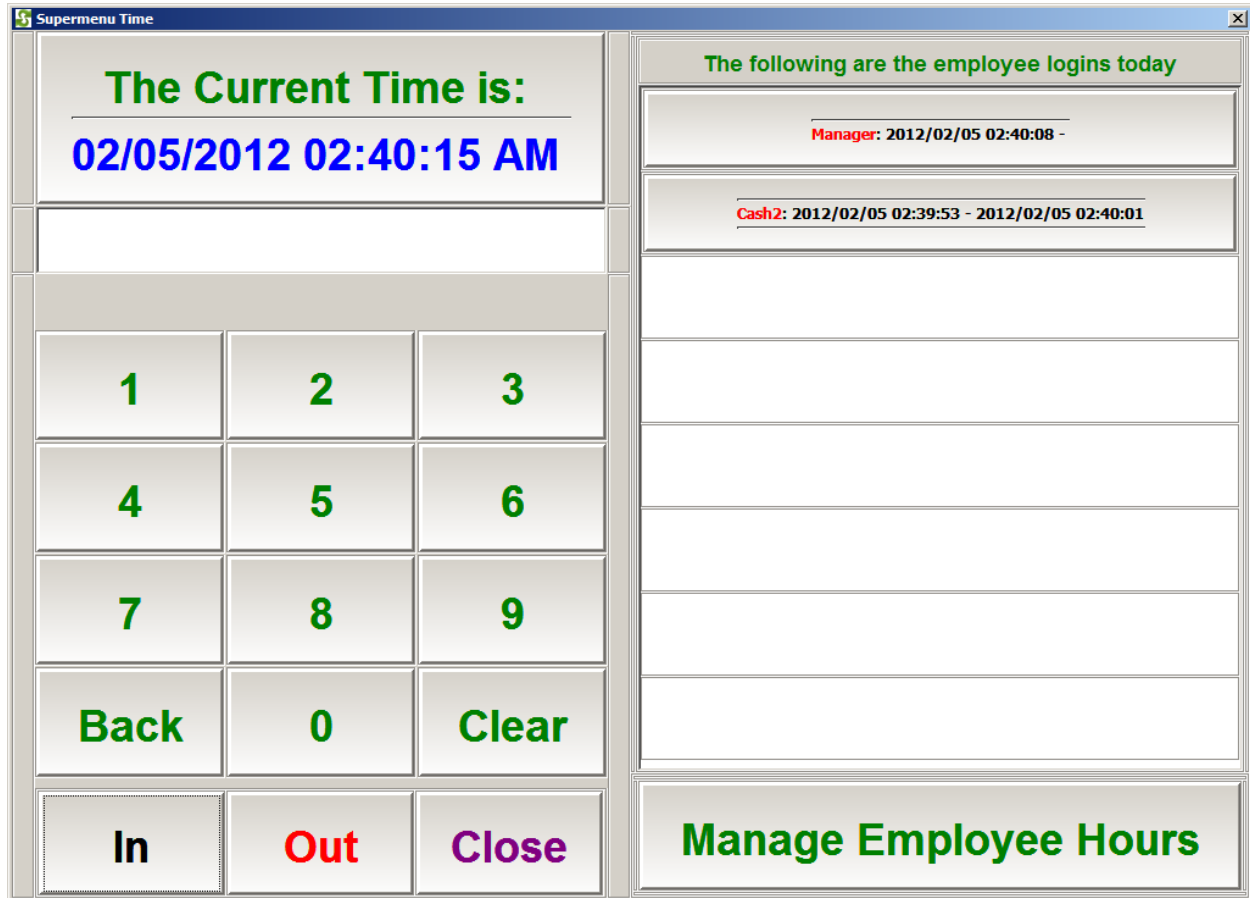


Time & Attendance

Supermenu POS provides a great time management system for tracking employee clock in, clock out, shifts and hours, etc.



On the time card screen, an employee can clock in by enter his/her PIN number and press Punch In Button.

To punch out, enter the PIN and click on Punch Out.

To See and manage employee Hours: click on Manage Employee Hours button on the right side of the screen:

Select Date to Show Employee Hours
✕

Select From Date		Select To Date	
Year	2012	Year	2012
Month	02	Month	02
Day	04	Day	05
Hour	05	Hour	05

Select All Employees
Set Up Employees

Brandon
BA
Cash1
Manager
Cash2
Tab
Nicole
Kristen
Megan
Boss
Diane
Waiter

Time Management


Supermenu Time Management allows you to view and manage employee attendance and shifts for payroll and management purposes.

To view employee hours report, select the time range then select the employees, and click on Hours Report button. You will be able to print the report, or view it as image, html or Excel files.

To manage employee shifts, click on show shifts to show all the shifts for the selected employees and time range. You can click on the Update button to update the start time or end time of a shift if needed.

To create a new shift in case an employee forgot to punch in and punch out, click on Create Shift button.

To set up employees, you can click on the Set Up Employee Button. You can also set up Schedules for employees to make sure they can only clock in where they are in the schedule to work.



Hours Report
Show Shift/Hours
Create Shift/Hours
Close

1. View Employee Hours: You can select any employee and a date to show how many hour he/she worked

Select Date to Show Employee Hours
X

Select From Date		Select To Date	
Year	2012	Year	2012
Month	02	Month	02
Day	04	Day	05
Hour	05	Hour	05

Print | Show as Image | Show as HTML | Show as Excel

Select All Employees
Set Up Employees

- Brandon
- BA
- Cash1
- Manager
- Cash2
- Tab
- Nicole
- Kristen
- Megan
- Boss
- Diane
- Waiter

Employee Hour Report:			
02-04-2012 to 02-05-2012 for Cash2			
In Time	Out Time	Hours	Declared Tips
2012/02/05 02:39:53	2012/02/05 02:40:01	0.00	0.00
Total		0.00	0.00
Total Wages (Hourly Rate=9999.0)		22.22	

Total Wages for All: 22.22

Hours Report
Show Shift/Hours
Create Shift/Hours
Close

2. View Employee Shifts: You can select a time range and multiple employees to view employee shifts data including hours, sales, tips, etc.

Select Date to Show Employee Hours

Select From Date		Select To Date	
Year	2012	Year	2012
Month	02	Month	02
Day	04	Day	05
Hour	05	Hour	05

The following are the Shifts Found

Cash2: 2012/02/05 02:39:53 - 2012/02/05 02:40:01 Hours: 0.00, Wage: \$22.22, Declared Tips: \$0.00	Update

Select All Employees	Set Up Employees
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- Brandon
- BA
- Cash1
- Manager
- Cash2
- Tab
- Nicole
- Kristen
- Megan
- Boss
- Diane
- Waiter

Hours Report	Show Shift/Hours	Create Shift/Hours	Close
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3. Manage Employee Shift: This option is to allow manager to view and modify employee shifts.

Manage Employee Shifts

Create Shift for Cash2

Punch In Time:		Punch Out Time:	
Year		Year	
Month		Month	
Day		Day	
Hour		Hour	
Minute		Minute	
Second		Second	

Tips:

Save	Close
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