



Managing Staff Hours

Clock In/Clock Out - **HOW TO**

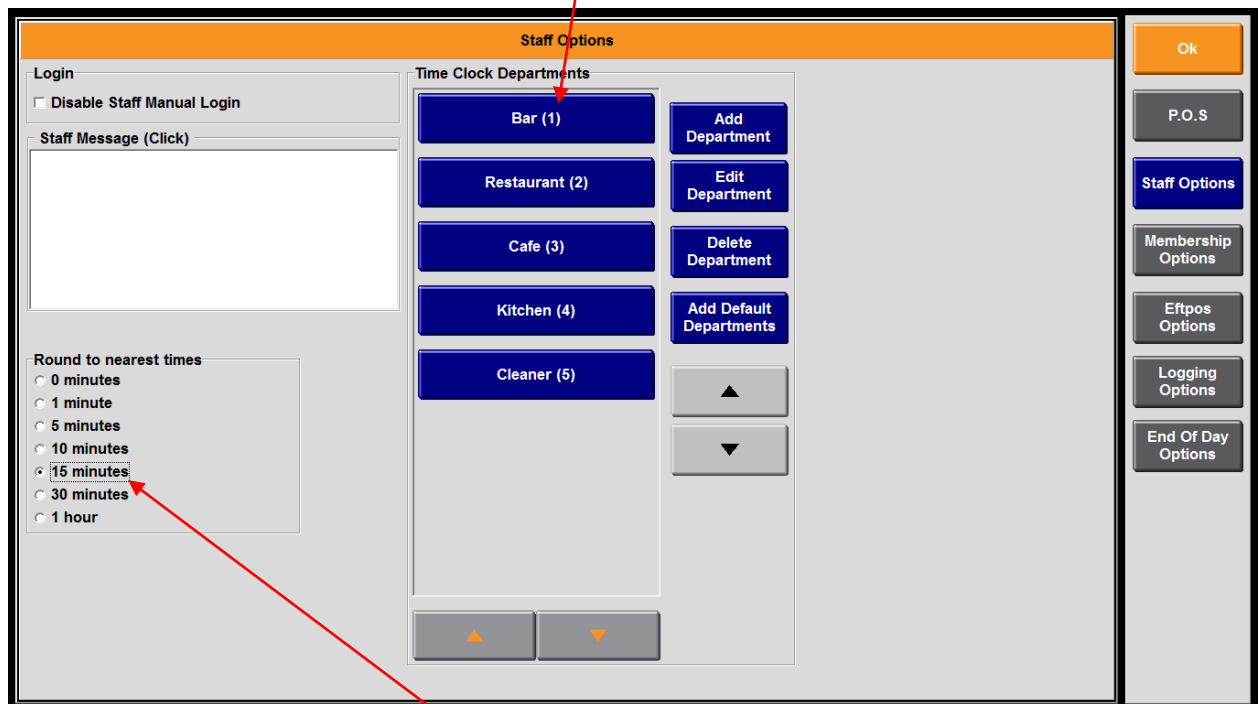
Introduction

MenuMate provides the functionality to manage the staff hours via the Clock In and Clock Out functionality and reporting.

Configuration

Staff Departments and Rounding

In MenuMate POS select Maintenance, Misc Settings and Staff Options. This screen enables you to configure the Time Clock Departments for your business. You can Add Departments, Edit the existing Departments or Delete the departments. *Note: If you have already used an existing department with some Clock in and Clock out details then you CAN NOT delete it but you can RENAME it using the EDIT function.*

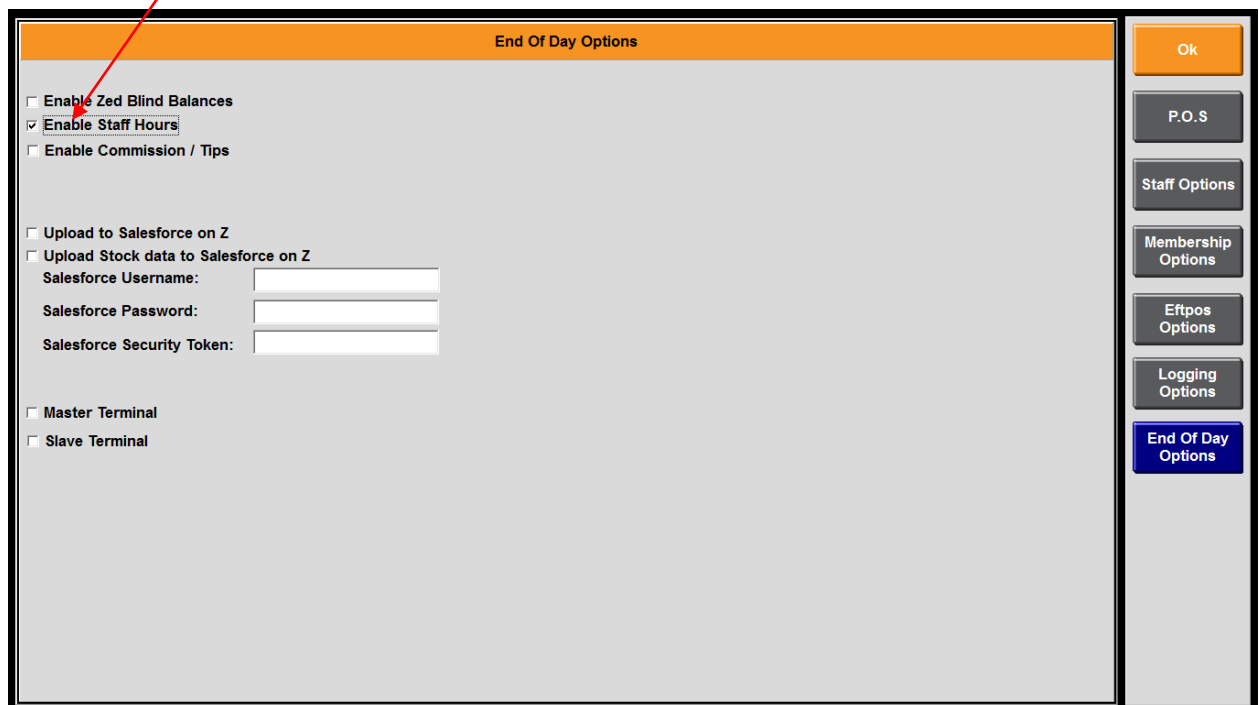


Available in MenuMate POS version 5.26 and greater (released October 2013) is the ability to automatically have the system round the staff Clock in and Clock out entries to the nearest minute of your choice. So if a staff member clocks in at 10:33 the system can be configured to round it to 10:30. *Note: This function is only available in menuMate version 5.26 and greater and will be released in early October 2013.*

End of Day Settings

Once of the problems with a system that records the clock in and clock out information is the accuracy of the information and reliance of individual staff to remember to clock in or clock out. Menumate has addressed this issue by building a management sign off procedure into the Point of Sale system.

To turn this function ON go into Maintenance, Misc Settings and End of Day options. Tick **ENABLE STAFF HOURS**. When this is enabled when the Z report is done the manager will have the ability to clock staff out who have forgotten as well as fix up any errors before finalising the details in the system.



The screenshot shows a dialog box titled "End Of Day Options". The main area contains several checkboxes and input fields:

- Enable Zed Blind Balances
- Enable Staff Hours (highlighted with a red arrow)
- Enable Commission / Tips
- Upload to Salesforce on Z
- Upload Stock data to Salesforce on Z
- Salesforce Username:
- Salesforce Password:
- Salesforce Security Token:
- Master Terminal
- Slave Terminal

On the right side, there is a vertical sidebar with buttons: "Ok", "P.O.S", "Staff Options", "Membership Options", "Eftpos Options", "Logging Options", and "End Of Day Options".

Note: This must ONLY be enabled on ONE POS terminal. It is recommended that this be the main POS terminal in the business that had the Z report run last.

Staff Hourly Rate and Wage Costs

Menumate DOES NOT run a rostering or full roster costing system, but Menumate does allow you to enter each staff member's average hourly rate to print the wage cost on the Z report.

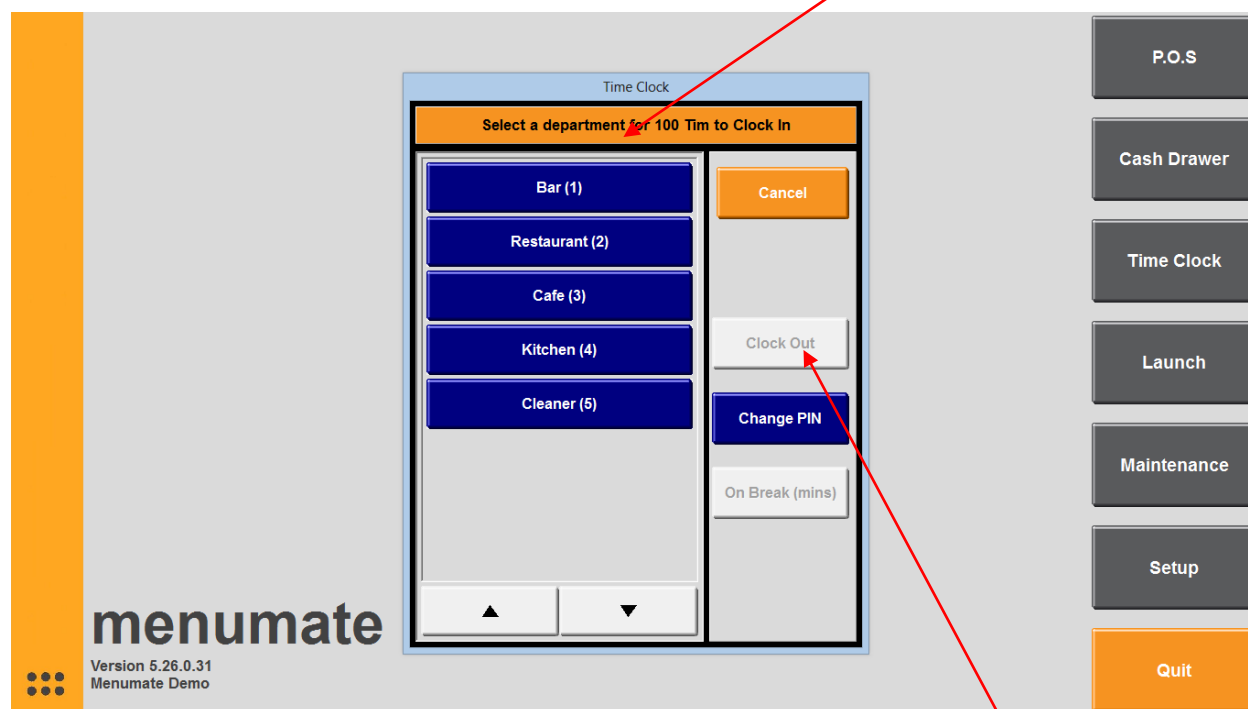
To edit the staff members average hourly rate select Maintenance, Staff, edit the Staff Member and in the Payroll Interface enter their average hourly rate.

If the payroll system you are integrating to requires a payroll ID or staff number/ID then you can also enter this into the same screen.

Point of Sale Operation

Clock In and Clock Out at POS

From the main POS screen select TIME CLOCK, the staff member would then enter their PIN number and then select the department they are working in. e.g BAR. This will then clock the staff member in for the day.



When the staff member needs to CLOCK OUT then they would follow the same process but instead of selecting the department they would simply select Clock Out.

Menumate also allows you to get the staff to record their Break Time in minutes or alternatively you can get them to CLOCK OUT and then CLOCK back IN when they return from their break.

End of Day Z Report and Management Sign Off

At the end of the day when the Z report is run on the main Point of Sale terminal the system will allow the manager to review the staff clock in and clock out details, make any changes they require including clocking OUT a staff member who may have forgotten to clock out and has left.

Staff Hours				
Staff Name	Clocked In	Clocked Out	Break (Minutes)	Hours Worked
100 Tim	29/09/13 13:15	29/09/13 14:30	0	1.25
101 Alison	29/09/13 13:15	Still logged in	0	Unknown
Total				1.25

Save

The above screen shows that Tim worked for 1.25 and Allison has NOT clocked Out. The manager can then clock on the CLOCK OUT section and clock Alison out.

The Z report will then list the staff hours and also report the total wage cost based on each staff members average hourly rate and also the estimated wage cost percentage.

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Display Report

Production Info					
Average Sale Time (Minutes)					0:0:16
Average Make Time (Minutes)					0:0:0
10 Longest Sale Times					
Doc#	Opr	Qty	Dur	+Avg	Val
122373	ZZ	2	2:19	+2:2	13.50
122365	ZZ	2	0:38	+0:21	21.00
122376	ZZ	23	0:24	+0:7	205.00
122377	ZZ	14	0:11	-0:5	110.00
122367	ZZ	1	0:8	-0:8	6.00
122374	ZZ	1	0:8	-0:8	6.00
122375	ZZ	2	0:7	-0:9	12.00
122368	ZZ	1	0:6	-0:10	6.00
122371	ZZ	1	0:6	-0:10	6.00
122372	ZZ	1	0:6	-0:10	6.00
10 Longest Make Times					
Doc#	Opr	Qty	Dur	+Avg	Val
Staff Hours					
100 Tim					1.25
29/09/13 13:15 - 29/09/13 14:30					
101 Alison					1.25
29/09/13 13:15 - 29/09/13 14:30					
Total Hours					2.50
Total Wages					56.25
Wage Cost %					12.03
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Cancel Zed

Close Till

Close Till and Print Zed

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When the Z report is completed the hours are stored for Menumate Office reporting and reset for the next day's Staff Clock In and Clock Out activity.

MenuMate Office

Office Reports

In MenuMate Office under Reports, Financial and Wages you can run the wage reports by either Department or Staff Member.

Report Preview

File Page Zoom

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MenuMate Demo

Wages

From 23/09/2013 at 05:00
to 30/09/2013 at 05:00

Bar	In	Out	Break	Hours	Days
100 Tim					
	29/09/2013 13:15	29/09/2013 14:30	00:00	1.250	0.052
				<u>1.250</u>	<u>0.052</u>
101 Alison					
	29/09/2013 13:15	29/09/2013 14:30	00:00	1.250	0.052
				<u>1.250</u>	<u>0.052</u>
			Bar	<u><u>2.500</u></u>	<u><u>0.104</u></u>

Office Export Setup and Configuration

Alternatively you can configure the export to be an excel form. To configure the export select Setup and then the Export/Import tab before selecting the Payroll System and the path where the file should be saved.

