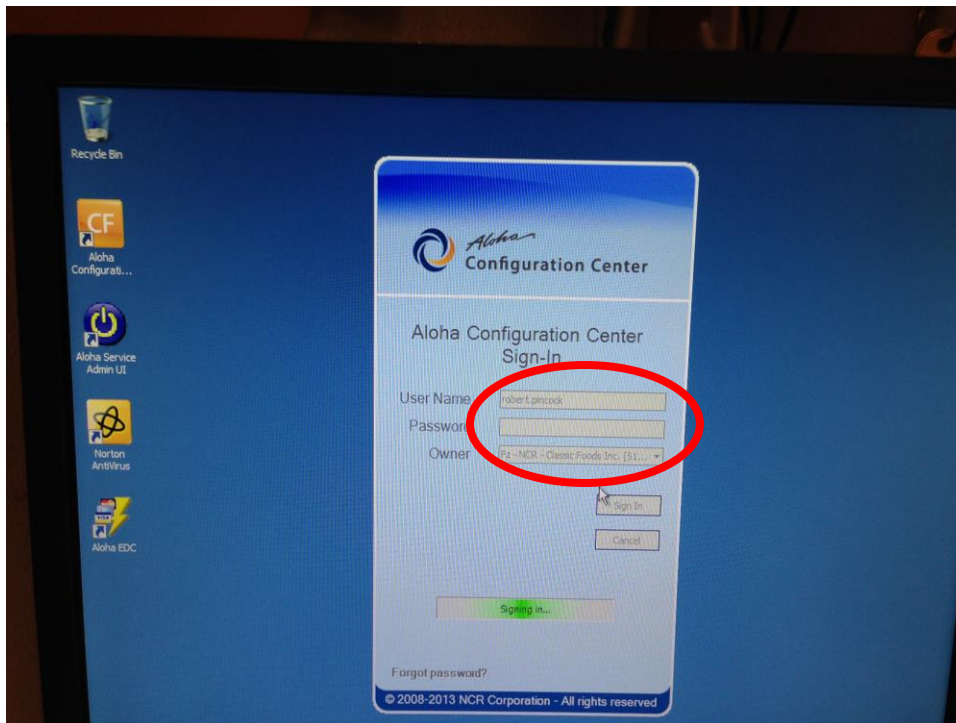
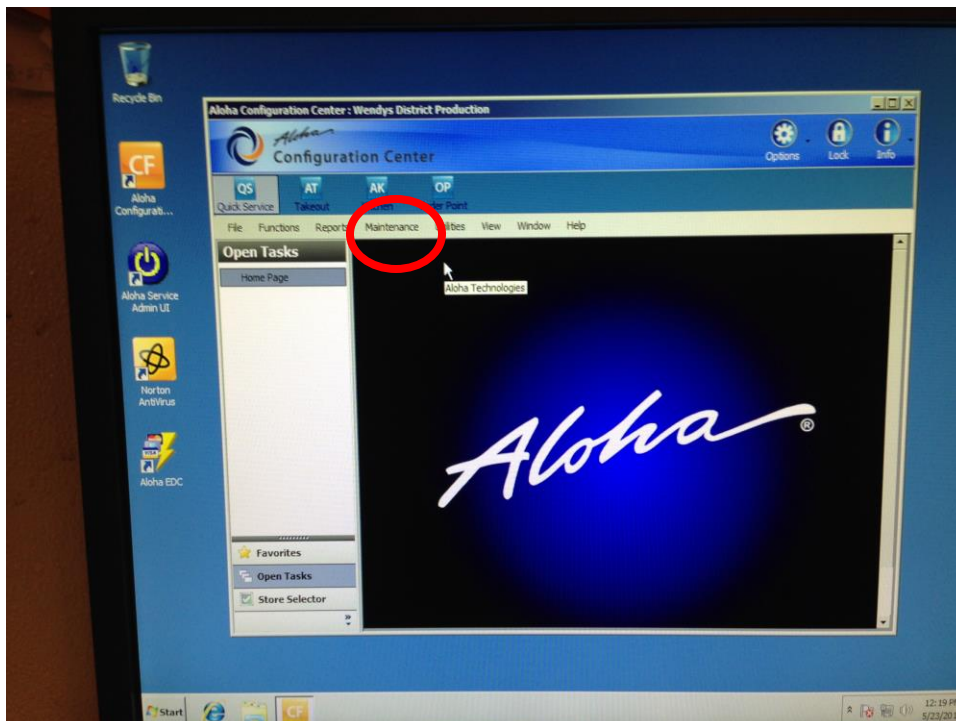


How to add employees to Aloha

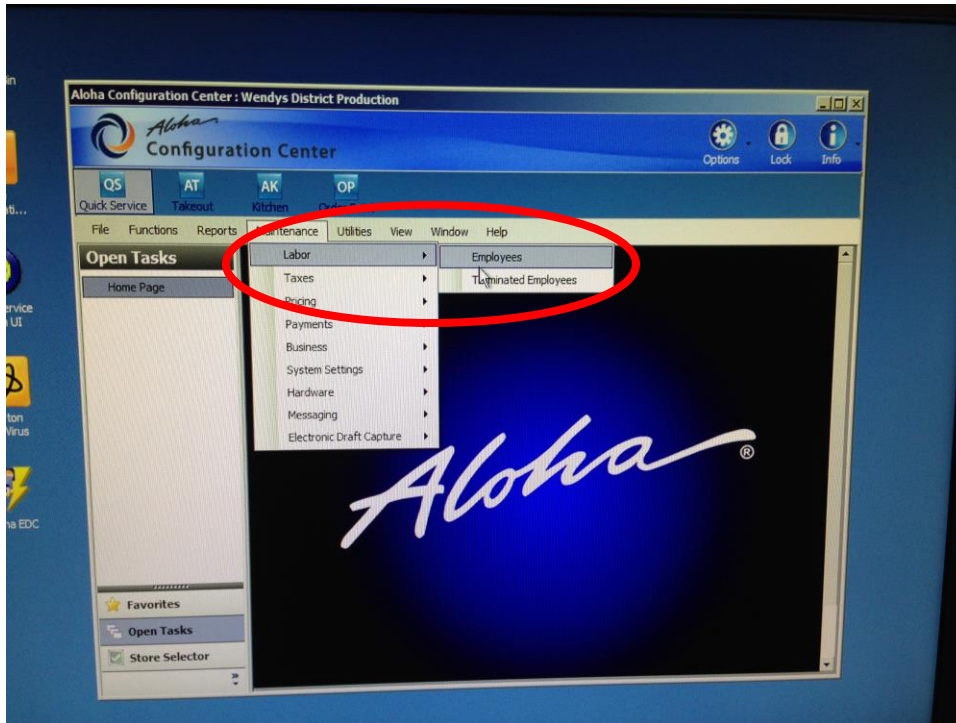
Open Aloha Configuration and sign in.



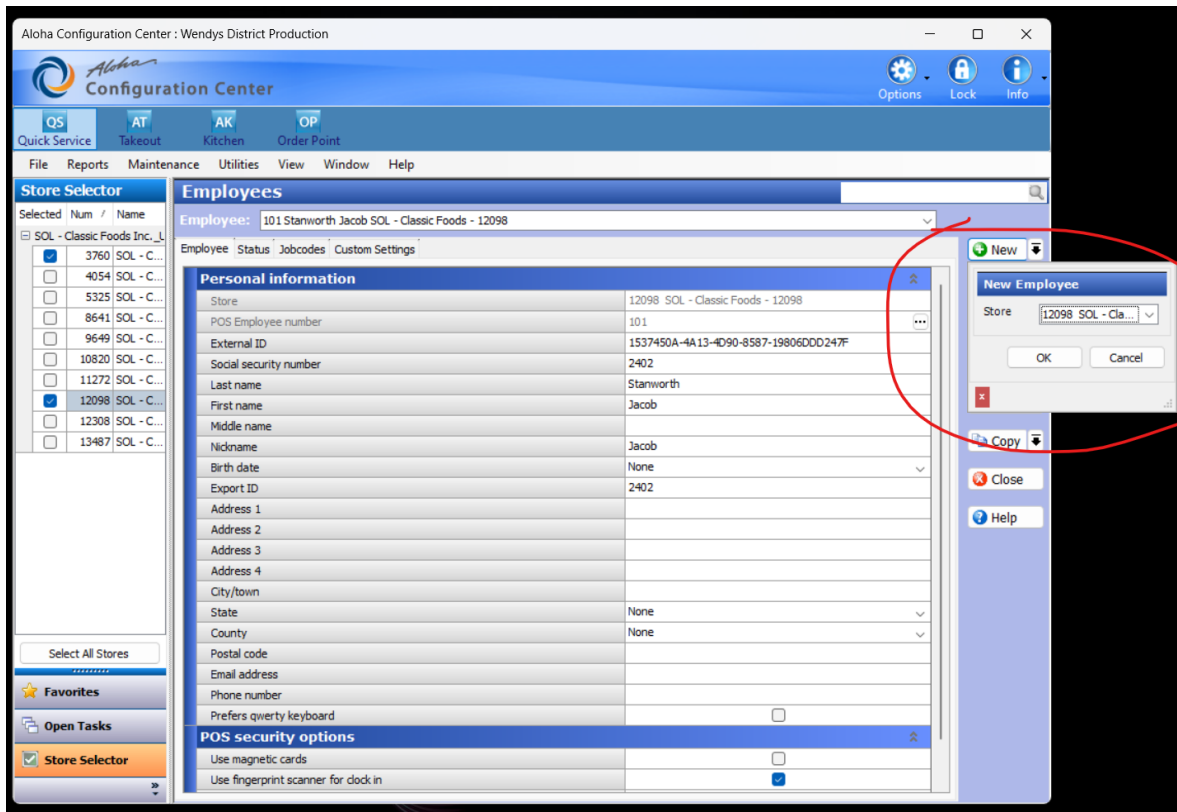
Go to Maintenance



Go to Labor and then Employees



Click on the New button drop down arrow and verify your store is populated and push OK.



Fill in the Following Information....

The screenshot shows the 'Employees' form with the following data and annotations:

Field	Value	Annotation
Store	11272 11272 - Fz - NCR - Classic Foods	
POS Employee number	901	Crew Starts with 1 - Managers Start With 9
System access	POS and above store	
Social security number	518-43-1111	Paycor Employee #
Last name	Starnes	Last Name
First name	Ray	Legal First Name
Nick name	Ray	Preferred Name
Birth date	11/7/1998	Birth Date
Export ID	518431111	Paycor Employee # Again
Address 1	555 Tall Ave	Mailing Address
Address 2		
Address 3		
Address 4		
City/town	Rigby	City
State	None	Enter if you can, State and Country
County	None	
Postal code	83442	
Email Address	rainman1986@gmail.com	E-mail address
Phone number	208569 1111	Phone #
Prefers qwerty keyboard		
Use magnetic cards	<input type="checkbox"/>	
Use fingerprint scanner for clock in	<input checked="" type="checkbox"/>	TWO checkmarks for crew and manager
Use fingerprint scanner for login and manager approval	<input checked="" type="checkbox"/>	

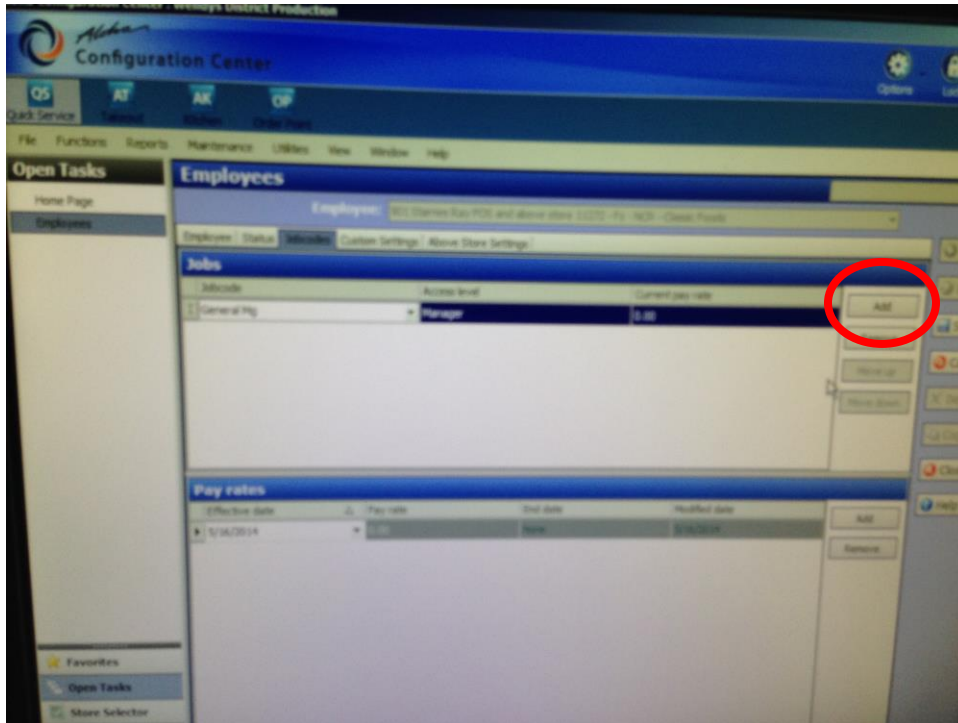
Click on Status Tab & fill in - Employee Status Should be Active,

Job Status is Part time for crew and shifts – enter start date

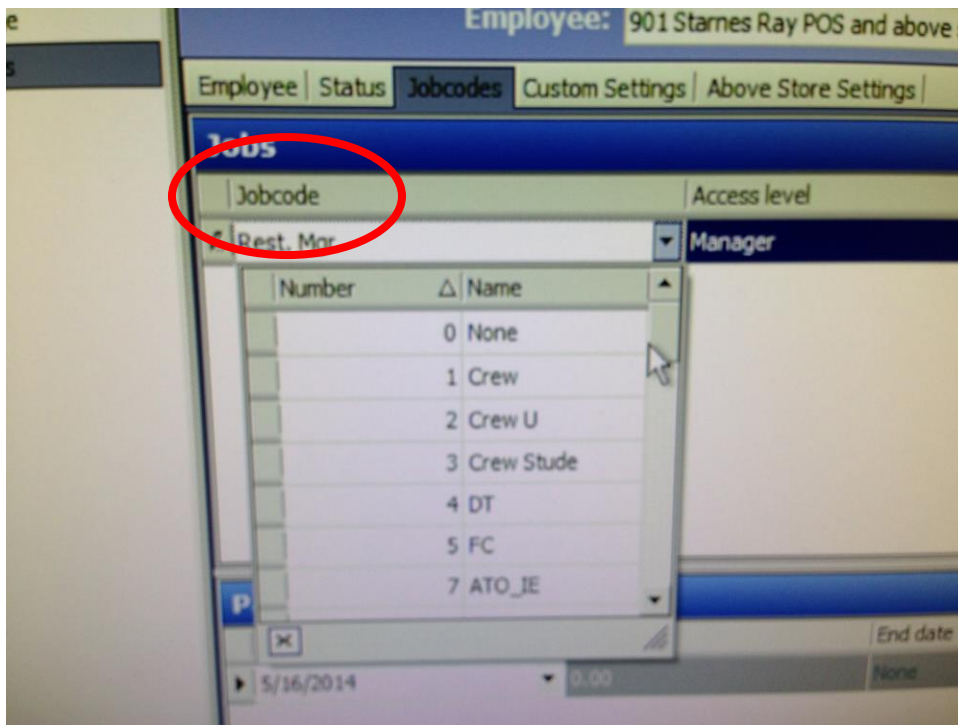
The screenshot shows the 'Employees' form with the 'Status' tab selected. The following information is visible:

Field	Value
Employee	187 SOL - Classic Foods - 12098
Employment status	Active
Job status	Part-Time
Start date	11/13/2023
Employee waives 'Consent' breaks	<input type="checkbox"/>
Exempt from minor break rules	None

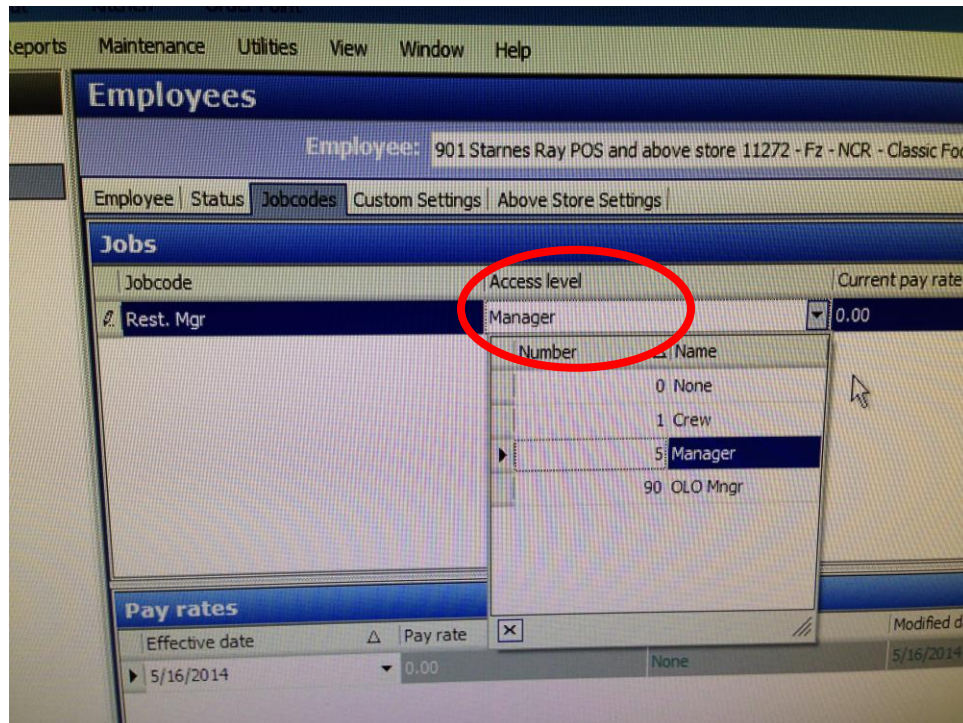
Click on Jobcodes Tab and click ADD



Choose (1) Crew or (200) Shift Manager

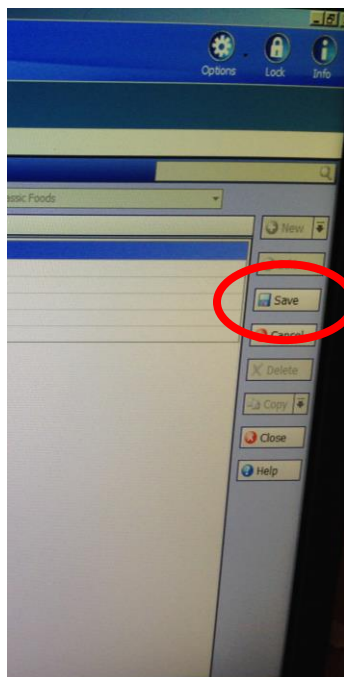


On Access Level choose (1) crew, or (5) Manager



Fill in the Current Pay Rate

Click Save



If prompted, click perform live update.

They can now enroll their fingerprint enrolled on the Aloha System