



Daily Time Punches Verification



Opening Manager: Review Previous Day Time Punches of closers

- *All punches up to closing should be reviewed nightly by the closing manager*

- Staff > Punch Records
- Examine punches for timekeeping errors and update if needed
- Mark punches as reviewed once accuracy has been ensured

Shift Change:

- Check Currently Clocked in Report
 - o Looking for timekeeping errors- TMs who forgot to clock out
 - o If a TM forgets to clock out, manually clock out the employees, you will need to reset their password, this will send their time punches to HS, at the next 15-minute interval.
- Review Punch Record in HS
 - o Review closed-out punches from your shift for accuracy and mark as reviewed
 - o Update punch for any TMs that you had to clock out manually.
- Fill out the Daily Labor Communication Form

30 minutes before performing FMS closing tasks:

- Check Currently Clocked in Report
 - o Looking for timekeeping errors- TMs who forgot to clock out
 - o If a TM forgets to clock out, manually clock out the employees, you will need to reset their password, this will send their time punches to HS, at the next 15-minute interval.
- Review Punch Record in HS
 - o Review closed-out punches from your shift for accuracy and mark as reviewed
 - o Update punch for any TMs that you had to clock out manually.

FMS Nightly Close tasks:

- Navigate to the Daily/Weekly Close:
- Skip steps 1-5
- 6. Run SUS End of Day
 - a. Complete after all guest checks have been cashed out and closing cash is complete
- 7. Update Inventory (Daily/Ending Inventory): Ensure this is marked as complete
- Skip any remaining steps including FMS End of day and End of week
- Fill out the Daily Labor Communication Form
- Last Steps before you leave the restaurant
 - a. Once all closing tasks in the store have been completed and closing team members have clocked out. **Verify all TMs have clocked out by accessing the Currently Clocked in Report, before they leave the restaurant**
 - i. If you did not complete “30 minutes before performing FMS closing tasks:” above and you find a team member has left the restaurant and forgot to clock out. You will need to manually clock out this employee by resetting their password
 - ii. This will send their time punches to HS, at the next 15-minute interval. You will then be able to log in to HS to update their time punches to the correct time.
 - b. You as the closing manager can now clock out, after you have clocked out, double-check the Currently Clocked in Report. There should be no one on this report including yourself!
 - c. Do not run FMS End of day nor FMS End of week!
 - d. You are now good to leave the restaurant!