



Time Keeping Supplement



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Sam4POS Time Keeping v1.9

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Overview

Information in this Document

The Sam4POS provides a basic time-keeping system for daily reporting and weekly payroll. This document details the programming required to set-up and the procedures to operate the time keeping features provided with the Sam4POS application. A detailed explanation of each step listed in the overview is provided.

Summary of Programming Required

1. Set the Program Mode: Options > Options > Time Keeping Options.
2. Set Program Mode: Options > Options > Print Options.
3. Set the Program Mode: Employee > Employee > Authority Level.
4. Set Program Mode: related fields in each employee file.
 - a. Review Authority Levels.
 - b. Program Job Codes.
 - c. Program Pay Rates.
5. Create a Time Clock In/Out Function key.

Summary of Operation Procedures

Daily

Employees must clock-in at start of their shift and clock-out at the end of their shift.

Clocked In Employees

Select the “Time In Employee” report from the Report Mode Summary Reports (*X-Mode on the SAP-530*) to view employees that are currently clocked in or to verify that all employees are clocked out.

Time In Out Report

View/Print the “Time In Out” report from the Report Mode Detailed Reports menu (*X-Mode on the SAP-530*) to check daily Clock-In/Clock-Out times.

Time Clock Edits

Edit any incorrect time entries from the Report Mode (*X-Mode on the SAP-530*) Time In Out report screen.

End Of Day

Clear daily reports: need to run the EOD report every day.

End Of Pay (Period)

After completion of the pay period, complete a time keeping End Of Pay report. Complete the End Of Pay report immediately after the last End Of Day report of the week is taken.

Programing Required

The video link below shows the options & employee programming related to Time Keeping:

<https://www.youtube.com/watch?v=0kXJvU6Xsfc&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=2>

Options Programming

Time Keeping Options

1. From the **Program Mode** main menu, touch **OPTIONS**, touch **OPTIONS** from the menu selections, then touch **TIME KEEPING OPTION** to display the available time keeping options screen.
2. Refer to Time Keeping Option Definitions below to make the appropriate settings.
3. Press the back arrow to exit and save settings.

Time Keeping Option Definitions

OVERTIME HOUR IS USED FOR

Overtime can be calculated on a daily or weekly basis, select either "DAY" or "WEEK" for overtime hours used.

HOURS PER OVERTIME STARTS

Enter the number of hours that must be worked per day or week before overtime starts.

For example: if field #1 is "DAY", enter 8 hours, or if field #1 is "WEEK", enter 40 hours.

Overtime calculations will begin anew when the End Of Pay report is generated.

OVERTIME FACTOR

Enter the factor which the standard pay rate is multiplied to determine overtime pay, *i.e.* enter 1.5 if the rate is time and one half or enter 2.0 if rate is double time.

TIP REPORTING % OF SALE

The percentage entered here is calculated and reported as 'Estimated TIPS' on the Financial/Employee Report. Set to 0.000 to not show reports.

CLOCK IN/OUT EMPLOYEE WHEN TIME KEEPING REPORT

If checked, all employees clocked in at the time of the Z Time Keeping report will be clocked out for the report and clocked back in after the report.

CLOCK IN/OUT EMPLOYEE AT EOD (*Added at v2.0.32*)

Select this option to automatically clock In/Out employees when the EOD report is generated.

DISPLAY SIGN ON SCREEN

With this option checked the sign on screen displays separate buttons for Sign-On and for Time In/Out.

COMPULSORY CASH DECLARATION BEFORE ISSUING TIME OUT

If selected, you must declare the amount of cash before running the Time In Out Report. This encourages accurate reporting and over/short amounts are calculated and printed.

Print Option

Set the Time Keeping related Print Options as desired.

1. From the **Program Mode** main menu, touch **OPTIONS**, touch **OPTIONS**, then touch **PRINT OPTION** to display the printing options.
2. Refer to Print Option Definitions below to make the appropriate settings.
3. Press the back arrow to exit and save settings.

Print Option Definitions

RECEIPT & JOURNAL section

Print Receipt For Time Clock In/Out – Check this option if you wish to print a receipt when employees clock in and out.

Print Total Hours For Time Clock in/Out – when selected, and the option “Print Receipt For Time Clock In/Out is selected, the total hours for the pay period will print on the chit when an employee clocks out.

Print Receipt For Manual Time Clock Edit – If selected, a receipt is printed whenever employee time is edited.

Report Option

Set the Time Keeping related Report Options as desired.

1. From the **Program Mode** main menu, touch **OPTIONS**, touch **OPTIONS**, then touch **REPORT OPTION** to display the printing options.
2. Refer to Report Option Definitions below to make the appropriate settings.
3. Press the back arrow to exit and save settings.

Report Option Definitions

GENERAL section

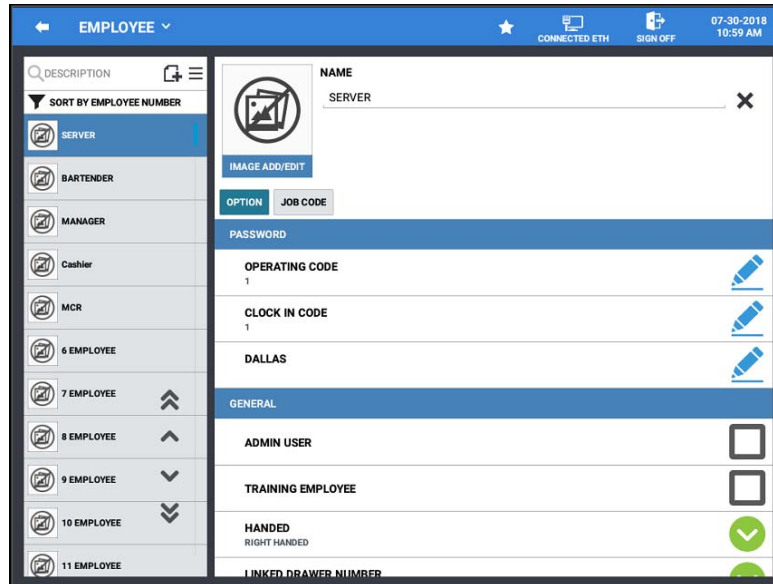
Start Day Of Week – This is the official beginning day of the week for reporting.

Time Keeping Type – Selections are Minutes or 100 Units.

This determines whether hours worked is recorded and calculated in **MINUTES** (*60 minutes per hour*) or in decimal **UNITS** of an hour (*100 units per hour*).

Employee Programming

1. From the **Program Mode** main menu touch **EMPLOYEE**, then touch **EMPLOYEE** from the employee menu selection screen. The Employee programming screen is displayed:



2. Select an employee from the list or add a new employee.
3. Make the following settings on the **OPTION** tab as they relate to time keeping:

CLOCK IN CODE

Enter a number (up to 10 digits in length) that will be used by this employee to clock in and/or out.

LINK TO AUTHORITY LEVEL

Operations and programs that can be accessed by this employee are determined by selecting an authority level here. Several Time Keeping functions are controlled by authority level. See "Authority Level Program" on page 8 to define specific operations for each authority level.

4. An employee might have more than one job, possibly with a different pay rate for each job. For example, in a restaurant, an employee might work as a server one day, and on a different day or shift, work as a cashier. Here you can assign each **JOB CODE** an employee may perform and the associated **PAY RATE** for each job.

By assigning separate job codes and pay rates for each employee, the built-in time clock can track and report hours and wage costs appropriately.

See "Clock In/Out Procedures" on page 14 for instructions on clocking in/out for different jobs or for breaks. Note that the job code you assign for JOB1 is the default job code for clocking in/out.

Note: Job Codes and Pay Rates must be created before you can assign them to an employee. See Job Code & Pay Rate programming on page 8 for details.

Authority Level Program

Each employee must be assigned an authority level. See “Employee Programming” on page 7 to assign an employee to an authority level. The selections made here for each authority level determine the operations that are allowed for each employee.

For example, in a restaurant an authority level with the descriptor *kitchen help* could be set to allow only clocking in/out, or an authority level with the descriptor *owner* could be set up to allow all functions. Other authority levels could be defined for servers, cashiers and managers that allow only the appropriate functions.

Time Keeping Related Authority Level Options

REG MODE

SIGN IN/OUT USING MCR

This option forces the employee to use the Mag Card Reader for signing in and out of the ECR.

TIME IN/OUT

TIME-IN/OUT ENTRY ONLY

When checked, employees are not able to run sales transaction, they are allowed Time-In/Out Only.

TIME IN/OUT USING MCR

This option forces the employee to use the Mag Card Reader for clocking in and out.

ALLOW TIME CLOCK EDIT

Select this option to allow employee to edit the time keeping reports.

NEED MANAGER FOR TIME IN/OUT

When selected, manager password is required for employee to be able to clock-in/out.

TIME IN BEFORE SALE

Select this option to require employees to clock in before they can register sales.

EDIT PGM/FUNCTION

ALLOW EMPLOYEE EDIT

ALLOW AUTHORITY LEVEL EDIT

ALLOW JOB PAY EDIT

JOB CODE & PAY RATE

An employee might have more than one job, possibly with a different pay rate for each job. For example, in a restaurant, an employee might work as a server one day, and on a different day or shift, work as a cashier. Here you can create these different job codes and pay rates to be used for your employees. By assigning separate job codes and pay rates for each employee, the built-in time clock can track and report hours and wage costs appropriately.

Create/Edit Job Codes / Pay Rates

Job codes are used to break down the hours worked for all employees into different categories (See "Labor Groups" report in the Sam4POS Operator's Manual.) A breakdown of hours by job is also reported for each employee.

The job codes & pay rates to be used by all employees are set up here. Each job code you create must be given a descriptor (up to 30 characters). Pay Rate values up to 999999.99 are allowed. You can create as many job codes & pay rates as are needed for your application needs. Job codes & pay rates can be sorted alphabetically/lowest to highest by pressing the column heading.

1. If you are on the Employee Programming screen, press the EMPLOYEE drop down and select **JOB CODE & PAY RATE** from the menu selections. Alternately, from the main Program Mode menu, select **EMPLOYEE**, then select **JOB CODE & PAY RATE**.

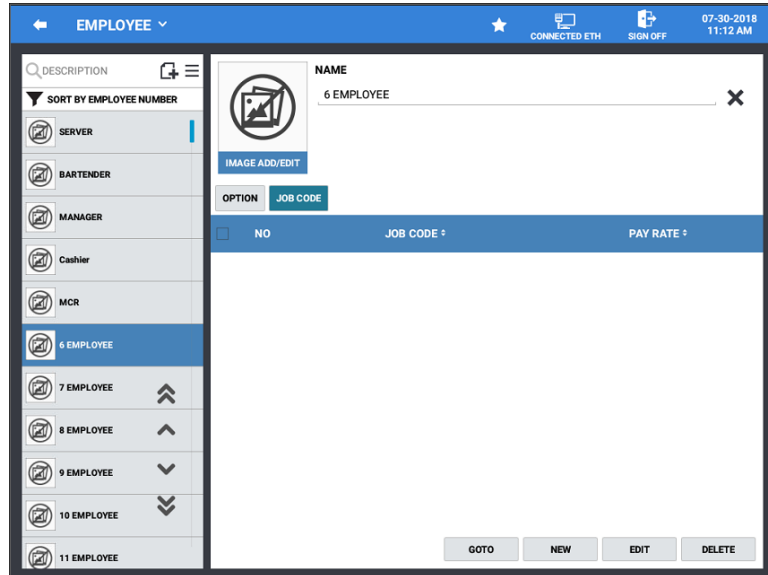
NO	JOB CODE #	NO	PAY RATE #		
<input type="checkbox"/>	1	WAIT STAFF	<input type="checkbox"/>	1	7.00
<input type="checkbox"/>	2	BARTENDER	<input type="checkbox"/>	2	7.25
<input type="checkbox"/>	3	MANAGER	<input type="checkbox"/>	3	7.50
<input type="checkbox"/>	4	CASHIER	<input type="checkbox"/>	4	7.75
<input type="checkbox"/>	5	DISHWASHER	<input type="checkbox"/>	5	8.00
<input type="checkbox"/>	6	CHEF	<input type="checkbox"/>	6	8.25
<input type="checkbox"/>	7	COOK	<input type="checkbox"/>	7	8.50
<input type="checkbox"/>	8	ADMIN	<input type="checkbox"/>	8	8.75
		<input type="checkbox"/>	9	9.00	
		<input type="checkbox"/>	10	10.00	
		<input type="checkbox"/>	11	11.00	
		<input type="checkbox"/>	12	12.00	
		<input type="checkbox"/>	13	13.00	
		<input type="checkbox"/>	14	14.00	
		<input type="checkbox"/>	15	15.00	

2. Select **NEW**, **EDIT** or **DELETE** as needed to maintain the job codes & pay rates.
 - a. **NEW** – used to add a new Job Codes or pay Rates to the list.
 - b. **EDIT** – used to edit existing Job Codes and Pay Rates.
 - c. **DELETE** – select a Job Code or Pay Rate from the list and press delete to remove the selection.

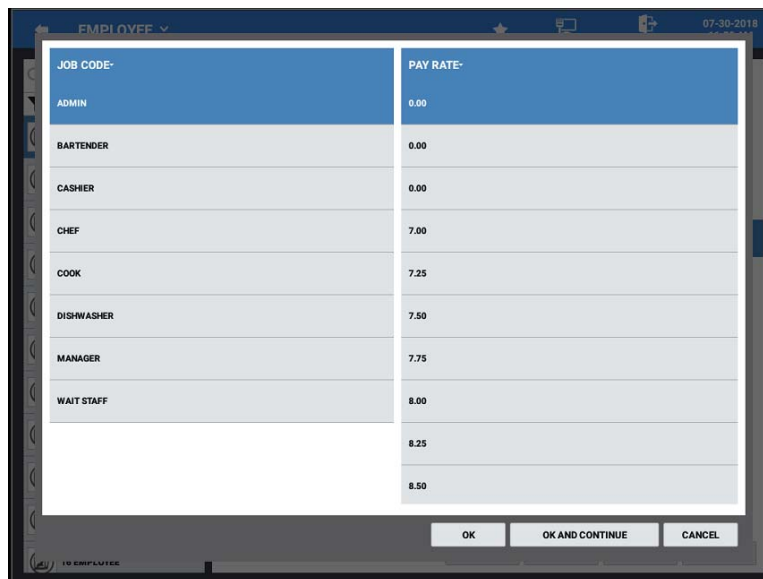
Assign Employee Job Codes and Pay Rates

To be able to utilize the time keeping feature in the Sam4POS, employees must be assigned a job code.

1. From the Employee Programming screen, select an employee from the list then touch the **JOB CODE** tab.



2. Touch the **NEW** button to add a new Job Code & Pay Rate to the selected employee. The Job Code & Pay Rate selection screen is displayed:



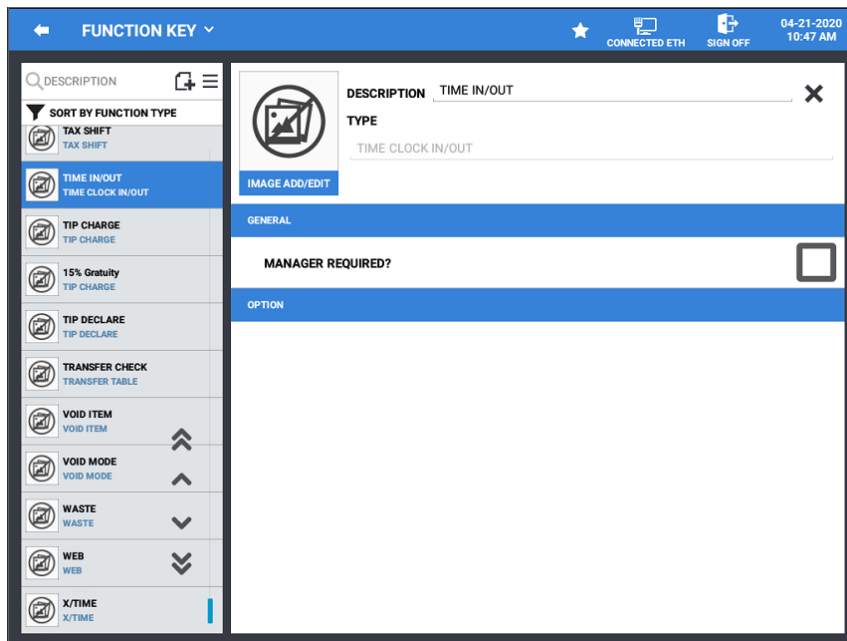
3. Select the appropriate Job Code & Pay Rate from the list for the selected employee, then press **OK** to return to the employee programming screen or press **OK AND CONTINUE** to add additional job codes and pay rates to the selected employee.

Function Key

To be able to perform Clock-In and Clock-Out operations while in the register mode, you will need to create a Time Clock In/Out key. After the Time Clock In/Out key is created set the options on the key as desired and assign the key to a MLU or FLU.

Time Clock In/Out

1. Select **FUNCTION KEY** from the **PROGRAM MODE** menu to display the **FUNCTION KEY, TENDER KEY** selection screen.
2. From the **Function Key** programming selection menu, select **Function Key**.
3. Select the Time Clock In/Out key from the function key list or create a new Time Clock In/Out key as necessary.



Option Definitions

General

Manager Required? – Operation requires input of manager password to complete operation.


Option

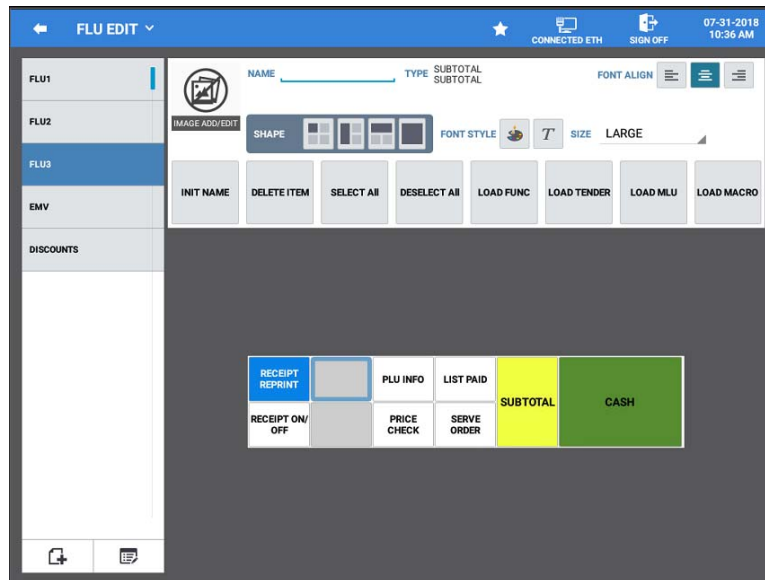
No options.

Key Assignment

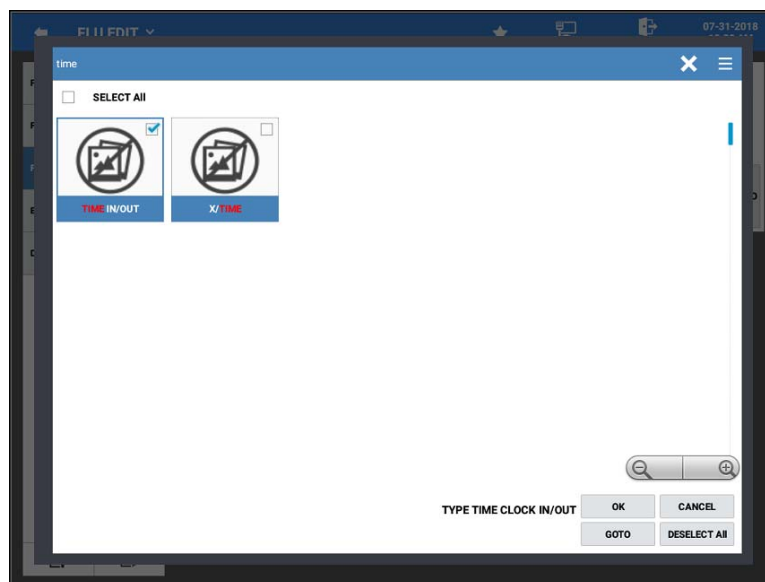
If you will be performing Time In/Out operations from the register mode, you will need to assign the Time Clock In/Out function to an MLU or FLU key location. Refer to the Screen Edit section in the Sam4POS Program Manual for complete details.

Programming MLU & FLU Buttons

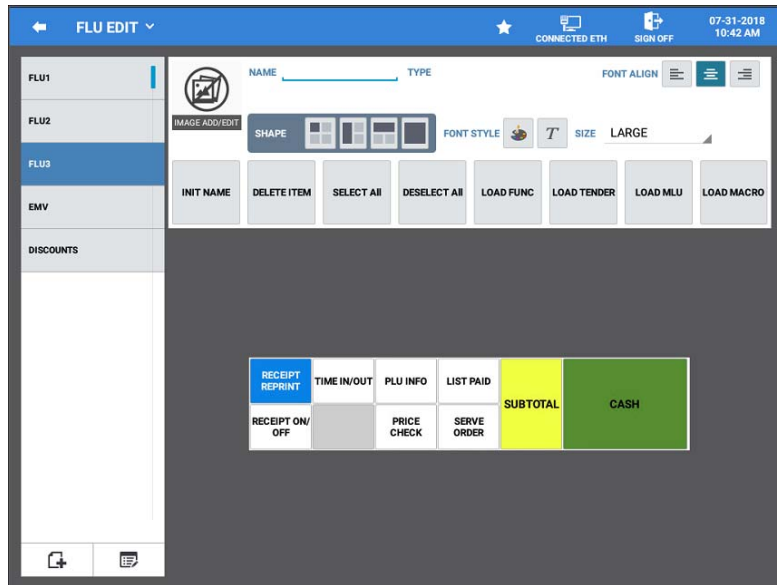
1. From the main **Program Mode** menu screen, select **Screen Edit** then select either **MLU Edit** or **FLU Edit** depending on where you want to assign the Time In/Out key.
2. Select an **MLU** or **FLU Group** from the list to view the MLU's associated with that group.
3. Select a **MLU** or **FLU** from the list of existing MLU's or FLU's in the group or press the add record icon  to create a new MLU or FLU.



4. Select a cell on the item area of the MLU or FLU you wish to program.
5. Press the **LOAD FUNC** button and Select the **TIME IN/OUT** key:



- Press **OK**; the Time In/Out key will appear on the MLU or FLU.



- Edit the key as desired; when finished, press the back arrow to return to main program mode menu.

Operation Procedures

Clock In/Out Procedures

When the time keeping feature in the Sam4POS is utilized, employees must clock in at the beginning of their shift and clock out at the end of their shift. Employees may also be required to clock out for breaks. These operations can be performed from the main sign on screen or from the register mode sales screen after an employee has already signed on to Sam4POS.

Depending on option programming, a chit may be printed showing the Clock-In \ Clock-Out information.

Note: Time In/Out and Sign In/Out are two different operations. Signing on to Sam4POS does not clock in the employee.

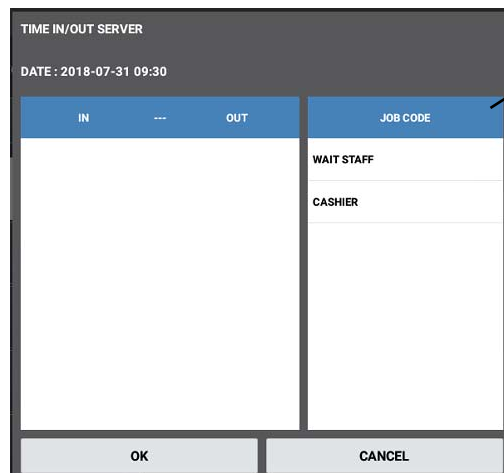
Clock In (Main Screen)

When the Options > Options > Time Keeping Option : Display On Screen is checked, the Time In/Out button appears on the main sign on screen.

1. From the main sign on screen, select the **Time In/Out** button:



2. Enter the employee clock in code and touch **ENTER** to display the Time In/Out window:



Job codes selections for the employee are displayed.

3. Touch the job code for the job you are performing; the Time IN data is populated:

TIME IN/OUT SERVER
DATE: 2018-07-31 09:36

IN	---	OUT	JOB CODE
07/31 09:34	---		WAIT STAFF
WAIT STAFF	---		CASHIER

OK CANCEL

4. Touch **OK** to complete the Time-In operation. The Time-In data will print to the receipt printer if set to do so in the Print Option programming.

Clock In (Register Mode)

When the Time In/Out function key is assigned to an MLU or FLU, clock In/Out operations can be performed from the Register Mode.

1. Enter the employee clock in code and touch the **TIME IN/OUT** function key to display the clock in/out window:



Job codes that are available for the employee are displayed.

2. Touch the **JOB CODE** button for the job you are performing; the Time IN data is populated.
3. Touch **OK** to complete the clock in. The Time Clock-In data will print to the receipt printer if set to do so in the Print Option.

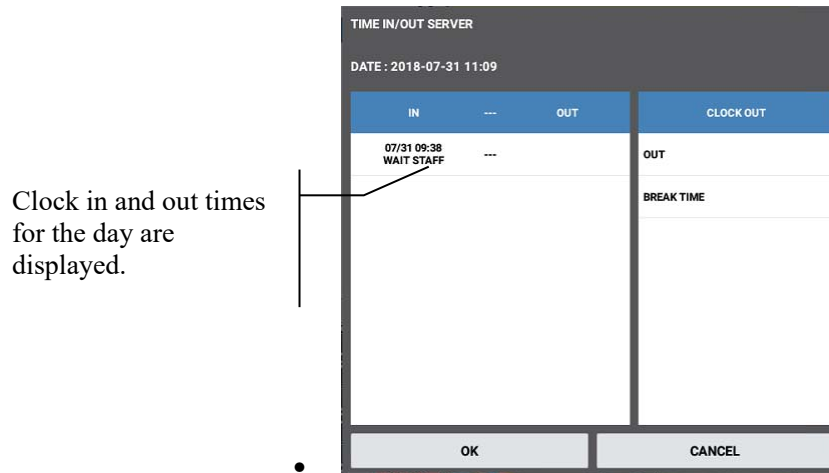
Time Clock-In Receipt Example

```
TIME CLOCK - IN : 05/06/2022
SONJAI
JOB NAME  TYPE  DATE  IN   DATE  OUT
WAIT STAFF  OUT
* 05/06/2022 06:59 AM - 05/06/2022 10:43 AM
TOTAL COST : 0.00
CASHIER    OUT
05/06/2022 10:45 AM - 05/06/2022 11:39 AM
TOTAL COST : 0.00
WAIT STAFF
05/06/2022 02:13 PM - --:--
WAIT STAFF      0002:44 REG/000:00 OT
CASHIER         0000:54 REG/000:00 OT
TIPS : $10.00
```

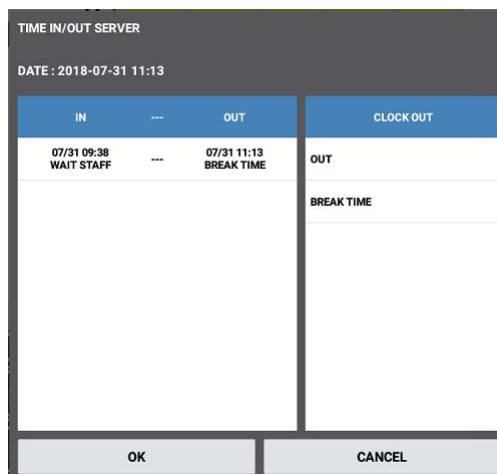
Note: Depending upon programming, the employee clock in code may be different than the employee operating code.

Clock Out for Break

1. Enter the employee clock in code and touch the **TIME IN/OUT** function key to display the clock in/out window:



2. Touch the **BREAK TIME** key the Time IN --- OUT data is updated:



3. Touch **OK** to complete the clock out for break operation.

Time Clock-Out For Break Receipt Example

```

TIME CLOCK - BRK : 05/06/2022
                DAVROS
JOB NAME   TYPE   DATE   IN    DATE   OUT
BARTENDER     BRK
05/06/2022 02:13 AM - 05/06/2022 03:10 PM
                TOTAL COST : 0.00
BARTENDER     0003:42 REG/0000:00 OT
                TIPS : $20.00
    
```

Clock In from Break

1. Enter the employee clock in code and touch the TIME IN/OUT function key to display the clock in/out window:
2. Touch the job code button for the job you are performing to clock in.
3. Touch **OK** to complete the clock in.

Time Clock-In From Break Receipt Example

```
TIME CLOCK - IN : 05/06/2022
                DAVROS
JOB NAME   TYPE   DATE IN   DATE OUT
BARTENDER          OUT
05/06/2022 0:59 AM - 05/06/2022 10:44 PM
                TOTAL COST : 0.00
BARTENDER          BRK
05/06/2022 02:13 AM - 05/06/2022 03:10 PM
                TOTAL COST : 0.00
BARTENDER
                05/06/2022 03:20 PM - ---:--
BARTENDER          0003:42 REG/0000:00 OT
                TIPS : $20.00
```

Clock Out For Day

1. Enter the employee clock in code and touch the **TIME IN/OUT** function key to display the clock in/out window:
2. Touch the **OUT** key.
3. Touch **OK** to complete the clock in.

Time Clock-Out For Day Receipt Example

```
TIME CLOCK - OUT : 05/06/2022
                DAVROS
JOB NAME   TYPE   DATE IN   DATE OUT
BARTENDER          OUT
05/06/2022 03:20 AM - 05/06/2022 03:34 PM
                TOTAL COST : 0.00
BARTENDER          0003:56 REG/0000:00 OT
                TIPS : $25.00
```

Time In/Out Reports

Summary Reports

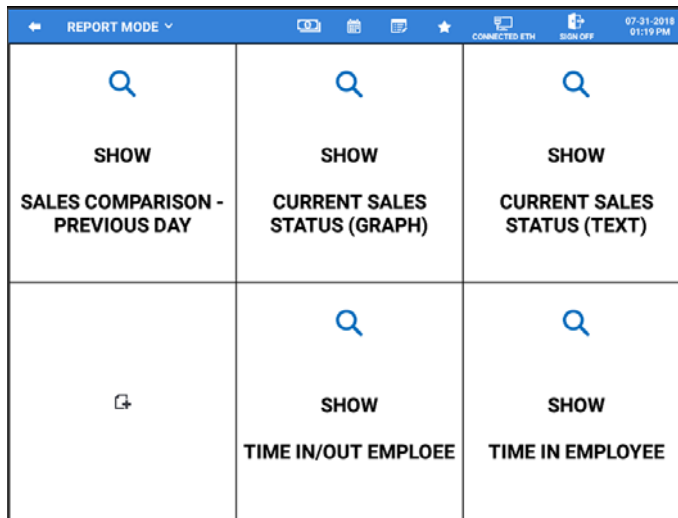
When the Report Mode is selected, a grid of six quick view summary reports displays for managers to quickly see selected report information. Two time keeping reports are available for assignment to this grid.

- **Time In Employee** – Shows which employees are currently clocked in.
- **Time In/Out Employee** – Displays the current regular and overtime hours for employees.

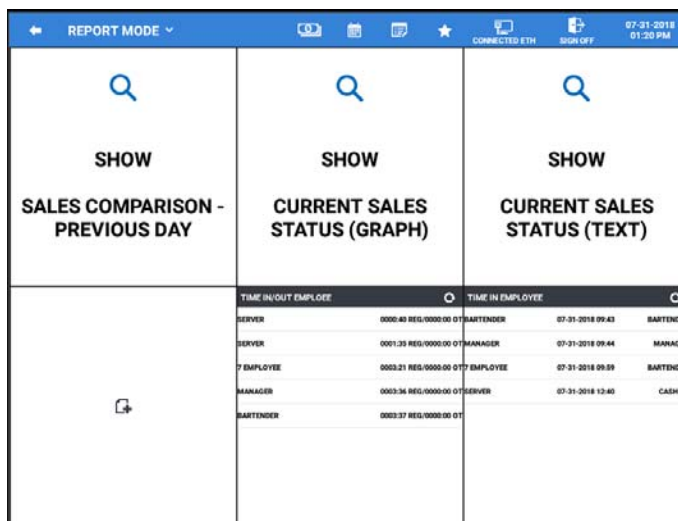
You can view a Time Keeping Operation & Reports video here:

<https://www.youtube.com/watch?v=us7CoiTBcVQ&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=27>

1. From the **Main Menu** screen, press the **'REPORT'** icon; the default Report Mode screen displays. Reports can be selected/deselected as desired to view.



2. Press the magnifying glass icon to **'SHOW'** the selected summary report details.



Time In Employee

Shows employees currently clocked in, the Date & Time they clocked in and the Job Code the employee clocked in with.

TIME IN EMPLOYEE		
BART	05/06/2022 07:59 AM	BARTENDER
SONJAI	05/06/2022 07:59 AM	WAIT STAFF
MANNY	05/06/2022 06:59 AM	MANAGER

Time In/Out Employee







Shows the current regular time & overtime hours worked for employees that have clocked-in and/or clocked-out for the current day.

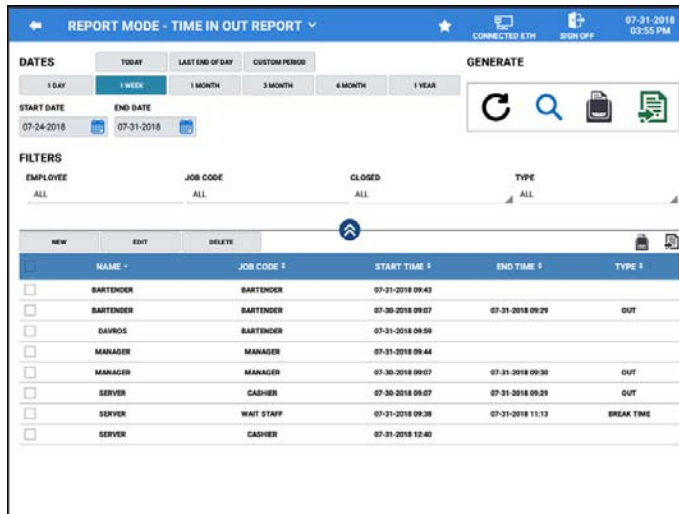
TIME IN/OUT EMPLOYEE	
ALEXANDER	0001:08 REG/0000:00 OT
BART	0000:08 REG/0000:00 OT
SONJAI	0000:08 REG/0000:00 OT

Time IN OUT Report

The Time Keeping Reports are available by selecting the TIME IN OUT REPORT from the detailed report sub menu when the Report Mode is selected. From the TIME IN-OUT REPORT selection, you can view and/or print the reports or save the time keeping report as a CSV file.

When generating the TIME IN-OUT REPORT, the report checks to verify that the start time (TIME IN) falls between DATE Filter settings (START DATE and END DATE) and other Filter settings, then generates the report.

1. From the **Main Menu** screen, press the **'REPORT'** icon, the default Report Mode screen displays.
2. Touch **'REPORT MODE ∨'** to view the sub menu dropdown on the title bar; Select the **TIME IN OUT REPORT** from the list to open the time keeping report.
3. After selecting the Time In Out Report, you can choose **DATES** to view reports for: Today, Last End of Day, or set a Custom Period; you can also choose from Day, 1 Week, 2 Week, 1 Month, 3 Month, 6 Month or Yearly reports. Simply make your selection and press the **REFRESH** icon to change the current view to your new selections.
 - With the report displayed, you can scroll up and down through the data as necessary.
 - You can also choose a custom **START DATE** and **END DATE** for the reports and select specific options such as Zero Skip for the report.
4. The **FILTERS** provide further flexibility by allowing you to filter the report to show:
 - All or specific employees to view just their individual totals.
 - All or specific Job Codes
 - Choose All reports, Closed or Not Closed reports
 - Type of time entry; ALL, IN, OUT or BREAK TIME
5. The **GENERATE** section provides:
 - **REFRESH** button  to refresh the report data after changing date selections, options or filters.
 - **ZOOM** button  to view just the report data.
 - **REPORT VIEW** button  that allows you to view the report and/or print to the receipt printer.
 - **EXPORT** Button  allows you to export the selected report to either a CSV file or as a PDF. Exported reports are formatted to 8.5" x 11".
 - Use the   icons to hide/show the Date, Options and Filters selections. This allows you to view just the report data.
6. When the DATES and FILTERS are set as desired press **SHOW** to display the **Time In Out Report**. You may also press the Refresh icon in the Generate section to display the report.



7. After the report is generated, Time In Out Report displays the Employees **Name**, **Job Code**, **Start Time**, **End Time** and **Type** information.
 - You can press the **Report View** icon to view or print the report for more detailed data for more detailed Data.
 - You can also press the **Export** icon to export the report as a PDF or CSV file to a USB or EMAIL as necessary.
8. Additional buttons are available for editing Time Entries:
 - **NEW** – To add a new time entry, See page 26 for details.
 - **EDIT** – To edit a selected time entry, See page 27 for details.
 - **DELETE** – To delete a selected time entry, See page 29 for details.

Report Function Key

The Time In/Out report can also be run from the register mode by programming a REPORT function key to run the Time In/Out Report. The report will print to the receipt printer for the station. The report data printed on the report will use the default Time In/Out report settings and filters.

1. Create a **REPORT** Function key in the *Program Mode* → *Function Key* → *Function Key* program.
2. Select the **Time In Out Report** from the report selections and any other reports you wish to generate on the REPORT function key.
3. Set the **Filters** as desired:
 - **Employee:** Choose ALL Employees, Signed On Employee or Individual Employee.
 - **Terminal:** Choose ALL Terminal, (MY TERMINAL), or other Specified Terminal.
 - **Dates:** Select 1 Day, 1 Week, 1 Month, 3 Month, 6 Month or 1 Year.
4. Assign the **REPORT** function key to an MLU or FLU. Refer to the “Key Assignment” chapter on page 12 for details.
5. When the **REPORT** key is pressed, the Time In Out Report will be printed.

Note: More than one Report key can be created to run different reports with different report selections and filters.

Time In-Out Report Sample

The Asterix * on the Cashiers time entry indicates the time has been edited.

```

04/27/2021      03:18 PM      TUE
BarPub (POS-MAIN)
TIME IN OUT REPORT
DATE : 04/27/2021 03:18 PM
AUTHOR : MANAGER

DATE RANGE
09/01/2020 ~ 09/30/2020

FILTERS
EMPLOYEE : [ALL]
JOB CODE : [ALL]
CLOSED : ALL
TYPE : ALL

=====
NAME              SSN              TIPS
=====
SAMMY                                $0.00
-----

JOB NAME      TYPE      DATE IN      DATE OUT
CASHIER              OUT
* 09/14/2020  11:26 AM - 09/14/2020  10:49 PM
CASHIER              11:23 REG              0:00 OT
TOTAL REG          11:23 HR              $135.46 CST
TOTAL OT           0:00 HR              $0.00 CST
TOTAL LBR          11:23 HR              $135.46 CST

DONOVAN                                $0.00
-----

JOB NAME      TYPE      DATE IN      DATE OUT
BARTENDER              OUT
09/06/2020  11:49 AM - 09/06/2020  10:53 PM
BARTENDER              11:04 REG              0:00 OT
TOTAL REG          11:04 HR              $154.93 CST
TOTAL OT           0:00 HR              $0.00 CST
TOTAL LBR          11:04 HR              $154.03 CST

ADAM                                $0.00
-----

JOB NAME      TYPE      DATE IN      DATE OUT
MANAGER              OUT
09/01/2020  12:33 PM - 09/01/2020  09:10 PM
MANAGER              8:37 REG              0:00 OT
TOTAL REG          8:37 HR              $172.33 CST
TOTAL OT           0:00 HR              $0.00 CST
TOTAL LBR          8:37 HR              $172.33 CST
-----

CASHIER
REG              11:23 HR              $135.46 CST
OT              0:00 HR              $0.00 CST
TOTAL LBR          11:23 HR              $135.46 CST

MANAGER
REG              8:37 HR              $172.33 CST
OT              0:00 HR              $0.00 CST
TOTAL LBR          8:37 HR              $172.33 CST
    
```

Continued on next page . . .

. . . Continued from previous page

BARTENDER			
REG	11:04 HR	\$154.93	CST
OT	0:00 HR	\$0.00	CST
TOTAL LBR	11:04 HR	\$154.03	CST
TOTAL			
TOTAL REG	31:04 HR	\$462.72	CST
TOTAL OT	0:00 HR	\$0.00	CST
TOTAL LBR	31.04 HR	\$462.72	CST
TOTAL TIPS	\$0.00	TIP%	\$0.00
NO. 00000670	REG: POS-MAIN	MANAGER	

* * * * *			

Time Clock Editing

If an employee forgets to clock in or out or a time entry requires adjustment, authorized personnel can use the time clock edit buttons on the Time In/Out Report to add a new time entry for an employee, correct incorrect clock entries or delete time entries.

NEW Time Entry

1. From the **Main Menu**, press the **'REPORT'** icon, the default Report Mode screen displays.
2. Touch **'REPORT MODE ∨'** to view the report sub menu dropdown on the title bar; Select the **TIME IN OUT REPORT** from the list to open the time keeping report.
3. Press the **NEW** button to open the Time Entry dialog:

The screenshot shows a dialog box for adding a new time entry. It has two main sections: 'EMPLOYEE' and 'JOB CODE'. Under 'EMPLOYEE', there is a dropdown menu showing 'SONJAM'. Under 'JOB CODE', there is a dropdown menu showing 'WAIT STAFF'. Below these are two columns: 'START TIME' and 'END TIME'. Each column has three date pickers: 'Sep 04 2020', 'Oct 05 2021', and 'Nov 06 2022'. Below the dates are three time pickers: '8 26', '9 : 27 AM', and '10 28 PM'. At the bottom of the dialog are four buttons: 'IN', 'OUT', 'BREAK TIME', and 'CANCEL'.

4. Select the **EMPLOYEE** you want to add a new time entry for and select the appropriate **JOB CODE**.
 - a. Select the appropriate **START TIME** and press the **IN** button.
 - b. Alternately, you can select the appropriate **END TIME** and press the **OUT** button
5. You can enter a new **BREAK TIME** in the same manner. Select the **EMPLOYEE** you want to add a new Break Time entry for and select the appropriate **JOB CODE**.
 - a. Select the appropriate **START TIME** and **END TIME**, press the **BREAK TIME** button.
6. The new time entries will be shown when the Time In Out Report is generated.

The screenshot shows the 'REPORT MODE - TIME IN OUT REPORT' screen. At the top, there is a title bar with 'REPORT MODE - TIME IN OUT REPORT' and a dropdown arrow. Below the title bar are several tabs: 'Today', 'LAST END OF DAY', and 'CUSTOM PERIOD'. There are also icons for 'CRS STAFF' and 'SIGN OFF' with the date '10/05/2021 09:48 AM'. Below the tabs are 'START DATE' and 'END DATE' pickers, both set to '10/05/2021'. There are also icons for 'GENERATE', 'SEARCH', 'PRINT', and 'EXPORT'. Below the date pickers are 'FILTERS' for 'EMPLOYEE', 'JOB CODE', 'CLOSED', and 'TYPE', all set to 'ALL'. At the bottom, there is a table with columns: 'NAME', 'JOB CODE', 'START TIME', 'END TIME', and 'TYPE'. The table contains four rows of data:

NAME	JOB CODE	START TIME	END TIME	TYPE
BART	BARTENDER	10/05/2021 09:41 AM		
Casale	CASHIER	10/05/2021 09:41 AM		
MANNY	MANAGER	10/04/2021 12:43 PM	10/05/2021 01:43 PM	BREAK TIME
SONJAM	WAIT STAFF	10/05/2021 09:34 AM	10/04/2021 02:34 PM	OUT

EDIT Time Entry

1. From the **Main Menu**, press the **'REPORT'** icon, the default Report Mode screen displays. Touch **'REPORT MODE ∨'** to view the report sub menu dropdown on the title bar; Select the **TIME IN OUT REPORT** from the list to open the time keeping report.
2. Select the **DATES** parameter as necessary, choose the desired **FILTERS**, then press the **Refresh** icon in the Generate section. The Time In/Out Report selections appear as per you Date and Filter selections:

NAME	JOB CODE	START TIME	END TIME	TYPE
BARTENDER	BARTENDER	07-31-2018 09:43		
BARTENDER	BARTENDER	07-30-2018 09:07	07-31-2018 09:29	OUT
SERVER	BARTENDER	07-31-2018 09:29		
MANAGER	MANAGER	07-31-2018 09:44		
MANAGER	MANAGER	07-30-2018 09:07	07-31-2018 09:30	OUT
SERVER	CASHIER	07-30-2018 09:07	07-31-2018 09:29	OUT
SERVER	WAIT STAFF	07-31-2018 09:38	07-31-2018 11:13	BREAK TIME
SERVER	CASHIER	07-31-2018 12:40		

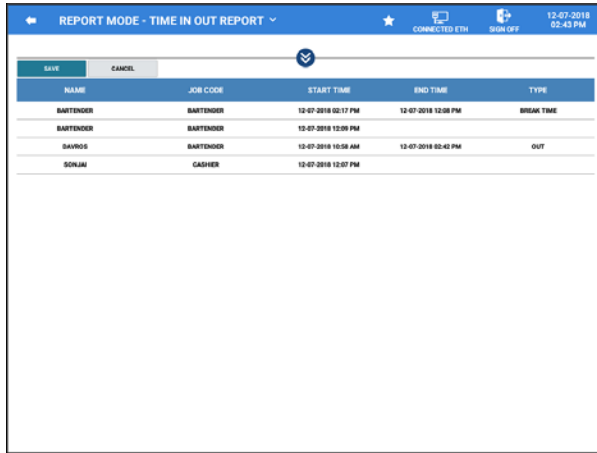
3. Touch the **EDIT** button; the Time Clock Edit screen displays:

NAME	JOB CODE	START TIME	END TIME	TYPE
BARTENDER	BARTENDER	07-31-2018 09:43		
BARTENDER	BARTENDER	07-30-2018 09:07	07-31-2018 09:29	OUT
SERVER	BARTENDER	07-31-2018 09:29		
MANAGER	MANAGER	07-31-2018 09:44		
MANAGER	MANAGER	07-30-2018 09:07	07-31-2018 09:30	OUT
SERVER	CASHIER	07-30-2018 09:07	07-31-2018 09:29	OUT
SERVER	WAIT STAFF	07-31-2018 09:38	07-31-2018 11:13	BREAK TIME
SERVER	CASHIER	07-31-2018 12:40		

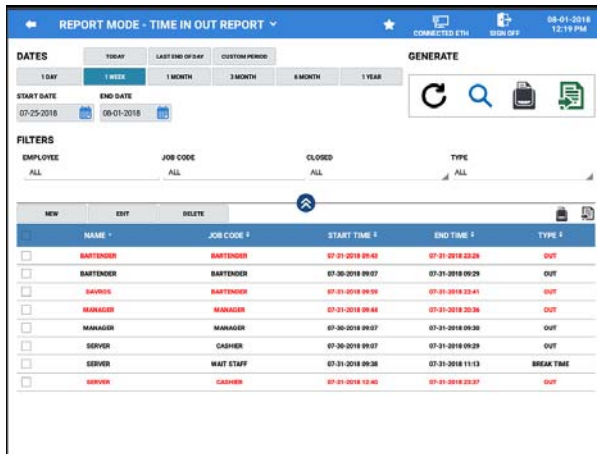
4. We can edit the Job Code, Start Time End Time or Type; Touch the time entry field for the employee time you wish to edit. To Edit Clock In entry, touch the **START TIME** or the **END TIME (MM-DD-YYYY HH:MM)** entry field. The time edit dialog displays:

5. You can edit the Month – Day – or Year as well as the Hours – Minutes and AM/PM entry. Touch **OK** to save. (Note that the original start time entry is shown in the title bar.) For the End Time you can also edit time entry type for the time entry:

- a. **DELETE** – to delete the current end time entry.
- b. **OUT** – if the new entry is the time out at end of their shift.
- c. **BREAK TIME** - if the time entry is for clocking out for their break.
- d. **CANCEL** – to cancel any changes without saving.



- 6. Press the **SAVE** button when you have finished editing the time entries. Pressing **CANCEL** will exit without saving your entries. Time edits will print to the receipt printer.
- 7. The edited time entry will now appear in red and will print to the receipt printer (if set in system options) and the new time is applied to the Employee.



Note: You must perform all time clock edits before the End Of Pay Report is generated. Edited records will display in red to easily see which times have been changed.

If the End Of Pay Report has been generated you will not be able to edit the employee times. The data will appear “Grayed Out”.

Time Clock Edit Receipt Example

```
TIME CLOCK - EDIT
< BEFORE EDITING >
SONJAI
JOB NAME  TYPE    DATE  IN    DATE  OUT
WAIT STAFF      OUT
* 05/06/2022 06:59 AM - 05/06/2022 10:43 AM
CASHIER
          05/06/2022 10:45 AM - --:--
WAIT STAFF      3:44 REG    0:00 OT
          TIPS : $10.00
ALEXANDER
JOB NAME  TYPE    DATE  IN    DATE  OUT
MANAGER   BRK      (PAID BREAK)
* 05/06/2022 06:59 AM - 05/06/2022 08:07 AM
MANAGER
          05/06/2022 10:44 AM - --:--
MANAGER      1:08 REG    0:00 OT
          TIPS : $0.00
< AFTER EDITING >
SONJAI
JOB NAME  TYPE    DATE  IN    DATE  OUT
WAIT STAFF      OUT
* 05/06/2022 07:59 AM - 05/06/2022 10:43 AM
CASHIER
          05/06/2022 10:45 AM - --:--
WAIT STAFF      2:44 REG    0:00 OT
          TIPS : $10.00
ALEXANDER
JOB NAME  TYPE    DATE  IN    DATE  OUT
MANAGER   BRK      (PAID BREAK)
* 05/06/2022 06:59 AM - 05/06/2022 09:07 AM
MANAGER
          05/06/2022 10:44 AM - --:--
MANAGER      2:08 REG    0:00 OT
          TIPS : $0.00
```

DELETE Time Entry

Time entries can be deleted from the time in/out report as necessary. Use caution when performing this operation, deleted entries cannot be recovered.

1. From the **Main Menu**, press the **'REPORT'** icon, the default Report Mode screen displays.
2. Touch **'REPORT MODE ∨'** to view the report sub menu dropdown on the title bar; Select the **TIME IN OUT REPORT** from the list to open the time keeping report.
3. Select the **DATES** parameter as necessary, choose the desired **FILTERS**, then press **SHOW** or press the **Refresh** icon in the Generate section. The Time In/Out Report selections appear as per you Date and Filter selections
4. Select the **Time Entry** from the list you wish to delete, press the **DELETE** button. The selected time entry is removed.

End of Day

End of Day operation allows the operator to close, Print and/or E-mail the Financial, PLU, Group, Period and Employee Reports for all employees or select specific reports for specified employees. Reports generated from this screen will clear the current data report totals. Refer to the Operator & Programming Manuals for complete details.

The End Of Day also provides a sub menu to access the End Of Pay and End Of Not Found PLU; In this supplement, we will look at the End Of Pay report.

You can view a Time Keeping Reports video here:

<https://www.youtube.com/watch?v=us7CoiTBcVQ&feature=youtu.be>

1. From the **Main Menu**, press the **‘END OF DAY’** icon; the default screen displays the total sales amount and count for all the available reports. Reports can be selected/deselected as desired to view.

← END OF DAY ▾

CONNECTED ETH SIGN OFF 09-13-2019 08:27 AM

TOTAL SALES AMOUNT **TOTAL SALES COUNT** **GENERATE**

FILTERS

TERMINAL **EMPLOYEE**

NOT USED ALL

OPTIONS

DETAILED DATA RESET CONSECUTIVE # RESET ORDER # FINANCIAL REPORT BY TERMINAL CLEAR EMV FILE RESET CHECK #

NO PRINTER/E-MAIL - ONLY TO TEXT INSERTER

PRINT REPORTS

FINANCIAL REPORT PLU REPORT GROUP REPORT PERIOD REPORT EMPLOYEE REPORT TIP REPORT PRODUCT MIX REPORT

E-MAIL REPORTS

FINANCIAL REPORT PLU REPORT GROUP REPORT PERIOD REPORT EMPLOYEE REPORT TIP REPORT PRODUCT MIX REPORT

⬆

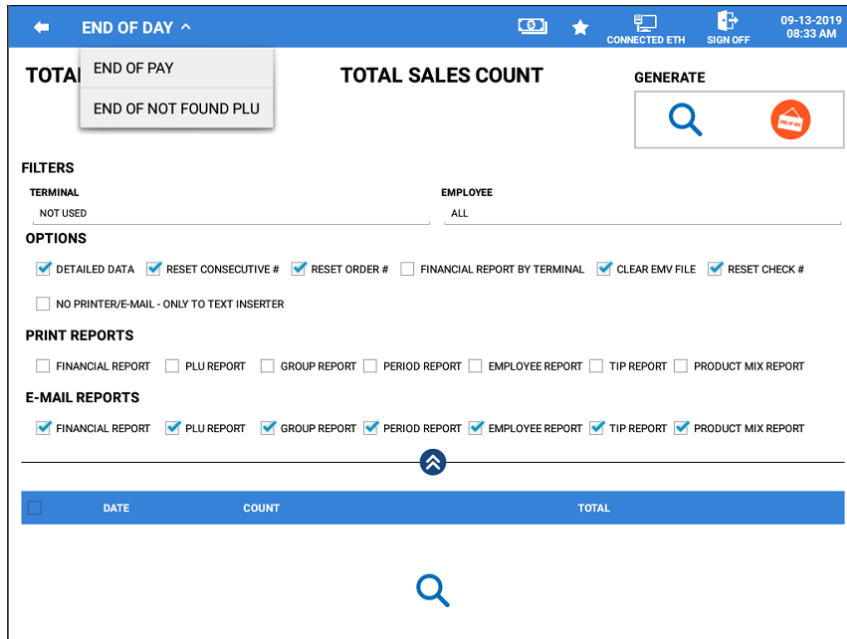
<input type="checkbox"/>	DATE	COUNT	TOTAL
--------------------------	------	-------	-------

🔍

End Of Day Sub Menu Reports

The End Of Day sub menu provides additional report selections for End Of Pay and End Of Not Found PLU. The End Of Pay report is used to clear the current time keeping report data. This report should be generated at the end of the pay period.

1. From the main **End Of Day** report screen, press the **'End of Day v'** drop-down on the title bar to access the sub menu selections.



2. Select the **END OF PAY** from the menu selections.

End Of Pay

The End of Pay report displays the Total time, Labor cost, and overtime for the selected date and employees. You can generate a report for a selected date/employee or select all dates/employees.

- Every day, the manager/owner should run the Time In Out report to verify all the time keeping data is correct. Any edits for time keeping should be performed.
- On the last day of the pay period, after verifying/editing the time keeping has been performed. Run the End Of Pay to clear the Time Keeping data. All time clock edits must be performed before generating the End Of Pay Report.
- Not performing the End Of Pay will result in the Time Keeping totals never to be posted.

Note: After generating the EOD report, you will no longer be able to edit the time keeping data for the Dates/Employees selected on the End Of Pay report. Overtime calculations will begin anew when the End Of Pay report is generated.

1. Select the **DATE** and **EMPLOYEES** you wish to clear (or select all).

DATE	TIME	COST	OVERTIME
02-19-2018 - 02-25-2018	07:10	\$100.62	00:00
Essie	01:25	\$14.85	00:00
SUNJAI	01:57	\$16.49	00:00
MANNY	01:51	\$26.99	00:00
BARTENDER	01:57	\$27.29	00:00
03-12-2018 - 03-18-2018	143:52	\$1920.90	66:46
SUNJAI	196:46	\$141.00	66:46
BARTENDER	37:06	\$519.49	00:00
06-11-2018 - 06-17-2018	2312:10	\$49582.83	2152:10
MCB	76:52	\$766.22	36:52
SUNJAI	745:05	\$10976.25	755:05
MANNY	745:06	\$21953.00	755:06
BARTENDER	745:07	\$10367.65	755:07
07-02-2018 - 07-08-2018	36:45	\$551.40	00:00
SUNJAI	13:32	\$136.77	00:00
MANNY	11:36	\$222.00	00:00

2. To clear the Time Keeping data, select the date and employees you wish to clear and press the 'End Of Day icon' in the **GENERATE** area. The selected Time In/Out Report will print at the receipt printer.
3. Pressing the 'Show icon' in the **GENERATE** area will reload the **REPORT MODE – TIME IN OUT REPORT** screen. Press this to edit time keeping data prior to running the End Of Pay report.

REPORT MODE - TIME IN OUT REPORT

DATES: **TODAY** | LAST END OF DAY | CUSTOM PERIOD

1 DAY | 1 WEEK | 1 MONTH | 3 MONTH | 6 MONTH | 1 YEAR

START DATE: 08-07-2018 | END DATE: 08-07-2018

FILTERS: EMPLOYEE: ALL | JOB CODE: ALL | CLOSED: ALL | TYPE: ALL

NEW | EDIT | DELETE

SHOW

4. Press the back-arrow icon to return to the Report Mode screen.

End Of Pay Report Sample

END OF DAY		
SAM4POS		
03-02-2018	09:30 AM	FRI
END OF PAY		
DATE : 03-02-2018 09:30 AM		
DATA RANGE		
=====		
DATE/EMPLOYEE NAME		
TIME (COST)		OVERTIME
=====		
TOTAL		
07:10 (\$100.62)		OT:00:00

02-19-2018 ~ 02-25-2018		

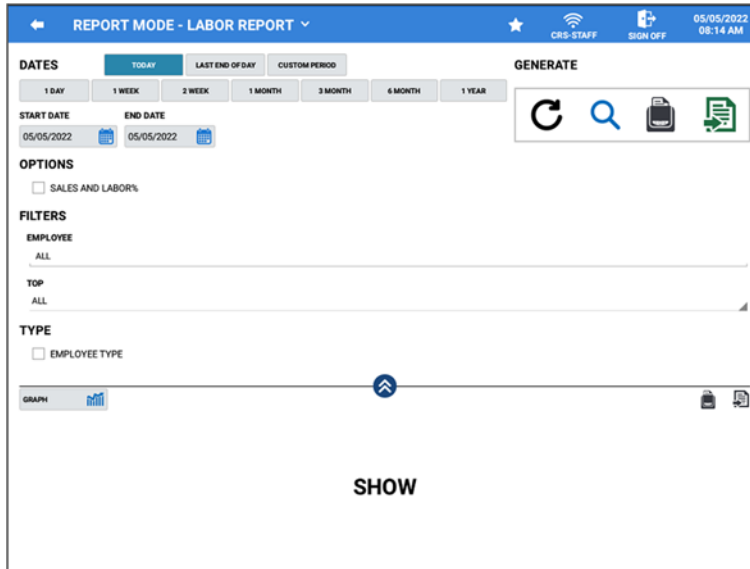
MANNY		
01:51 (\$36.99)		OT:00:00
BARTENDER		
01:57 (\$27.29)		OT:00:00
CASSIE		
01:25 (\$16.85)		OT:00:00
SONJAI		
01:57 (\$19.49)		OT:00:00
NO. 00006505 REG: POS-MAIN MANNY		

* * * * *		

Labor Report

Another useful report is the Labor Report. Labor Report data is gathered from the Time Keeping report to calculate labor cost. This information is separated by Job Code and may also be separated by Employee & Job Code.

1. Touch **REPORT MODE** ✓ sub menu dropdown on the title bar to access the report selection menu.
2. Select **Labor Report** from the selections to open the labor report screen.



3. Refer to the Labor Report Settings on the next page to set the Dates selection, Options and Filters for the for the report data you wish to see.

Labor Report Settings

DATES

Date selections include: Today, Last End of Day, Custom Period

1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

OPTIONS

Sales And Labor % – The Sales & Labor % Report is a combination of data from the *Period Report* and the *Time In Out Report*. Refer to the Sales and Labor % Report on page 38 for details.

FILTERS

EMPLOYEE – Choose ALL or selected Employees.

TOP – Choose to display the **Top 5, 10, 20, 30, 50, 100** or **ALL PLUs**.

TYPE

EMPLOYEE TYPE – When not checked the report displays the data per Job Code, Time and Cost information.

When checked the report displays data per Employee broken down by Job Code and the Time & Cost data.

The report data can be displayed as a List report or in a Graph format.

When the Sales And Labor% TYPE option selections is changed to two selection types:

TIME PERIOD – Enter the desired time period in number of days, *i.e. 15, 30, 60, 100, etc.*

Additionally you can select EMPLOYEE TYPE or NONE.

DATE PERIOD – Choose: Day, Week or Month.

Additionally you can select EMPLOYEE TYPE or NONE.

TIME PERIOD – Enter the desired time period in number of days, *i.e. 30, 60, 100, etc.*

DATE PERIOD – Choose: Day, Week or Month

EMPLOYEE TYPE – Check to include each Employee and Job Code data on the report or uncheck to just show the Job Code data on the report.

Additionally, the report data can be displayed as a List report or in a Graph format.

GENERATE

Refresh, Zoom, Report View, Export

Labor Report Examples

Labor Report shown with TYPE Setting
EMPLOYEE TYPE NOT selected:
 The data is conveyed per Job Code.

REPORT MODE - LABOR REPORT

DATE: 06/11/2021 08:42 AM

DATES: TODAY, LAST END OF DAY, CUSTOM PERIOD

GENERATE: [Refresh] [Search] [Print] [Export]

START DATE: 01/01/2021, END DATE: 06/30/2021

OPTIONS: SALES AND LABOR%

FILTERS: EMPLOYEE: ALL, TOP: ALL

TYPE: EMPLOYEE TYPE

JOB CODE	TIME	COST
TOTAL	11:24	\$141.23
BARTENDER	2:18	\$32.20
CASHIER	1:42	\$20.23
COOK	7:24	\$88.80

Labor Report with the TYPE selection:
EMPLOYEE TYPE selected:
 The data is conveyed per Employee:

REPORT MODE - LABOR REPORT

DATE: 05/05/2022 09:24 AM

DATES: TODAY, LAST END OF DAY, CUSTOM PERIOD

GENERATE: [Refresh] [Search] [Print] [Export]

START DATE: 05/03/2022, END DATE: 05/05/2022

OPTIONS: SALES AND LABOR%

FILTERS: EMPLOYEE: ALL, TOP: ALL

TYPE: EMPLOYEE TYPE

DESCRIPTION	CUST	NET SALES	AVG/CUST	HRS LBR	LABOR COST	%NET SALES	LABORS/CUST	SALES/MAN/HR
TOTAL	12	\$400.08	\$33.34	20:44	\$311.97	77.98%	\$25.99	\$19.29
MANNY	4	\$169.81	\$42.45	04:47	\$95.67	56.34%	\$23.91	\$35.50
10:00 - 10:59	0	\$0.00	\$0.00	00:34	\$11.33	0%	\$0.00	\$0.00
11:00 - 11:59	4	\$169.81	\$42.45	00:52	\$17.33	10.21%	\$4.33	\$195.93
12:00 - 12:59	0	\$0.00	\$0.00	00:49	\$16.33	0%	\$0.00	\$0.00
13:00 - 13:59	0	\$0.00	\$0.00	01:00	\$30.00	0%	\$0.00	\$0.00
14:00 - 14:59	0	\$0.00	\$0.00	01:00	\$20.00	0%	\$0.00	\$0.00
15:00 - 15:59	0	\$0.00	\$0.00	00:32	\$10.67	0%	\$0.00	\$0.00
BART	3	\$53.17	\$17.72	05:47	\$80.97	152.29%	\$26.99	\$9.19
09:00 - 09:59	0	\$0.00	\$0.00	00:34	\$7.99	0%	\$0.00	\$0.00
10:00 - 10:59	0	\$0.00	\$0.00	01:00	\$14.00	0%	\$0.00	\$0.00
11:00 - 11:59	3	\$53.17	\$17.72	00:52	\$12.13	22.81%	\$4.04	\$61.34
12:00 - 12:59	0	\$0.00	\$0.00	00:49	\$11.43	0%	\$0.00	\$0.00
13:00 - 13:59	0	\$0.00	\$0.00	01:00	\$14.00	0%	\$0.00	\$0.00
14:00 - 14:59	0	\$0.00	\$0.00	01:00	\$14.00	0%	\$0.00	\$0.00
15:00 - 15:59	0	\$0.00	\$0.00	00:32	\$7.47	0%	\$0.00	\$0.00
SONJAI	3	\$55.64	\$18.54	06:48	\$48.00	122.21%	\$22.66	\$8.18
08:00 - 08:59	0	\$0.00	\$0.00	00:34	\$5.67	0%	\$0.00	\$0.00
09:00 - 09:59	0	\$0.00	\$0.00	01:00	\$10.00	0%	\$0.00	\$0.00

Labor Report shown a Graph

REPORT MODE - LABOR REPORT

DATE: 05/05/2022 10:51 AM

DATES: TODAY, LAST END OF DAY, CUSTOM PERIOD

GENERATE: [Refresh] [Search] [Print] [Export]

START DATE: 05/03/2022, END DATE: 05/05/2022

OPTIONS: SALES AND LABOR%

FILTERS: EMPLOYEE: ALL, TOP: ALL

TYPE: EMPLOYEE TYPE

LIST: SONJAI TOP (1)

WAIT STAFF

(14)

Printed Labor Report Sample

TYPE = NONE

Sam4POS		
05/03/2022	03:35 PM	TUE
BarPub (POS-MAIN)		
Labor Report (ALL)		
DATE : 05/03/2022 11:31 AM		
AUTHOR : ANDREW		
DATA RANGE		
05/03/2022 ~ 05/03/2022		
FILTERS		
EMPLOYEE : [ALL]		
TYPE		
TIME PERIOD : 60		
EMPLOYEE TYPE : NO		
=====		
JOB CODE	TIME - COST	
=====		
TOTAL	54:12 - \$847.43	
ADMIN	11:44 - \$234.66	
BARTENDER	14:09 - \$198.10	
MANAGER	13:09 - \$263.00	
WAIT STAFF	15:10 - \$151.67	
NO. 00000002 REG: POS-MAIN ADMIN		

* * * * *		

TYPE = EMPLOYEE TYPE

Sam4POS		
05/03/2022	11:31 AM	TUE
BarPub (POS-MAIN)		
Labor Report (ALL)		
DATE : 05/03/2022 11:31 AM		
AUTHOR : ANDREW		
DATA RANGE		
05/03/2022 ~ 05/03/2022		
FILTERS		
EMPLOYEE : [ALL]		
TYPE		
TIME PERIOD : 60		
EMPLOYEE TYPE : YES		
=====		
JOB CODE	TIME - COST	
=====		
TOTAL	54:16 - \$848.51	
SONJAI	15:11 - \$151.83	
WAIT STAFF	15:11 - \$151.83	
BART	14:10 - \$198.34	
BARTENDER	14:10 - \$198.34	
MANNY	13:10 - \$263.34	
MANAGER	13:10 - \$263.34	
ANDREW	11:45 - \$235.00	
ADMIN	11:45 - \$235.00	
NO. 00000004 REG: POS-MAIN ADMIN		

* * * * *		

Sales and Labor % Report

The Labor Report has an option selection for Sales And Labor%. With this option selected a more detailed labor report showing sales vs. hours worked is displayed. The Sales and Labor % Report uses data from both the Period Report and the Time In Out Report.

Note: You must generate the End Of Day and End Of Pay reports every day to get meaningful data on the Sales and Labor% Report.

With the Option: Sales And Labor% selected, additional Type selections are available.

DESCRIPTION	CUST	NET SALES	AVG/CUST	HRS LBR	LABOR COST	%/NET SALES	LABORS/CUST	SALES/MAN-HOUR
TOTAL	163	\$3583.33	\$21.98	1124	\$141.23	3.94%	\$0.86	\$214.32
2021-02-22	1	\$7.71	\$7.71	00:00	\$0.00	0%	\$0.00	\$0.00
2021-02-23	7	\$44.33	\$9.19	00:00	\$0.00	0%	\$0.00	\$0.00
2021-02-25	24	\$601.11	\$25.04	00:00	\$0.00	0%	\$0.00	\$0.00
2021-03-01	2	\$7.63	\$3.81	00:00	\$0.00	0%	\$0.00	\$0.00

Sales And Labor% Report Settings

When the Sales And Labor% option is selected the TYPE selection on the Labor Report is changed to: **TYPE**

TIME PERIOD – Enter the desired time period in number of days, *i.e. 15, 30, 60, 100, etc.*

Additionally you can select **EMPLOYEE TYPE** or **NONE**.

DATE PERIOD – Choose: **Day, Week** or **Month**.

Additionally you can select **EMPLOYEE TYPE** or **NONE**.

Sales And Labor% Report Example

TYPE:

Time Period = 60

Employee Type NOT selected (**NONE**):

Data is shown per time period setting (hourly).

DESCRIPTION	CUST	NET SALES	AVG/CUST	HRS LBR	LABOR COST	%NET SALES	LABORS/CUST	SALES/MANHOURL
TOTAL	12	\$400.08	\$33.34	20.44	\$311.97	77.98%	\$25.99	\$19.29
08:00 - 08:59	0	\$0.00	\$0.00	00:34	\$5.67	0%	\$0.00	\$0.00
09:00 - 09:59	0	\$0.00	\$0.00	01:34	\$17.93	0%	\$0.00	\$0.00
10:00 - 10:59	0	\$0.00	\$0.00	02:34	\$35.33	0%	\$0.00	\$0.00
11:00 - 11:59	10	\$278.62	\$27.86	02:36	\$38.13	13.69%	\$3.81	\$107.16

TYPE:

Time Period = 60

With **EMPLOYEE TYPE** selected:

Data is shown for each Employee \ per Time Period setting (hourly).

DESCRIPTION	CUST	NET SALES	AVG/CUST	HRS LBR	LABOR COST	%NET SALES	LABORS/CUST	SALES/MANHOURL
TOTAL	12	\$400.08	\$33.34	20.44	\$311.97	77.98%	\$25.99	\$19.29
MANNY	4	\$169.81	\$42.45	04.47	\$95.67	56.34%	\$23.91	\$35.50
10:00 - 10:59	0	\$0.00	\$0.00	00:34	\$11.33	0%	\$0.00	\$0.00
11:00 - 11:59	4	\$169.81	\$42.45	00:52	\$17.33	10.21%	\$4.33	\$195.93
12:00 - 12:59	0	\$0.00	\$0.00	00:49	\$16.33	0%	\$0.00	\$0.00
13:00 - 13:59	0	\$0.00	\$0.00	01:00	\$20.00	0%	\$0.00	\$0.00
14:00 - 14:59	0	\$0.00	\$0.00	01:00	\$20.00	0%	\$0.00	\$0.00
15:00 - 15:59	0	\$0.00	\$0.00	00:32	\$10.67	0%	\$0.00	\$0.00
BART	3	\$53.17	\$17.72	05.47	\$80.97	152.20%	\$26.99	\$9.19
09:00 - 09:59	0	\$0.00	\$0.00	00:34	\$7.93	0%	\$0.00	\$0.00
10:00 - 10:59	0	\$0.00	\$0.00	01:00	\$14.00	0%	\$0.00	\$0.00
11:00 - 11:59	3	\$53.17	\$17.72	00:52	\$12.13	22.81%	\$4.04	\$61.34
12:00 - 12:59	0	\$0.00	\$0.00	00:49	\$11.43	0%	\$0.00	\$0.00
13:00 - 13:59	0	\$0.00	\$0.00	01:00	\$14.00	0%	\$0.00	\$0.00
14:00 - 14:59	0	\$0.00	\$0.00	01:00	\$14.00	0%	\$0.00	\$0.00
15:00 - 15:59	0	\$0.00	\$0.00	00:32	\$7.47	0%	\$0.00	\$0.00
SONJAI	3	\$55.64	\$18.54	04.48	\$48.00	122.21%	\$22.66	\$8.18
08:00 - 08:59	0	\$0.00	\$0.00	00:34	\$5.67	0%	\$0.00	\$0.00
09:00 - 09:59	0	\$0.00	\$0.00	01:00	\$10.00	0%	\$0.00	\$0.00

Printed Sales And Labor % Report Sample

Sam4POS			
05/03/2022 11:31 AM TUE			
BarPub (POS-MAIN)			
Labor Report (ALL)			
DATE : 05/03/2022 11:31 AM			
AUTHOR : BART			
DATA RANGE			
05/03/2022 ~ 05/03/2022			
OPTIONS			
SALES AND LABOR%			
FILTERS			
EMPLOYEE : ALL			
TYPE			
TIME PERIOD : 60			
NONE			
=====			
TIME PERIOD / ITEM			
=====			
TOTAL			
CUST:	10	NET SALES:	\$278.62
		AVG/CUST:	\$27.86
HRS LBR:	07:18	LABOR COST:	\$97.07
		%NET SALES:	34.84%
LABOR\$/CUST:			\$9.70
SALES/MANHOURL			\$38.16

08:00~08:59			
CUST:	0	NET SALES:	\$0.00
		AVG/CUST:	\$0.00
HRS LBR:	06:15	LABOR COST:	\$5.67
		%NET SALES:	0%
LABOR\$/CUST:			\$0.00
SALES/MANHOURL			\$0.00
09:00~09:59			
CUST:	0	NET SALES:	\$0.00
		AVG/CUST:	\$0.00
HRS LBR:	06:15	LABOR COST:	\$97.07
		%NET SALES:	0%
LABOR\$/CUST:			\$0.00
SALES/MANHOURL			\$0.00
10:00~10:59			
CUST:	0	NET SALES:	\$0.00
		AVG/CUST:	\$0.00
HRS LBR:	06:15	LABOR COST:	\$17.93
		%NET SALES:	0%
LABOR\$/CUST:			\$35.33
SALES/MANHOURL			\$0.00
11:00~11:59			
CUST:	10	NET SALES:	\$278.62
		AVG/CUST:	\$27.86
HRS LBR:	06:15	LABOR COST:	\$38.13
		%NET SALES:	13.69%
LABOR\$/CUST:			\$3.81
SALES/MANHOURL			\$107.16
NO. 00000018	REG: POS-MAIN	ADMIN	

Sales & Labor % Report Definitions:

DESCRIPTION = Time/Date Period.

CUST = Customer Count, number of customers.

NET SALES = Net Sales total amount.

AVG/CUST = Average amount per customer.

** CUST and NET SALES values are from Sales by Time Period Report where AVG/CUST is division of these two values.

HRS LBR = Sum of working hours for employees who had worked in the chosen time period.

LABOR COST = Multiplication of working hour and pay rate for every employee.

%/NET SALES = Ratio of NET SALES to LABOR COST.

'LABOR\$/CUST' = Labor Cost per Customer which can be calculated by dividing the LABOR COST by CUST (number of customers).

SALES/MANHOURL = divide NET SALES by 'HRS LBR'. That is 'SALES/MANHOURL'.

Supplement Revision History

Revision Number	Date Published	Revision Contents
v1.0	8/1/2018	Initial Release
v1.1	8/22/2018	Added End of Day/End of Pay
v1.2	6/25/2019	Updated: Employee Authority Level, Report Option
v1.3	8/27/2019	Corrected Time Keeping Report information
v1.4	11/5/2019	Updated Print Option, Report Option
v1.5	4/21/2020	Print Option, added T.K. Reports video link
v1.6	6/11/2021	Updated T.K. Option; Added Labor Report and Sales & labor % Report information
v1.7	10/5/2021	Added REPORT function key; Updated Time Clock Editing info
v1.8	1/5/2022	Added Note: Overtime calculations will begin anew when the End Of Pay report is generated.
v1.9	5/6/2022	Time Clock Edit; Sale And Labor % Report; Report Samples