



# Time Keeping Supplement



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Sam4POS Time Keeping v1.2

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# Overview

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## 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.

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## 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 > Job Code & Pay Rate.
4. Set Program Mode: related fields in each employee file.
  - a. Program job codes.
  - b. Program pay rates.
  - c. Review Authority Levels.

---

# 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 time keeping records (**REP** Mode/OTHER REPORTS/TIME KEEPING, choose Z1).

## **End of Pay Period (Weekly)**

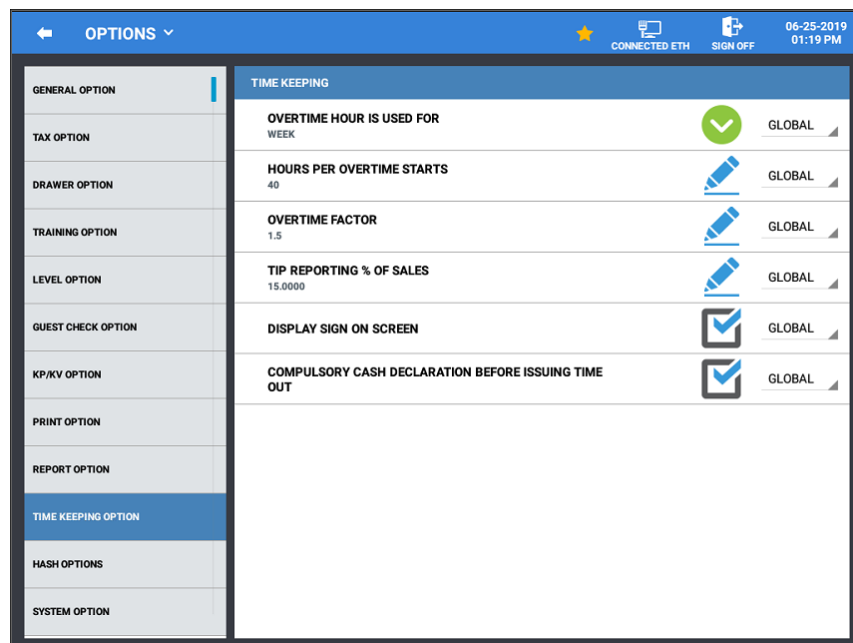
After completion of the weekly pay period, complete a time keeping end of period report. (REP Mode/OTHER REPORTS/TIME KEEPING – Choose Z, Report Level 2) You must complete the end of week report immediately after the last daily report of the week is taken. For example, if your pay period ends on Saturday, you must take the end-of-day report immediately followed by the end-of-period report.

# Programing Required

## Program Mode Options

### 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**

Select either "DAY" or "WEEK" for overtime hours.

### **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 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.

### **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**

1. From the Program Mode main menu, touch **OPTIONS**, touch **OPTIONS**, then touch **PRINT OPTION** to display the printing options.
2. Review options **PRINT RECEIPT FOR TIME CLOCK IN/OUT**. Check this option if you wish to print at the receipt when employees clock in and out.

## **Report Option**

1. From the Program Mode main menu, touch **OPTIONS**, touch **OPTIONS**, then touch **REPORT OPTION** to display the printing options.
2. In the **GENERAL** section, set the **START DAY OF WEEK**. This is the official day of the week for reporting.

## 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 10 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 *PAT 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 13 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.

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**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.

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## 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"/>	7.00
<input type="checkbox"/>	2	BARTENDER	<input type="checkbox"/>	7.25
<input type="checkbox"/>	3	MANAGER	<input type="checkbox"/>	7.50
<input type="checkbox"/>	4	CASHIER	<input type="checkbox"/>	7.75
<input type="checkbox"/>	5	DISHWASHER	<input type="checkbox"/>	8.00
<input type="checkbox"/>	6	CHEF	<input type="checkbox"/>	8.25
<input type="checkbox"/>	7	COOK	<input type="checkbox"/>	8.50
<input type="checkbox"/>	8	ADMIN	<input type="checkbox"/>	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

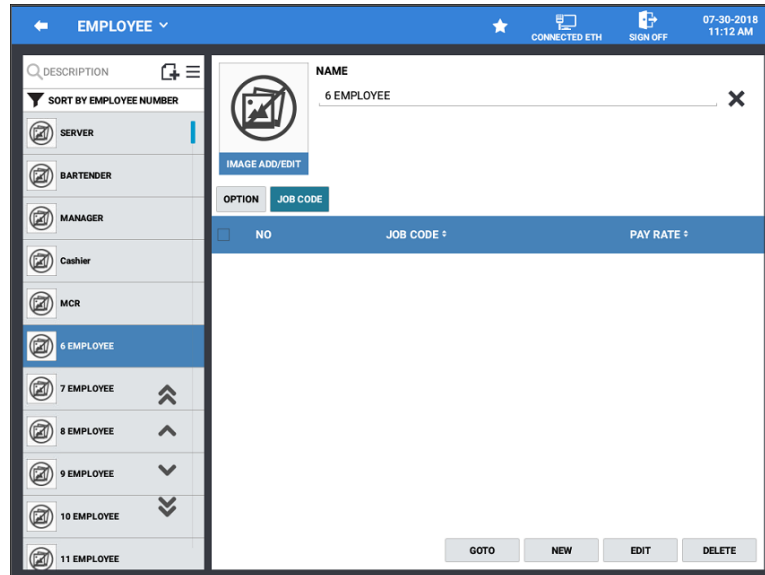
2. Select **NEW**, **EDIT** or **DELETE** as needed to maintain the job codes & pay rates.
  - a. **NEW** – used to add a new Job Codes or pay Rates to the list.
  - b. **EDIT** – used to edit existing Job Codes and Pay Rates.
  - c. **DELETE** – select a Job Code or Pay Rate from the list and press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



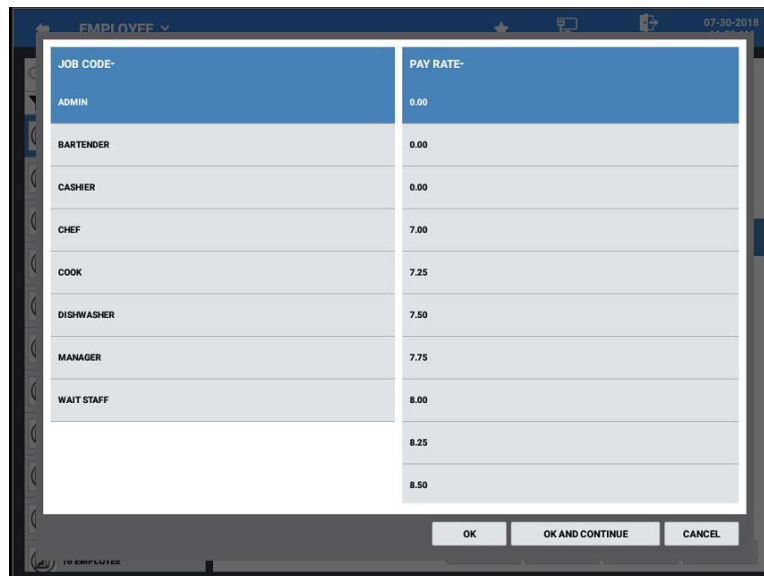
## Assign Employee Job Codes and Pay Rates

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.

## **Authority Level Program**

Each employee must be assigned an authority level. See “Employee Options” 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, employee needs manager 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/FUNTION***

##### **ALLOW EMPLOYEE EDIT**


##### **ALLOW AUTHORITY LEVEL EDIT**

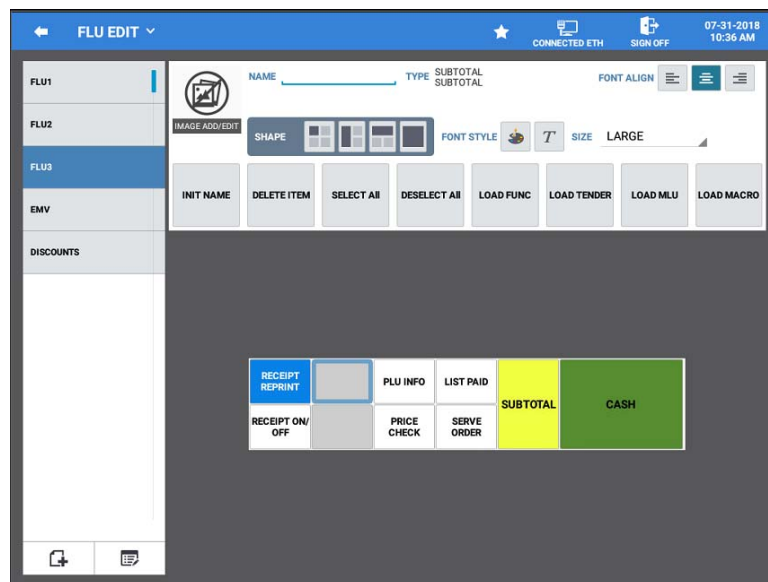
##### **ALLOW JOBPAY EDIT**

## Assign Time In/Out Function Key

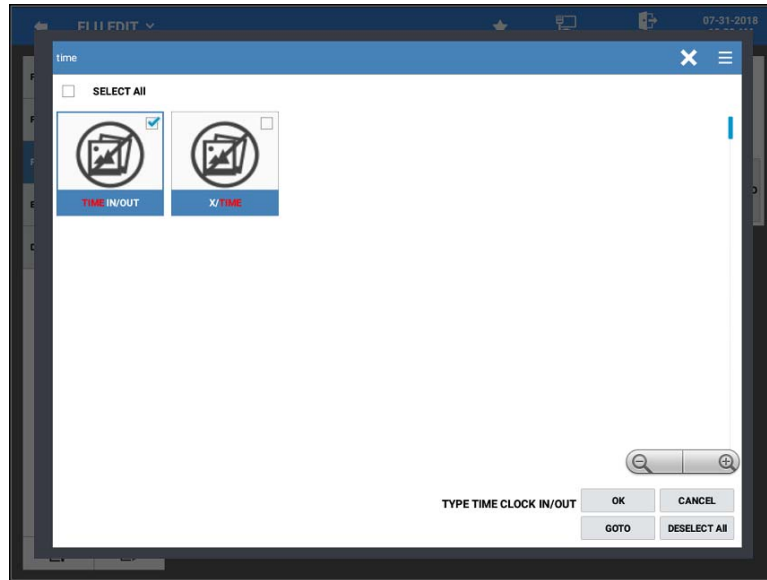
If you will be performing Time In/Out operations from the register mode, you will need to assign the Time In/Out function to an MLU or FLU key location. Refer to the Screen Edit section in the Sam4POS Program Manual for complete details.

### Programming MLU & FLU Buttons

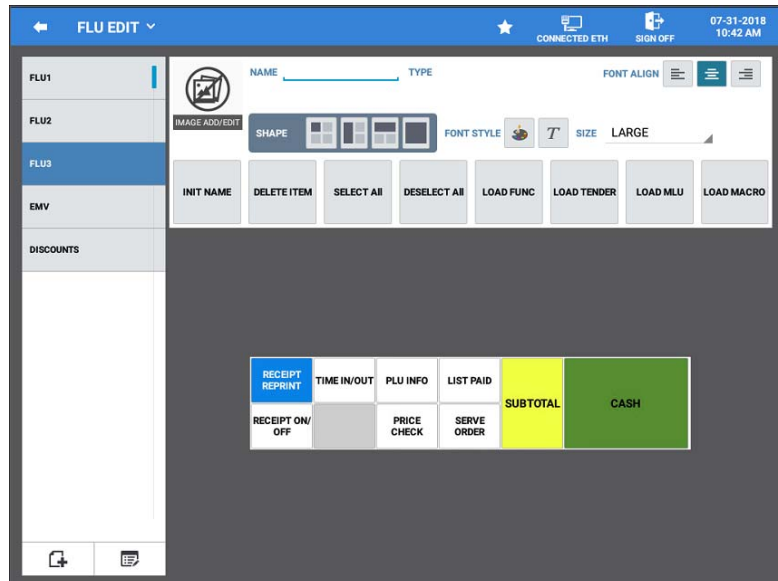
1. From the main Program Mode menu screen, select **Screen Edit** then select either **MLU Edit** or **FLU Edit** depending on where you want to assign the Time In/Out key.
2. Select an **MLU** or **FLU Group** from the list to view the MLU's associated with that group.
3. Select a **MLU** or **FLU**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



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



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

# Operation Procedures

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## 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.

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

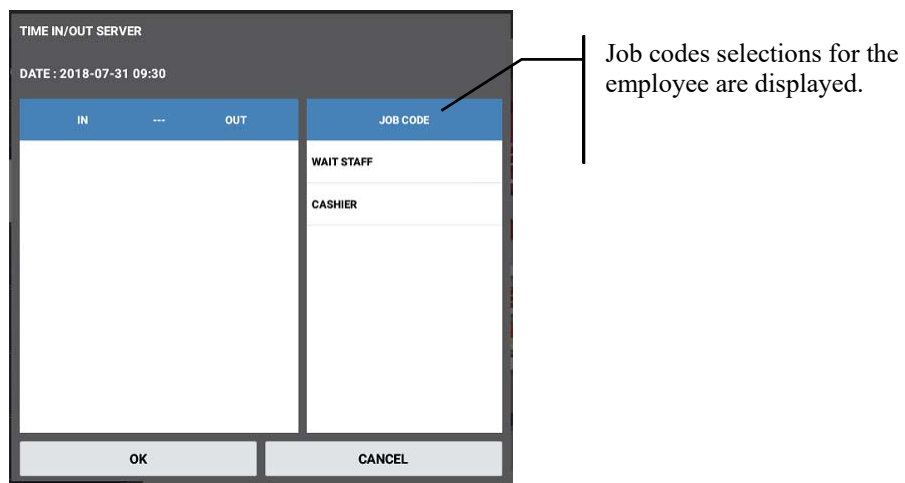
---

### Clock In (Main Screen)

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:



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.

## Clock In (Register Mode)

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

TIME IN/OUT 7 EMPLOYEE  
DATE : 2018-07-31 09:54

IN	---	OUT	JOB CODE
			BARTENDER
			MANAGER

OK CANCEL

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.

### **Sample Time In Receipt**

```
TIME CLOCK - IN : 07-31-2018
DAVROS
DATE IN      OUT  JOB NAME      TYPE
07/31 09:44 - --: -- BARTENDER

BARTENDER           0000:00 REG/0000:00 OT

TIPS : $0.00
```

---

**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:

Clock in and out times for the day are displayed.

IN	---	OUT	CLOCK OUT
07/31 09:38 WAIT STAFF	---		OUT
			BREAK TIME

OK CANCEL

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

IN	---	OUT	CLOCK OUT
07/31 09:38 WAIT STAFF	---	07/31 11:13 BREAK TIME	OUT
			BREAK TIME

OK CANCEL

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

### Sample Clock Out for Break Receipt

```

TIME CLOCK - IN : 07-31-2018
DAVROS
DATE IN      OUT  JOB NAME      TYPE
07/31 09:44 - 13: 23 BARTENDER     BRK

BARTENDER           0000:00 REG/0000:00 OT

TIPS : $10.00
    
```



## **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.

## **Clock Out for Day**

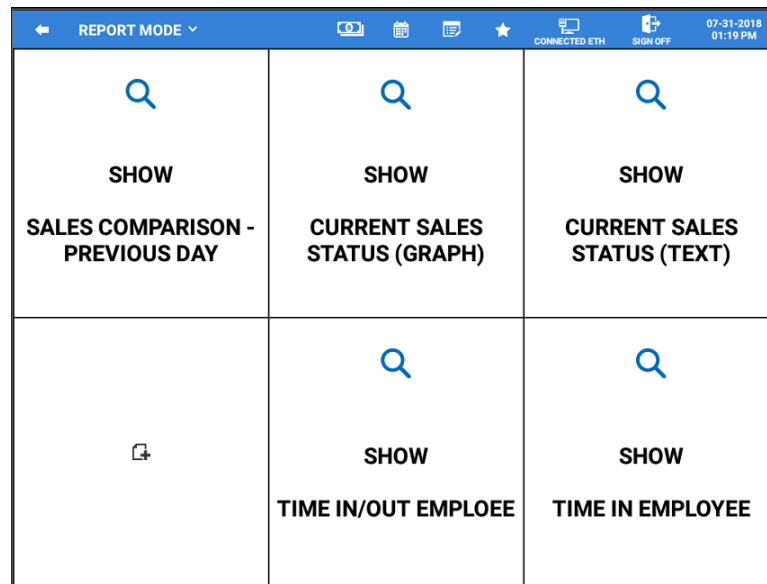
1. Enter the employee clock in code and touch the **TIME IN/OUT** function key to display the clock in/out window:
2. Touch the **OUT** key.
3. Touch **OK** to complete the clock in.


# Time Keeping 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. We can assign 'Time In Employee' to one of these grids to easily see which employees are currently clocked in. We can also assign 'Time In/Out Employee' to one of the available grids to view the current regular and overtime hours for employees.

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



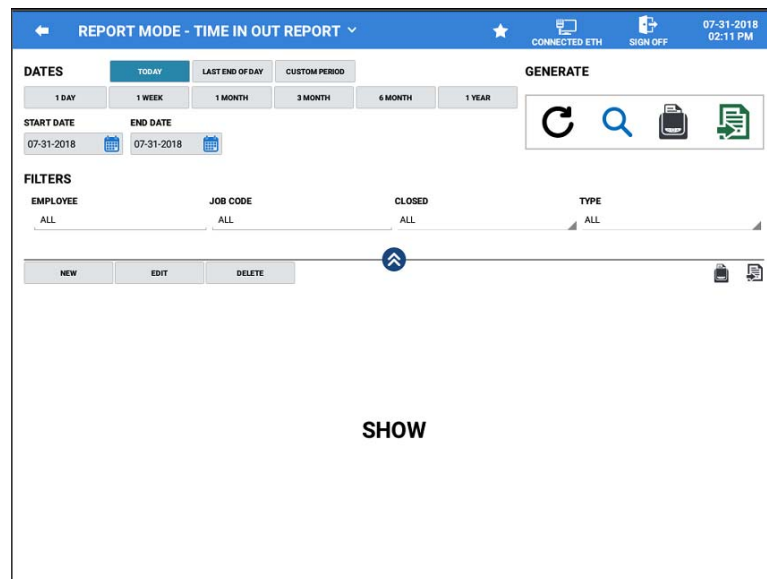
2. Press the  icon to **'SHOW'** the selected summary report details.



REPORT MODE			CONNECTED ETH	SIGN OFF	07-31-2018 01:20 PM																						
  <b>SHOW</b>  <b>SALES COMPARISON - PREVIOUS DAY</b>	  <b>SHOW</b>  <b>CURRENT SALES STATUS (GRAPH)</b>	  <b>SHOW</b>  <b>CURRENT SALES STATUS (TEXT)</b>																									
	<table border="1"> <thead> <tr> <th colspan="2">TIME IN/OUT EMPLOYEE</th> <th colspan="2">TIME IN EMPLOYEE</th> </tr> </thead> <tbody> <tr> <td>SERVER</td> <td>0000:40 REG/0000:00 OT</td> <td>BARTENDER</td> <td>07-31-2018 09:43</td> </tr> <tr> <td>SERVER</td> <td>0001:35 REG/0000:00 OT</td> <td>MANAGER</td> <td>07-31-2018 09:44</td> </tr> <tr> <td>EMPLOYEE</td> <td>0003:21 REG/0000:00 OT</td> <td>EMPLOYEE</td> <td>07-31-2018 09:59</td> </tr> <tr> <td>MANAGER</td> <td>0003:36 REG/0000:00 OT</td> <td>SERVER</td> <td>07-31-2018 12:40</td> </tr> <tr> <td>BARTENDER</td> <td>0003:37 REG/0000:00 OT</td> <td></td> <td></td> </tr> </tbody> </table>	TIME IN/OUT EMPLOYEE		TIME IN EMPLOYEE		SERVER	0000:40 REG/0000:00 OT	BARTENDER	07-31-2018 09:43	SERVER	0001:35 REG/0000:00 OT	MANAGER	07-31-2018 09:44	EMPLOYEE	0003:21 REG/0000:00 OT	EMPLOYEE	07-31-2018 09:59	MANAGER	0003:36 REG/0000:00 OT	SERVER	07-31-2018 12:40	BARTENDER	0003:37 REG/0000:00 OT				
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MANAGER	0003:36 REG/0000:00 OT	SERVER	07-31-2018 12:40																								
BARTENDER	0003:37 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.

1. From the main **Program Mode** menu, 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.



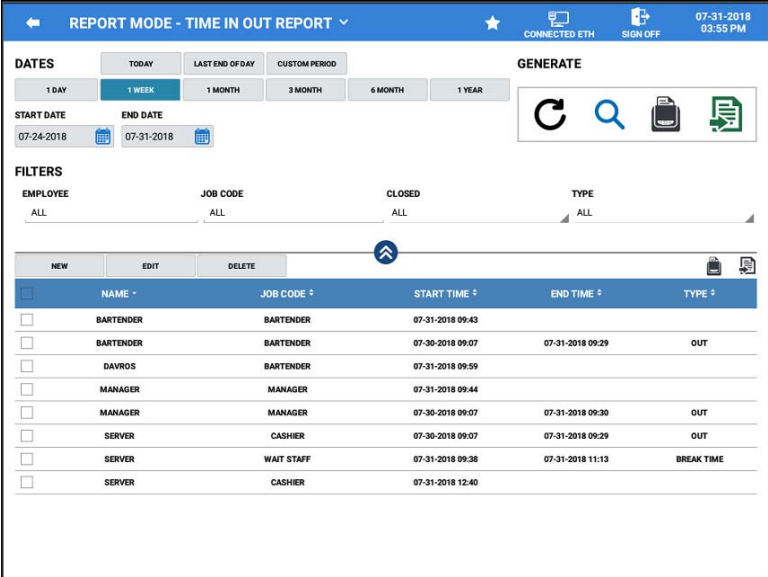
3. After selecting the Time In Out Report, you can choose **DATES** to view reports for: Today, Last End of Day, or set a Custom Period; you can also choose from Daily, Weekly, Monthly, 3 Month, 6 Month or Yearly reports. Simply make your selection and press the **REFRESH** icon to change the current view to your new selections.
  - a. With the report displayed, you can scroll up and down through the data as necessary.
  - b. 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.
  - c. **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
  - d. The **GENERATE** section provides:
    - ◆ A Refresh button  to refresh the report data after changing date selections, options or filters.
    - ◆ A Zoom button  to view just the report data.

- ♦ A Report View button  that allows you to view the report and/or print to the receipt printer.
  - ♦ The 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, Filters selections. This allows you to view just the report data.
4. Additional buttons are available for:
- a. **NEW** – To add a new time entry
  - b. **EDIT** – To edit a selected time entry
  - c. **DELETE** – To delete a selected time entry

## Time Clock Edit

If an employee forgets to clock in or out, authorized personnel can use the time clock edit function on the Time In/Out Report to correct incorrect clock entries or add time entries.

1. From the main **Program Mode** 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 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
<input type="checkbox"/>	BARTENDER	07-31-2018 09:43		
<input type="checkbox"/>	BARTENDER	07-30-2018 09:07	07-31-2018 09:29	OUT
<input type="checkbox"/>	DAVROS	07-31-2018 09:59		
<input type="checkbox"/>	MANAGER	07-31-2018 09:44		
<input type="checkbox"/>	MANAGER	07-30-2018 09:07	07-31-2018 09:30	OUT
<input type="checkbox"/>	SERVER	07-30-2018 09:07	07-31-2018 09:29	OUT
<input type="checkbox"/>	SERVER	07-31-2018 09:38	07-31-2018 11:13	BREAK TIME
<input type="checkbox"/>	SERVER	07-31-2018 12:40		

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

REPORT MODE - TIME IN OUT REPORT				
SAVE	CANCEL			
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
DAVROS	BARTENDER	07-31-2018 09:59		
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		

- Touch the time entry field for the employee time you wish to edit. To Edit Clock In entry, touch the **START TIME (MM-DD-YYYY HH:MM)** entry field. The Start time edit dialog displays:

START TIME - (ORIGINAL : 07-31-2018 09:43)

Jun	30	2017
Jul	31	2018
Aug	01	2019
8	42	
9	:	43 AM
10	44	PM

OK CANCEL

- 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.)
- To Edit Clock Out entry, touch the **END TIME (MM-DD-YYYY HH:MM)** entry field. The End Time entry dialog displays:

END TIME - (ORIGINAL : null)

Jul	31	2017
Aug	01	2018
Sep	02	2019
10	07	
11	:	08 AM
12	09	PM

DELETE OUT BREAK TIME CANCEL

- You can edit the Month – Day – or Year as well as the Hours – Minutes and AM/PM entry. Select the type for the new end time entry:
  - DELETE** – to delete the current end time entry.
  - 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.
9. Touch **OK** to save. (Note that the original end time entry is shown in the title bar.)
10. 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.
11. Employees that have had their time edited will appear red:

	NAME	JOB CODE	START TIME	END TIME	TYPE
<input type="checkbox"/>	BARTENDER	BARTENDER	07-31-2018 09:43	07-31-2018 23:26	OUT
<input type="checkbox"/>	BARTENDER	BARTENDER	07-30-2018 09:07	07-31-2018 09:29	OUT
<input type="checkbox"/>	DAVROS	BARTENDER	07-31-2018 09:59	07-31-2018 23:41	OUT
<input type="checkbox"/>	MANAGER	MANAGER	07-31-2018 09:44	07-31-2018 20:36	OUT
<input type="checkbox"/>	MANAGER	MANAGER	07-30-2018 09:07	07-31-2018 09:30	OUT
<input type="checkbox"/>	SERVER	CASHER	07-30-2018 09:07	07-31-2018 09:29	OUT
<input type="checkbox"/>	SERVER	WAIT STAFF	07-31-2018 09:38	07-31-2018 11:13	BREAK TIME
<input type="checkbox"/>	SERVER	CASHER	07-31-2018 12:40	07-31-2018 23:37	OUT

## Sample Time Clock Edit Receipt

TIME CLOCK - EDIT  
 < BEFORE EDITING >

SONJAI  
 DATE IN OUT JOB NAME TYPE  
 07/31 09:07 - 09:29 CASHIER OUT  
 07/31 14:44 - 11:13 WAIT STAFF BRK  
 07/31 12:40 - 11:-- CASHIER

WAIT STAFF 1:35 REG 0:00 OT  
 CASHIER 24:22 REG 0:00 OT

TIPS : \$0.00

MANNY  
 DATE IN OUT JOB NAME TYPE  
 07/31 09:07 - 13:23 MANAGER OUT  
 08/01 15:43 - ---:-- MANAGER

MANAGER 0000:00 REG/0000:00 OT

TIPS : \$0.00

< AFTER EDITING >

SONJAI  
 DATE IN OUT JOB NAME TYPE  
 07/31 09:07 - 09:29 CASHIER OUT  
 07/31 14:44 - 11:13 WAIT STAFF BRK  
 \* 07/31 12:40 - 23:37 CASHIER OUT

WAIT STAFF 1:35 REG 0:00 OT  
 CASHIER 35:19 REG 0:00 OT

TIPS : \$0.00

MANNY  
 DATE IN OUT JOB NAME TYPE  
 07/31 09:07 - 13:23 MANAGER OUT  
 08/01 15:43 - 20:36 MANAGER OUT

MANAGER 35:15 REG 0:00 OT

TIPS : \$0.00



# 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 totals for the selected reports.

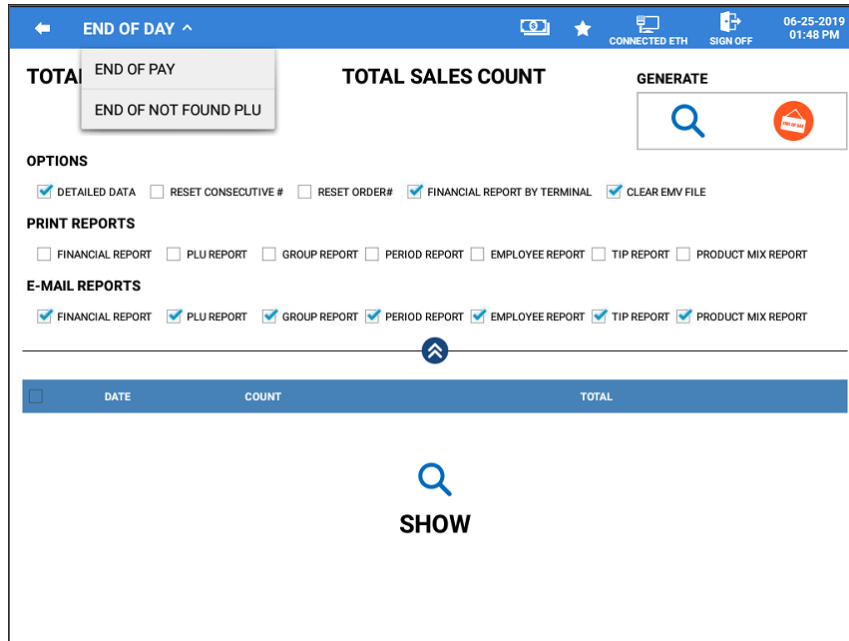
1. From the main **Program Mode** menu, press the **'END OF DAY'** icon; the default screen displays the total sales amount and count for all the available reports. Reports can be selected/deselected as desired to view.

The screenshot shows the 'END OF DAY' interface. At the top, there's a blue header with 'END OF DAY' and a dropdown arrow. To the right, there are icons for 'CONNECTED ETH' and 'SIGN OFF', along with the date and time '06-25-2019 01:47 PM'. Below the header, there are two main sections: 'TOTAL SALES AMOUNT' and 'TOTAL SALES COUNT'. To the right of these is a 'GENERATE' button with a magnifying glass icon and a red 'PRINT' button. Underneath, there's an 'OPTIONS' section with checkboxes for 'DETAILED DATA', 'RESET CONSECUTIVE #', 'RESET ORDER#', 'FINANCIAL REPORT BY TERMINAL', and 'CLEAR EMV FILE'. Below that is a 'PRINT REPORTS' section with checkboxes for 'FINANCIAL REPORT', 'PLU REPORT', 'GROUP REPORT', 'PERIOD REPORT', 'EMPLOYEE REPORT', 'TIP REPORT', and 'PRODUCT MIX REPORT'. The 'E-MAIL REPORTS' section has checkboxes for 'FINANCIAL REPORT', 'PLU REPORT', 'GROUP REPORT', 'PERIOD REPORT', 'EMPLOYEE REPORT', 'TIP REPORT', and 'PRODUCT MIX REPORT'. At the bottom, there's a blue bar with a magnifying glass icon and the word 'SHOW'.

# 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 time keeping report data.

1. From the main **End Of Day** report screen, press the End of Day title to access the sub menu selections. Select the **END OF PAY** report.



## 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.

All previous Time Keeping data appears in the list, however, you will not be able to edit previously cleared report data.

DATE	TIME	COST	OVERTIME
<input checked="" type="checkbox"/> 02-19-2018 – 02-25-2018	07:10	\$100.62	00:00
<input checked="" type="checkbox"/> Cassie	01:25	\$16.85	00:00
<input checked="" type="checkbox"/> SONJAI	01:57	\$19.49	00:00
<input checked="" type="checkbox"/> MANNY	01:51	\$36.99	00:00
<input checked="" type="checkbox"/> BARTENDER	01:57	\$27.29	00:00
<input type="checkbox"/> 03-12-2018 – 03-18-2018	143:52	\$1920.90	66:46
<input type="checkbox"/> SONJAI	106:46	\$1401.50	66:46
<input type="checkbox"/> BARTENDER	37:06	\$519.40	00:00
<input type="checkbox"/> 06-11-2018 – 06-17-2018	2312:10	\$49082.92	2152:10
<input type="checkbox"/> MCR	76:52	\$786.22	36:52
<input type="checkbox"/> SONJAI	745:05	\$10976.25	705:05
<input type="checkbox"/> MANNY	745:06	\$21953.00	705:06
<input type="checkbox"/> BARTENDER	745:07	\$15367.45	705:07
<input type="checkbox"/> 07-02-2018 – 07-08-2018	36:45	\$551.40	00:00
<input type="checkbox"/> SONJAI	13:32	\$156.77	00:00
<input type="checkbox"/> MANNY	11:36	\$232.00	00:00

1. To view the Time In/Out Reports, press the 'Show icon' in the **GENERATE** area; the **REPORT MODE – TIME IN OUT REPORT** screen is loaded:

2. This is the same screen as described in the “Time Keeping Reports” section on page 18 of this supplement. Refer to this section for details. Press the back-arrow icon to return to the End Of Pay report screen.
3. 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.

## End Of Pay Sample Report

03-02-2018	09:30 AM	FRI
END OF PAY		
DATE : 03-02-2018 09:30 AM		
=====		
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

# Supplement Revision History

<b>Revision Number</b>	<b>Date Published</b>	<b>Revision Contents</b>
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