How to add employees to Aloha
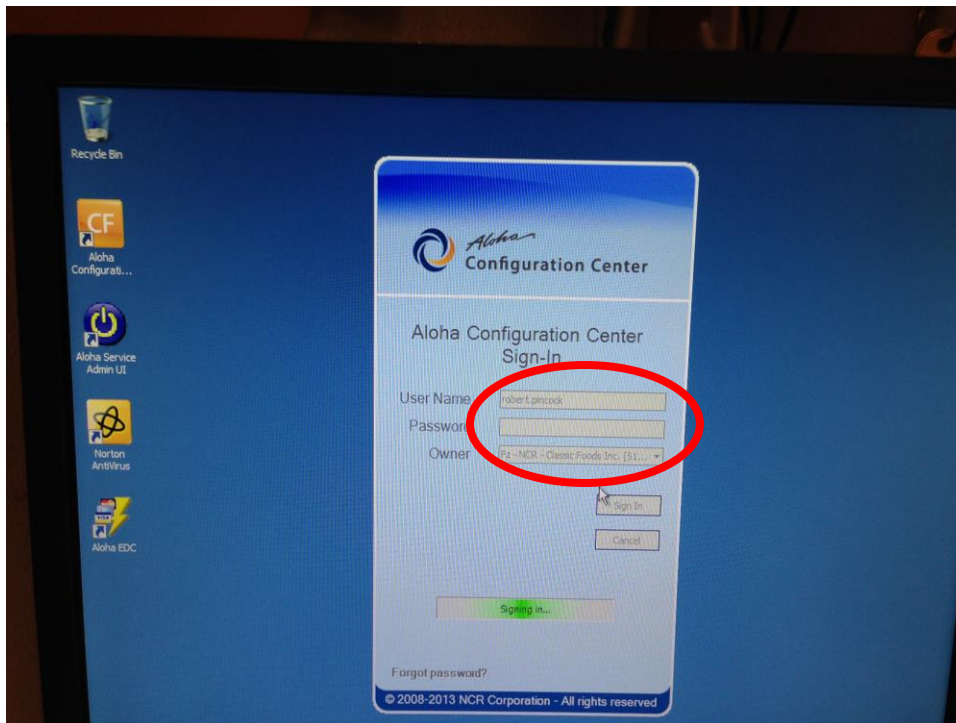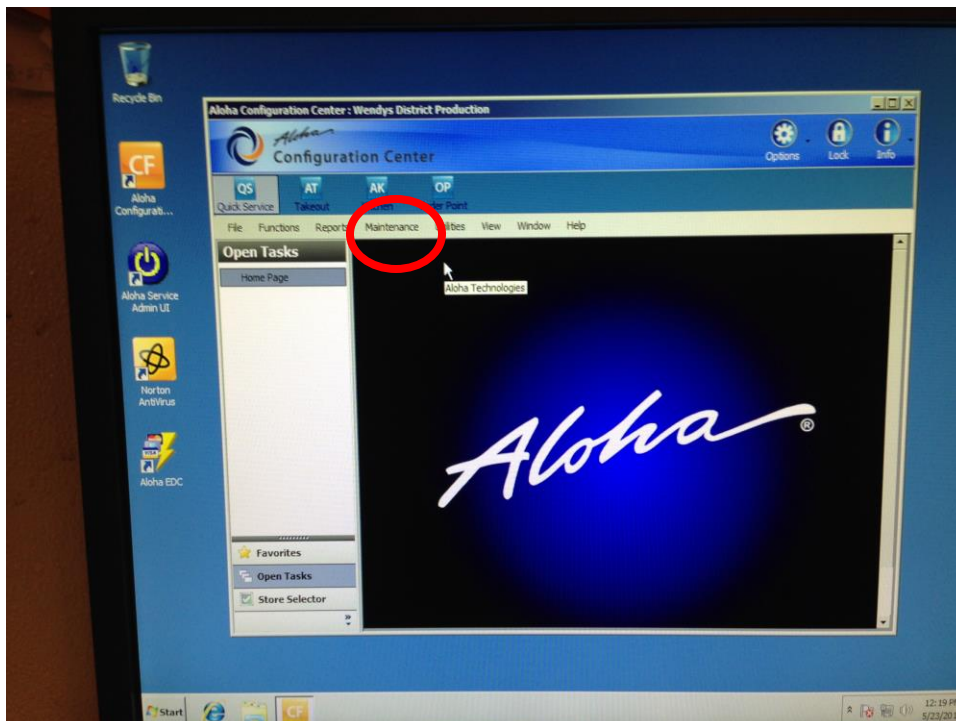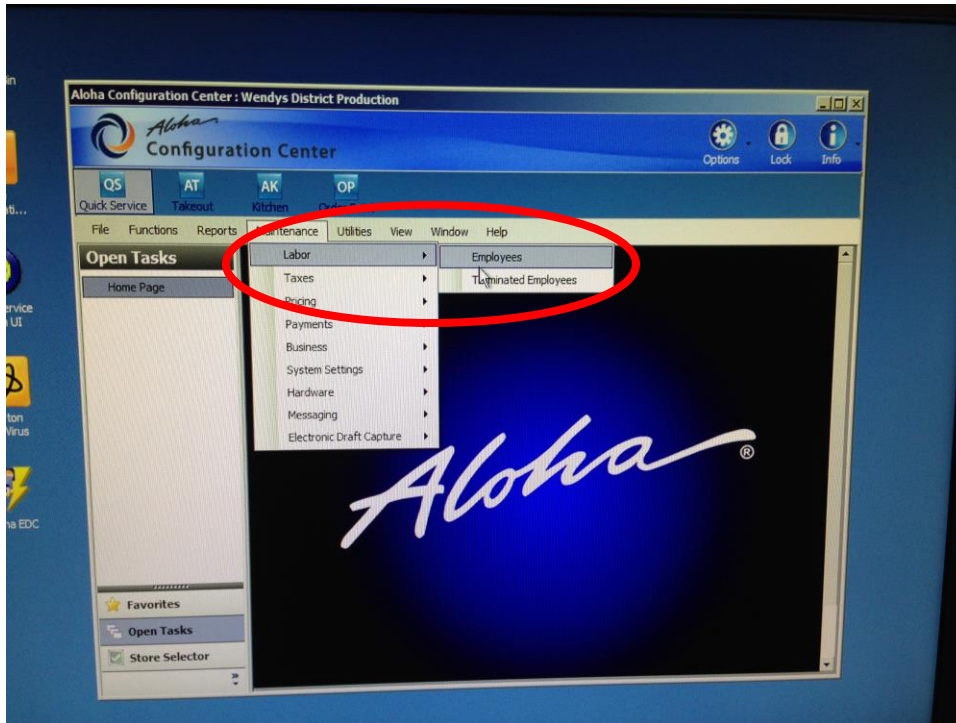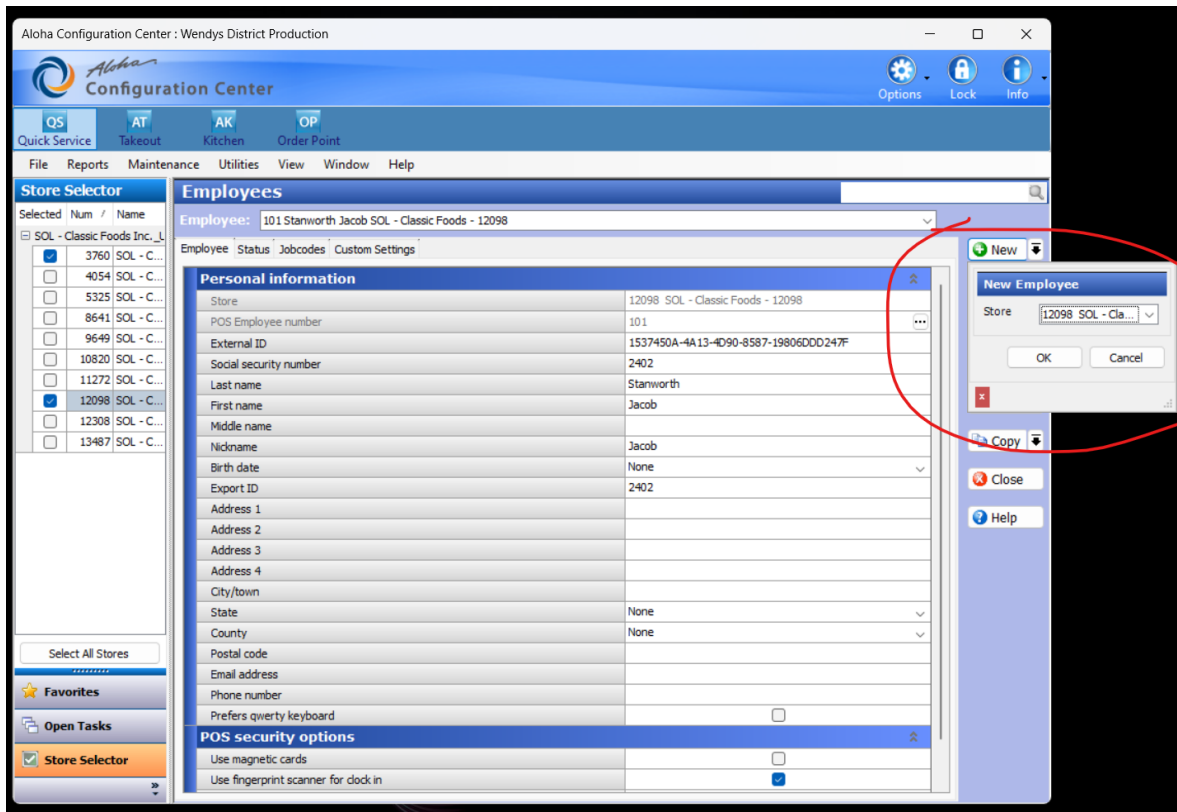
Open Aloha Configuration and sign in.

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.
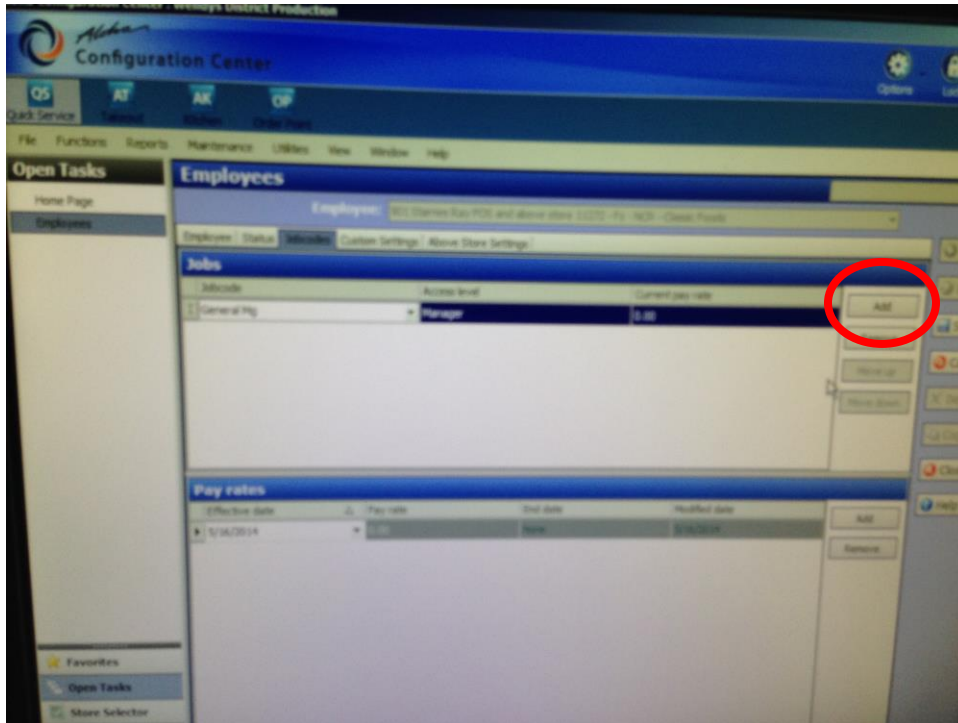
Fill in the Following Information....

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

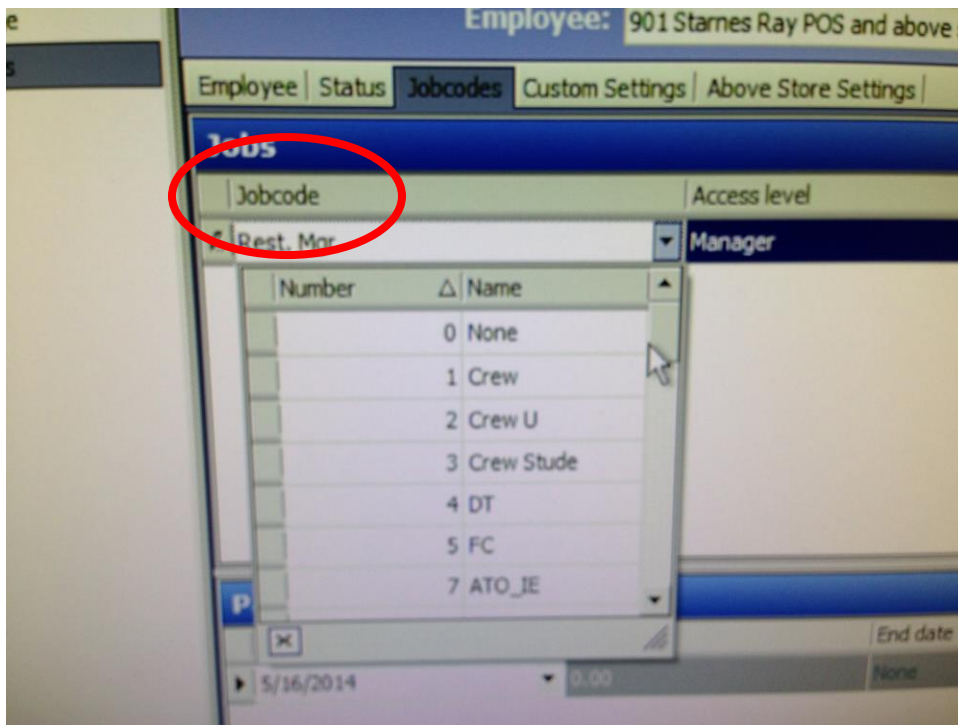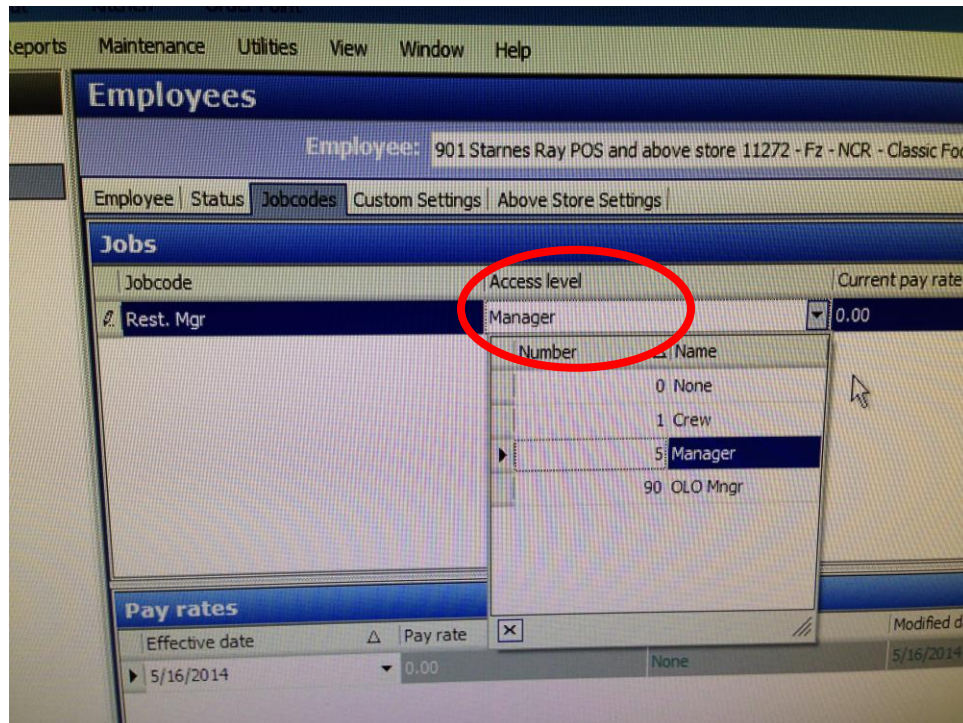Job Status is Part time for crew and shifts – enter start date

Click on Jobcodes Tab and click ADD
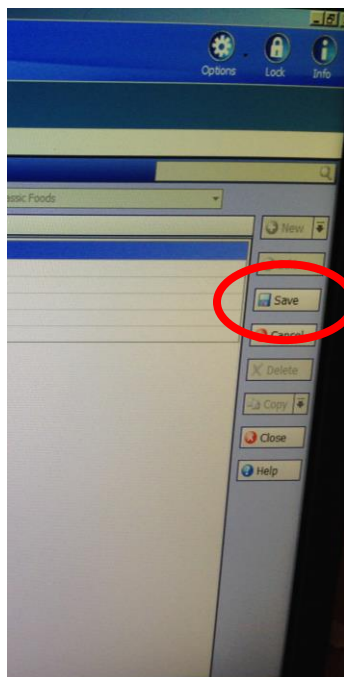

Choose (1) Crew or (200)Shift Manager

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

Fill in the Current Pay Rate

Click Save

If promted, click proform live update.

They can now enroll their fingerprint enrolled on the Aloha System