How to add employees to Aloha

Open Aloha Configuration and sign in.

Recycle Bin		
Aloha Configuras	Configuration Center	
Aloha Service Admin UI	Aloha Configuration Center Sign-In	
Norton AntiVius	User Name (poler Lancosk Ministration) Passwort Owner 172 - MCR - Cheat Foods Inc. (51, -)	
Aloha EDC	Canet 1	
	Spring m	

Go to Maintenance



Go to Labor and then Employees

Configurat	tion Center	Options Lock Info
QS AT AT Takeout	AK OP Kithen Order	
File Functions Reports	antenance Utilities View Window Help	
)pen Tasks	Labor + Employees	
Home Page	Taxes Tuminated Employees	
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	Payments	
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	System Settings	
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Click on the New button drop down arrow and verify your store is populated and push OK.

Aloha Configuration Center : W	Vendys District Production		-		×
O Aloha Configuratio	on Center	Optio). (ns l		fo ·
QS AT Quick Service Takeout	AK OP Kitchen Order Point				
File Reports Maintenan	ce Utilities View Window Help				
Store Selector	Employees				Q,
Selected Num / Name	mployee: 101 Stanworth Jacob SOL - Classic Foods - 12098		~	~	
SOL - Classic Foods IncL 3760 SOL - C	mployee Status Jobcodes Custom Settings	/		O New	Ŧ
4054 SOL - C	Personal information		^	New I	Employee
5325 SOL - C	Store	12098 SOL - Classic Foods - 12098		Store	
8641 SOL - C	POS Employee number	101	\odot	Store	12098 SOL - Cla V
9649 SOL - C	External ID	1537450A-4A13-4D90-8587-19806DDD247F			or logarit
10820 SOL - C	Social security number	2402			OK Cancel
11272 SOL - C	Last name	Stanworth	-11		
2 12098 SOL - C	First name	Jacob			.i.
12308 SOL - C	Middle name		\mathbf{N}	Ph Com	
13487 SOL - C	Nickname	Jacob	-11	Сору	•
	Birth date	None	~	Close	
	Export ID	2402	-11	Citros	
	Address 1		-11	Help	
	Address 2		-11		
	Address 3		-11		
	Address 4		-111		
	City/town		-111		
	State	None	~		
	County	None	<u>~</u>		
Select All Stores	Postal code		-111		
	Email address		-111		
ravontes	Phone number				
🔁 Open Tasks	Prefers qwerty keyboard				
	POS security options		× '		
Store Selector	Use magnetic cards				
»	Use fingerprint scanner for clock in				
•					

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

Kitchen Older Folit		
ance Utilities View Window Help		
Employees		Q
Employee: 187 SOL - Classic Foods - 12098	~	
Employee Status obcodes Tax Custom Settings		🚱 New 🔻
Employment status	*	G Edit
Employment status	Active 🗸	Eur
Job status	Part-Time 🗸	ave Save
Start date	11/13/2023 ~	
Break exemption	*	Ocancel
Employee waives 'Consent' breaks		
Exempt from minor break rules	None 🗸	X Delete
		🖹 Сору 🔻
		🔇 Close

Click on Jobcodes Tab and click ADD

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Ple Functions Researce Open Tasks Home Page Englishees	Martmanx Utilia Employees Ingless Data Motols Motols	a New Window and Desphares (International Content Strings, Rose 1 Access 1 Access 1	Mill and dense days 1120 for Settings	Sa 162 San feat	
Paventes Open Taska Stare Scientia	Pay rates Officien data 1 1/14/2018	A Prom	Tri data Tri	nuties are	

Choose (1) Crew or (200)Shift Manager

e			Employee:	9015	tarnes Ray POS and above s		
	Employee Status	Jobco	des Custom	Settings	Above Store Settings		
	1:05						
	Jobcode				Access level		
	Rest. Mor			-	Manager		
	Number	Δ	Name	-			
		0	None	N			
		1	Crew	3			
Statistics of		2	Crew U				
Rolling Street Lines		3	Crew Stude				
		4	DT				
	1.000.000	5	FC				
	P	7	ATO_IE	-			
	×	i de la		la	End date		
	\$/16/2014		- 0.00		None		

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

Emp	oyee: 901 Starnes Ray POS	and above store 11272 -	Fz - NCR - Classic F
Employee Status Jobcodes	Custom Settings Above Store :	Settings	
Jobs			
Jobcode	Access level		Current pay ra
🧟 Rest. Mgr	Manager		0.00
	Number	AName	
		0 None	A
		1 Crew	
		5 Manager	
		90 OLO Mngr	
Pay rates			
Effective date	△ Pay rate ×	1	Modifie
5/16/2014	▼ 0.00	None	5/10/20

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