Employee Management



Manage Employee Schedules Tim	<u>e Off Requests</u>						
			dule Is Posted		_		
	<u></u>	Week of J	un 18 - Jun 24				
Daily Budget	Mon	Tue	Wed	<u>Thu</u>	<u>Fri</u>	Sat	Sun
As scheduled	\$382.51 \$384.52	\$538.21 \$505.61	\$292.09 \$515.49	\$555.05 \$560.53	\$648.26 \$745.7	\$629.82 \$521.27	\$430.51 \$428.42
Driver	3 shifts 14 hrs / \$64	3 shifts 14.5 hrs / \$110	3 shifts 14.5 hrs / \$116	4 shifts 17 hrs / \$120	5 shifts 21 hrs / \$152	4 shifts 19.5 hrs / \$156	2 shifts 13.5 hrs / \$108
Unassigned 3 shifts 10 hours \$0	<u>10:30 AM</u> - <u>04:30 PM</u>			<u>11:00 AM</u> - 01:00 PM	11:00 AM 01:00 PM		
Adriano Dos Santos 5 shifts 27.5 hours \$220		<u>10:30 AM</u> - <u>04:30 PM</u>	<u>18:30 AM</u> - <u>84:80 PM</u>	<u>10:30 AM</u> - 04:00 PM	<u>10:30 AM</u> - <u>04:00 PM</u>	<u>11:30 AM</u> - 04:38 PM	
Jesse Pereira 5 shifts 20.5 hours \$164	06:00 PM - 08:00 PM	NOT AVAIL		05:30 PM - 10:30 PM	<u>86:30 PM</u> - <u>88:30 PM</u>	05:00 PM - 09:00 PM	12:30 PM - 08:30 PM
Marcelo Braga Areas 6 shifts 31.5 hours \$252	04:30 PM - 10:30 PM	<u>04:30 PM</u> - <u>10:30 PM</u>	<u>04:00 PM</u> - <u>08:30 PM</u>	04:00 PM - 08:30 PM	<u>84:88 PM</u> - <u>89:38 PM</u>	<u>04:00 PM</u> - <u>09:00 PM</u>	
Rafael Monteiro 5 shifts 24.5 hours \$196		<u>06:00 PM</u> - <u>08:30 PM</u>	06:00 PM - 10:30 PM NOT AVAIL		<u>85:88 PM</u> - <u>11:38 PM</u>	<u>86:00 PM</u> - <u>11:30 PM</u>	<u>84:30 PM</u> - 10:30 PM
Manager	2 shifts 14.5 hrs / \$176.02	1 shift 8 hrs / \$88	1 shift 7.5 hrs / \$8 (05:00 PM - 10:00 PM) \$126.92		2 shifts 16 hrs / \$198.02	2 shifts 16 hrs / \$203.92	
KAREN GRASBERGER 5 shifts 39 hours \$434.5	03:30 PM - 11:00 PM	03:00 PM - 11:00 PM	03:30 PM 11:00 PM	ison: Class		03:00 PM - 12:00 AM	<u>10:00 AM</u> - 05:00 PM
Mary Carman 5 shifts 41 hours \$567.8	<u>10:00 AM</u> - 05:00 PM			02:00 PM - 11:00 PM	03:00 PM - 12:00 AM	<u>10:00 AM</u> - 05:00 PM	02:00 PM 11:00 PM
Pizza Maker	3 shifts 10.5 hrs / \$111	4 shifts 14 hrs / \$140	4 shifts 14 hrs / \$144.75	4 shifts 14 hrs / \$122-25	5 shifts 21 hrs / \$203	4 shifts 14.5 hrs / \$127.5	2 shifts 10 hrs / \$100

274

End of Day Customer Employee

Employee Management with Firefly Point-of-Sale

Un Post

Print

Add Schedule

Top-quality service is delivered by top-quality employees. Firefly Point-of-Sale helps you manage your team for success.



Granbury

Manager Home>Manage Employee

Save Template Load Template

Forecasted sales, labor budget, employee availability, and overtime data is available at a glance on the daily schedule



(800) 750-3947

www.granburyrs.com

Close

0

Configuration

Clear

Reports Cash Inventory

Scheduling Made Easy

Making your weekly schedule has never been easier! With the graphical weekly and daily schedule builders, Firelfy Point-of-Sale lets you build your schedule to a forecasted labor budget based on an hourly breakdown of projected sales and delivery count. Create weekly templates that can easily be applied and modified as needed.

Employee availability is managed right within the scheduling application. Set up recurring time off restrictions, maximum hours per day, days per week, and hours per week restrictions for individuals. Employees can also submit electronic requests for

time off, which can be approved or rejected by managers. As you build your schedule, alerts will notify you of employee availability and visual overtime indicators make it easy to see where you should adjust.

Time Off R	oquocte.					
Employee Name+	start	End	Comment	Value	Action	
MANDA MARKS	03/20/2007 05:00 PM	03/20/2007 10:00 PM	Class	Other Requests	O Approve O Reject	
MANDA MARKS	03/20/2007 11:00 AM	03/20/2007 01:00 PM	Please I need a day offi I am so tired	Other Requests	O Approve O Reject	
Duessa Holscher	06/18/2007 08:00 AM	06/20/2007 11:00 PM	vecation	CONFLICT Other Requests	O Approve O Reject	
losh Rice	06/13/2007 05:00 PM	06/13/2007 10:00 PM	lato	CONFLICT Other Requests	O Approve O Reject	
Approved / Rejected R	equests					
Duessa Holscher	06/28/2007 05:00 PM	06/28/2007 11:00 PM		APPROVED Other Requests	Approve Approve Reject	
Farhan Farhan	04/18/2007 12:00 AM	04/30/2008 12:00 PM	Ranju, r u going to let me work OR not 1-7	APPROVED Other Requests	Approve Approve Reject	

Employees can submit requests for time off electronically. Managers can approve or reject the request, and employees are notified via text message or e-mail.

Communications

Keep in touch with employees through the built-in messaging functions of Firelfy Point-of-Sale. Schedule alerts can be sent to an employee's internal e-mail, external e-mail or even by text message to their cell phone to let them know that the schedule has been posted or changed. Employees will also receive notification when their time off requests have been approved or rejected.



Track recurring schedule restrictions for each employee, and you'll be notified as you build your schedule.

The internal messaging system lets you communicate via e-mail to all employees. Required e-mails must be confirmed before clock-in, and confirmation receipt is stored permanently in the employee record.

Timeclock & Payroll

Enforce your schedule with the Firelfy Point-of-Sale timeclock, which can prevent employees from clocking on before their scheduled shift, remind employees and managers about required paid and unpaid breaks, and require tip reporting before clock out. Firelfy Point-of-Sale handles your payroll needs with easy integration into leading payroll providers. Your office staff can connect to stores and generate payroll reports remotely from anywhere with Internet access.

Performance & Record Keeping

Firelfy Point-of-Sale keeps complete records for your employees, including individual notes and confirmed e-mails. Firelfy Point-of-Sale also tracks important expirations, such as insurance or food handler certifications, so you don't have to. Performance analysis is easy with key reports such as our Server Item Sales report, which helps you compare who is best at upselling key items.

Managing employees is just one way Firelfy Point-of-Sale simplifies your operation and keeps you in control. Our complete POS, delivery, table management, inventory, marketing and multi-store management functions combine to give you the one system you need to deliver business success.

It's time to get your share of the restaurant market—call us today to set up online ordering for your business!

(800) 750-3947 www.granburyrs.com

