

Roles and Wages Split by Location: Configuring Employees

Last Modified on 12/24/2023 1:48 pm MST

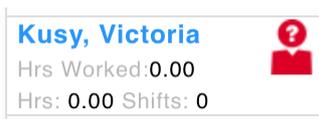
Adding a New Employee to a Location

1. First search to see if employee exists in the company. If employee already exists, apply Working Location status to the desired schedules.
2. Enter employee into the POS. Two important notes: **use the exact name spelling, with complete first and last names** and **assign intended roles**.

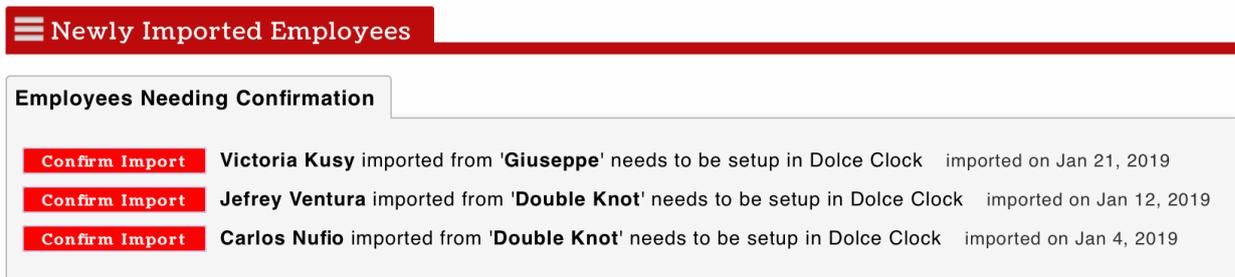
"Confirming" Employee

Teamwork will prompt you to "Confirm" an employee - which is to verify that the employee does not already exist in the company / Teamwork.

On the Schedule, employees needing confirmation will show the following symbol



From the Dashboard, employees are listed



A screenshot of a dashboard section titled 'Newly Imported Employees'. Below the title is a sub-section 'Employees Needing Confirmation'. It lists three employees with a 'Confirm Import' button next to each name. The first is Victoria Kusy, imported from 'Giuseppe' on Jan 21, 2019. The second is Jeffrey Ventura, imported from 'Double Knot' on Jan 12, 2019. The third is Carlos Nufio, imported from 'Double Knot' on Jan 4, 2019.

Employee Name	Source	Import Date
Victoria Kusy	'Giuseppe'	Jan 21, 2019
Jeffrey Ventura	'Double Knot'	Jan 12, 2019
Carlos Nufio	'Double Knot'	Jan 4, 2019

To "Confirm" an employee

1. Press the **Confirm** link
2. You will be prompted to review possible matches, or or add as new.

Employee Imported from 'Giuseppe'
Confirm if NEW or MATCHES EXISTING NAME below

Last Name Middle Name First Name
Kusy Victoria

Employee Might be:

Trama, Victoria	t rama kusy, victoria
Victoria, Ryan	kusy, victoria, ryan
Ruby, Brian	r kusy, b victoria
Tabb, Richard	t abb kusy, r victoria
Ashby, Brian	a kusy, b victoria
Tien, Vince	t ien kusy, v ictoria
Caro, Virginia	c aro kusy, v ictoria
Fanelli, Mia	f anelli kusy, m victoria
Reyes, Feliciano	r eyes kusy, f victoria

3. After **Confirming**, you will be directed to the verify the employees schedules and roles.

Edit Profile for Victoria Kusy

Edit Availability & Days Off

Profile | **Schedules / Roles** | Salary / Wages | Permissions | Employee Alerts | Employee R

Filter by Location: Giuseppe

Schedules - Primary Schedule is Giuseppe - FOH: Giuseppe Server

	Primary	Working	View
Giuseppe			
FOH			
Giuseppe Server	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Giuseppe Host	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giuseppe Bartender	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giuseppe Barback	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giuseppe Runner	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giuseppe Busser	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giuseppe Cleaner	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giuseppe Training for Import Only	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOH			
Giuseppe BOH	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
MGT			
Giuseppe MGT FOH	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

Roles

Employee's Roles: (drop here) | All Roles: (drag from here)

Training

Server

Server

Training

4. Lastly, from the employee's Profile tab, verify phone and email, and INVITE.

Edit Profile for Victoria Kusy

Edit Availability & Days Off Back to Employee

Profile Schedules / Roles Salary / Wages Permissions Employee Alerts Employee Reminders & Certifications

ON
Active

Essential Contact Information

First Name (or nickname) Victoria	Email Address victoria.kusy@gmail.com	Employee Login Kusy, V	Invite
Legal First Name (payroll)	Verification Key: <input type="text"/>	Current Password <input type="password"/>	Send Password Reset
Middle Name	<input type="text"/> Email Me the Key <small>Verification key must be entered to</small>	New Password <input type="password"/>	Password must contain at least: 6

Editing Wages

Wages and roles are unique between locations.

When applying wages or roles, begin by using the **Location Filter**.

Then apply wages per usual.

Profile Schedules / Roles **Salary / Wages** Permissions Employee Alerts Em

Wage / Salary Info

Part Time / Full Time: **Full Time** Auto Clock-In / Out of all Shifts: Exclude Employee from Payroll Exp:

Since Hired: Exclude Employee from Tip Pooling:

Filter by Location: **Giuseppe** **Current Pay Period: Monday Jan 21, 2019 - Monday Fe**

New Salary / Wage

Hourly Employee - Warning: At this time, no 'Default Wage' wage is in effect Salaried Emp

Employee's Roles Select Roles	Hourly Wage \$	Start Date <input type="text"/>	Notes
----------------------------------	-------------------	------------------------------------	-------

Removing Employees

If employee only works a single location

Inactivate from the Employee Page, or employee's Profile tab

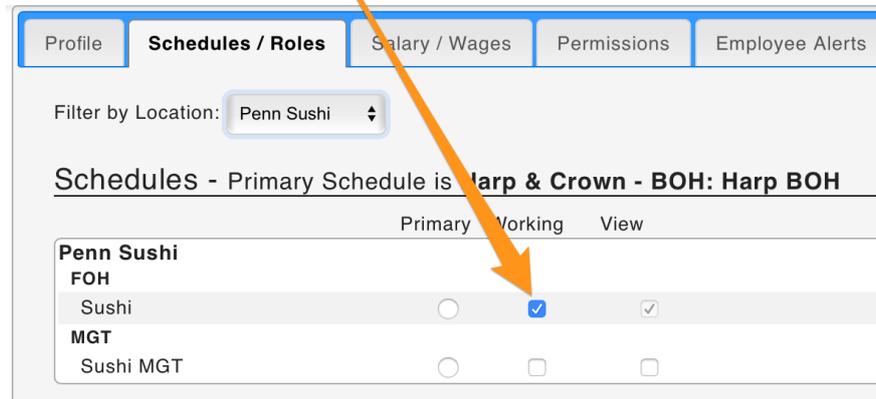
Sushi Vrfy Txt / Email - 95% Only One, 14% Both Add Existing Employees

Name	Email <input type="button" value="Send Verify"/>	Phone <input type="button" value="Send Verify"/>	Username	Lang	Permissions	Active	<input type="button" value="Invite All Unactivated"/>
Unassigned	<input type="button" value="Edit"/>						
Brown, Patrick	<input type="button" value="Edit"/> <input type="button" value="Edit Avail / Prefs"/>	Unverified: No Emails patrick@loasty.com	(215) 360-5723	Brown, P	Eng	<input checked="" type="checkbox"/>	<input type="button" value="Invite (Activated)"/>

If employee works your location as a Secondary or Working location

From the employee's Schedule Tab, UNCHECK your working/viewing location

checkboxes



The screenshot shows a web interface with a navigation bar containing tabs: Profile, Schedules / Roles (selected), Salary / Wages, Permissions, and Employee Alerts. Below the navigation bar is a filter section with 'Filter by Location: Penn Sushi'. The main content area is titled 'Schedules - Primary Schedule is Harp & Crown - BOH: Harp BOH'. It contains a table with the following structure:

	Primary	Working	View
Penn Sushi			
FOH			
Sushi	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MGT			
Sushi MGT	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

An orange arrow points from the top of the page down to the checked 'Working' checkbox for the 'Sushi' role under the 'FOH' category.

If your location is the employee's Primary location, but the employee additionally works at other locations

Contact HR / Full Admin, to remove employee from the company, or re-assign a new Primary Location