Employee Scorecard Setup

Last Modified on 10/11/2023 12:52 pm MDT

From the Gearwheel Menu go to Late / No-Show / Term / Scorecards

- A Markov Tech Support
 🛛 🚱 General Settings 🚳 Roles / Groups Settings E Logbook Pro Settings 🔅 Reminders, Certifications & Custom 👰 Wage Settings / Rules 👰 Holiday / Premium Wages 🖾 Tip Templates / Settings Analytics / Publishing Settings 🚔 Accrual Policies PTO / Sick Alert Notification Settings Blackout Request-Off Dates 🕌 Late / No-Show / Term / Scorecards 🕎 Quick Links / Dashboard Widgets A Global / Shift Prompts Setup 30 🍯 Payroll Mapping a Point of Sale Mapping - Importing 🖻 Payments / Billing
- 1. From here you can click, "Create a No-Show Reason," title the reason, activate and inactivate a reason, and assign points to different reasons.

No-Show Shifts			
Create a No-Show Reason			
No Default			
Called Off	Called Off at least 2 hours b	Called Off less than 2 hours	0 Points
O Default	O Default	O Default	_
5	6 1 Points	7 5 Points 8	0 Points
Excused Active	In Review Active	No call/No show Sick Day	Active
Obefault	ODefault	O Default O Default	
9 3 Point	0 Points	1 2 Points	
SICK less than 2 hours befor	SICK more than 2 hours bef	Unexcused	
Opefault	Opefault	O Default	

2. These options will become available for managers to select when they are editing and approving time punches.

Front of House	Scheduled: 11:00am	4:30pm	Length 5.50	Shift Audit: Dec 1, 9:23pm PST Todd Flaker Shift Created from Dialog
Edit Clock-In	Worked: 11:19:21am	4:35:27pm	5.27	Clock-In Audit:
	Breaks Expected Total Breaks	0 mins 0 mins		Dec 6, 4:35pm PST (r Clock-Out from Dolce (Kitchen) Dec 6, 1:9am PST Clock-In from Dolce (Kitchen)
Manager Approved by Todd Flaker Clock-In Verification (N)	Clock-in LAT 🗸 La La La	te less than 5min Excused te more than 5min Excused te more than 5min UNexcused	m)	Update - Employee Visible 450 chars max

3. To view Employee Scorecards go to reports from the top toolbar.

Select Employee Scorecards, select your date range and schedules, then click show report.

		(Set Revenue) Current Pay Period is Monday Dec 19, 2022 4:00am to Sunday Jan 1, 2023
Employee Information		
✓ Employee Scorecards	2022 🖶 to Dec 18, 2022 🛱 🚼	Show Report
Employee Anniversaries / Wage Increases Late / No-Show Active / Inactive Employees Employee Sign-In / Clock-In Location Auditing Hrs Scheduled / Worked / Effective Wage - Summary Employee Averaged Hours Employee Averaged Hours	art time is 4 600m Image: Collifornia I	Export PDF / Print Export as SpotOn Teamwork (CSV)
Consecutive Days Worked from Week Start		Notity when Done

If you have questions about this process, please email support@dolcesoftware.com, and we are happy to assist you.