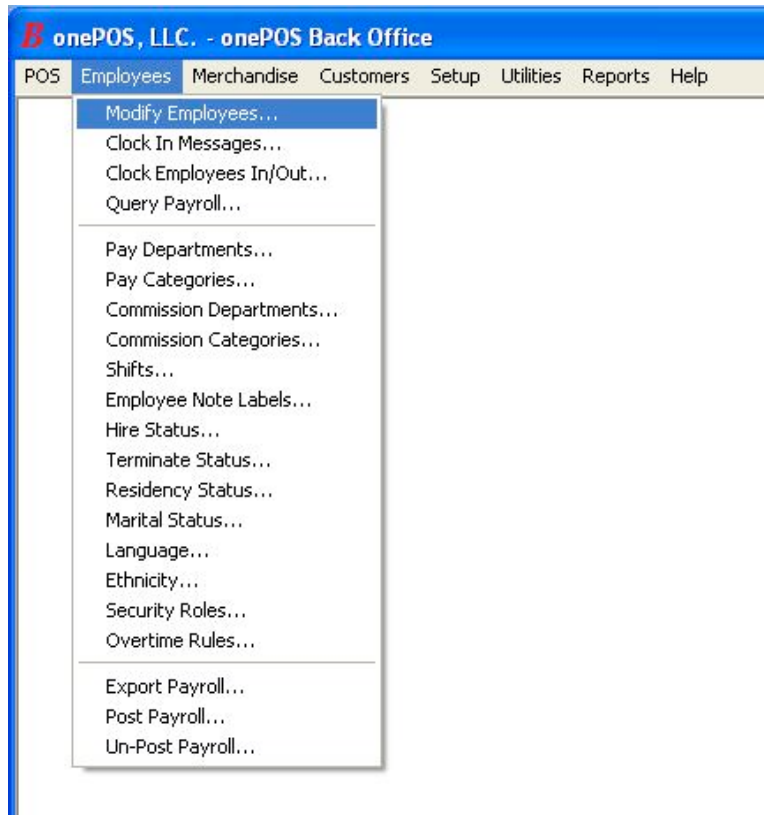
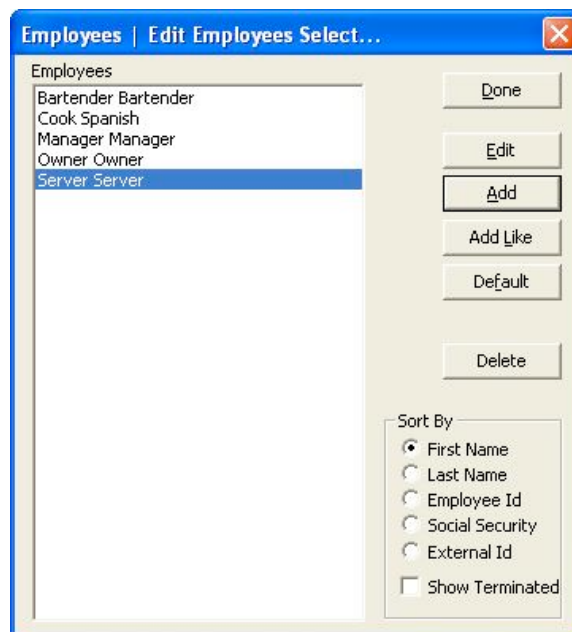


## Basic Adding Employee Guide

Open the Backoffice program. Click Employees, then Modify Employees.

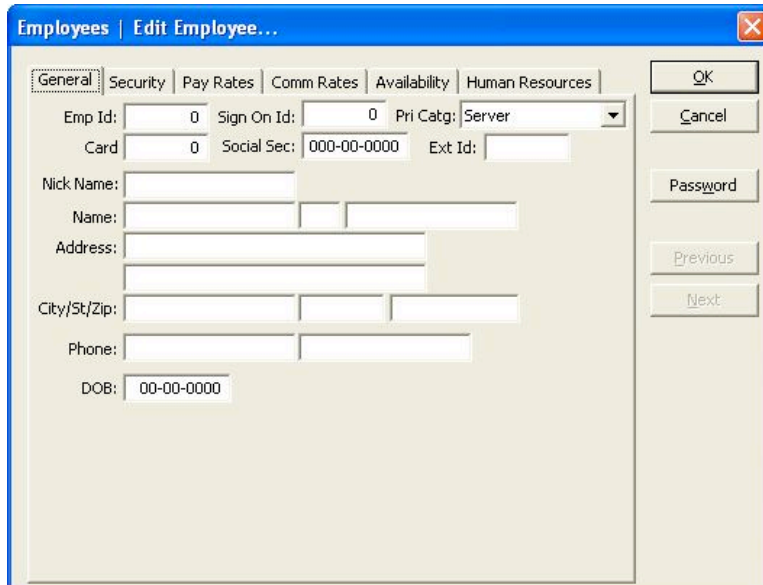


You will see the Edit Employees screen. For best results, highlight an employee that has similar pay rates and security role as the new employee you want to enter then click Add Like.



## Basic Adding Employee Guide

You will see the Edit Employee screen on the General tab. Enter all needed information such as Employee ID, Name, Address, etc on this tab.

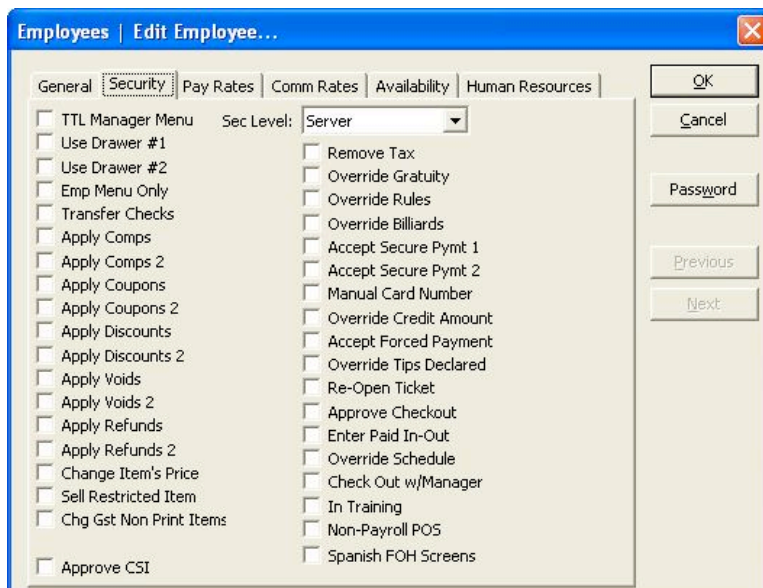


The screenshot shows the 'Edit Employee...' dialog box with the 'General' tab selected. The fields are as follows:

Emp Id:	0	Sign On Id:	0	Pri Catg:	Server
Card:	0	Social Sec:	000-00-0000	Ext Id:	
Nick Name:					
Name:					
Address:					
City/St/Zip:					
Phone:					
DOB:	00-00-0000				

Buttons on the right: OK, Cancel, Password, Previous, Next.

Click on the Security tab. If you've used Add Like, you may see some of the boxes are already checked. Edit as needed.



The screenshot shows the 'Edit Employee...' dialog box with the 'Security' tab selected. The 'Sec Level' is set to 'Server'. The following options are listed:

<input type="checkbox"/> TTL Manager Menu	<input type="checkbox"/> Remove Tax
<input type="checkbox"/> Use Drawer #1	<input type="checkbox"/> Override Gratuity
<input type="checkbox"/> Use Drawer #2	<input type="checkbox"/> Override Rules
<input type="checkbox"/> Emp Menu Only	<input type="checkbox"/> Override Billiards
<input type="checkbox"/> Transfer Checks	<input type="checkbox"/> Accept Secure Pymt 1
<input type="checkbox"/> Apply Comps	<input type="checkbox"/> Accept Secure Pymt 2
<input type="checkbox"/> Apply Comps 2	<input type="checkbox"/> Manual Card Number
<input type="checkbox"/> Apply Coupons	<input type="checkbox"/> Override Credit Amount
<input type="checkbox"/> Apply Coupons 2	<input type="checkbox"/> Accept Forced Payment
<input type="checkbox"/> Apply Discounts	<input type="checkbox"/> Override Tips Declared
<input type="checkbox"/> Apply Discounts 2	<input type="checkbox"/> Re-Open Ticket
<input type="checkbox"/> Apply Voids	<input type="checkbox"/> Approve Checkout
<input type="checkbox"/> Apply Voids 2	<input type="checkbox"/> Enter Paid In-Out
<input type="checkbox"/> Apply Refunds	<input type="checkbox"/> Override Schedule
<input type="checkbox"/> Apply Refunds 2	<input type="checkbox"/> Check Out w/Manager
<input type="checkbox"/> Change Item's Price	<input type="checkbox"/> In Training
<input type="checkbox"/> Sell Restricted Item	<input type="checkbox"/> Non-Payroll POS
<input type="checkbox"/> Chg Gst Non Print Items	<input type="checkbox"/> Spanish FOH Screens
<input type="checkbox"/> Approve CSI	

Buttons on the right: OK, Cancel, Password, Previous, Next.

Click on the Pay Rates tab. If you've used Add Like, the pay rates are already there. Edit as needed.

## Basic Adding Employee Guide

The screenshot shows the 'Employees | Edit Employee...' dialog box with the 'Pay Rates' tab selected. The dialog has a blue title bar and a close button (X) in the top right corner. Below the title bar are tabs for 'General', 'Security', 'Pay Rates', 'Comm Rates', 'Availability', and 'Human Resources'. The 'Pay Rates' tab is active, showing a list of job titles and their corresponding pay rates. The 'Bar Train' job title has a pay rate of 0.00. Other job titles include Server (2.50), Host (7.00), Bartender (0.00), Srvr Asst (0.00), Bar Asst (0.00), Cook (0.00), Expo (0.00), Busser (0.00), Dishwash (0.00), FOH Train (7.00), BOH Train (0.00), and Manager (0.00). On the right side of the dialog, there are buttons for 'OK', 'Cancel', 'Password', 'Previous', and 'Next'.

Job Title	Pay Rate
Server	2.50
Host	7.00
Bartender	0.00
Srvr Asst	0.00
Bar Asst	0.00
Cook	0.00
Expo	0.00
Busser	0.00
Dishwash	0.00
FOH Train	7.00
BOH Train	0.00
Manager	0.00
Bar Train	0.00

Click on the Comm Rates tab. If you've used Add Like, the commission rates are already there. Edit as needed.

The screenshot shows the 'Employees | Edit Employee...' dialog box with the 'Comm Rates' tab selected. The dialog has a blue title bar and a close button (X) in the top right corner. Below the title bar are tabs for 'General', 'Security', 'Pay Rates', 'Comm Rates', 'Availability', and 'Human Resources'. The 'Comm Rates' tab is active, showing a list of commission categories and their rates. The categories are Apps (0.0000), Entrees (0.0000), Deserts (0.0000), Liquor (0.0000), Beer (0.0000), Wine (0.0000), and Retail (0.0000). On the right side of the dialog, there are buttons for 'OK', 'Cancel', 'Password', 'Previous', and 'Next'.

Category	Rate
Apps	0.0000
Entrees	0.0000
Deserts	0.0000
Liquor	0.0000
Beer	0.0000
Wine	0.0000
Retail	0.0000

Click on the Availability tab. If you've used Add Like, the availability information is already there. Edit as needed.

## Basic Adding Employee Guide

The screenshot shows the 'Employees | Edit Employee...' dialog box with the 'Availability' tab selected. The tab contains a grid of checkboxes for days of the week (Sun, Mon, Tues, Wed, Thurs, Fri, Sat) and time periods (AM, PM, PREP). The 'Human Resources' tab is also visible.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PREP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click on the Human Resources tab and enter all the required information. Click OK when done to finish entering the employee into the system.

The screenshot shows the 'Employees | Edit Employee...' dialog box with the 'Human Resources' tab selected. The tab contains various fields for employee information, including Sex, Ethnicity, Language, Marital Status, Residency, Hire Status, Terminate, Hired, Terminated, Date Last Worked, Date Returning, Last Review, Next Review, Hours, Withholding Allow, and Emergency Contact.

Sex:	n/a	Hired:	00-00-0000
Ethnicity:	n/a	Terminated:	00-00-0000
Language:	n/a	Date Last Worked:	11-09-2009
Marital Status:	n/a	Date Returning:	00-00-0000
Residency:	n/a	Last Review:	00-00-0000
Hire Status:	n/a	Next Review:	00-00-0000
Terminate:	n/a	Hours:	Min: 0 Max: 0
<input type="checkbox"/> Minor		Withholding Allow:	0
<input type="checkbox"/> Salaried			
Emergency Contact:			
Drivers Li:			
Insurance:			

The Human Resources screen is customizable through Backoffice on the Employee menu.

# Basic Adding Employee Guide

The screenshot displays the 'onePOS, LLC. - onePOS Back Office' application window. The top navigation bar includes the following menu items: POS, Employees, Merchandise, Customers, Setup, Utilities, Reports, and Help. The 'Employees' menu is currently open, showing a list of options. A red circle highlights the following items: Employee Note Labels..., Hire Status..., Terminate Status..., Residency Status..., Marital Status..., Language..., Ethnicity..., Security Rules..., and Overtime Rules... Other visible options in the menu include: Modify Employees..., Clock In Messages..., Clock Employees In/Out..., Query Payroll..., Pay Departments..., Pay Categories..., Commission Departments..., Commission Categories..., Shifts..., Export Payroll..., Post Payroll..., and Un-Post Payroll...