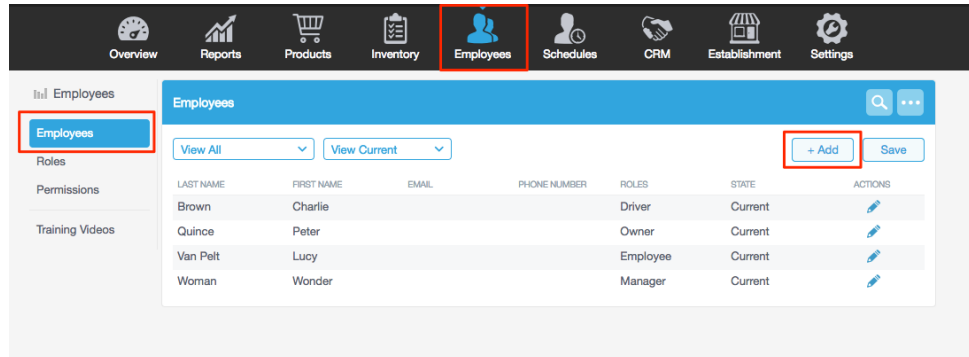


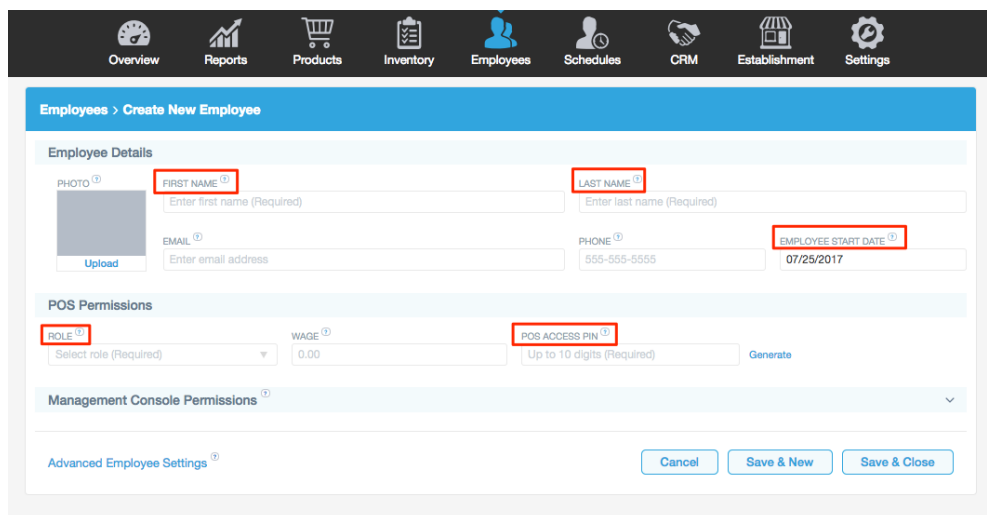
## TO ADD A BRAND NEW EMPLOYEE:

1. IN THE MANAGEMENT CONSOLE CLICK THE EMPLOYEES TAB.
2. CLICK + ADD AND CHOOSE ADD EMPLOYEE FROM THE DROP-DOWN MENU:



## 3. FILL OUT THE INFORMATION FOR THE NEW EMPLOYEE. THE FOLLOWING FIELDS ARE REQUIRED:

- **FIRST NAME:** THE EMPLOYEE'S FIRST NAME.
- **LAST NAME:** THE EMPLOYEE'S LAST NAME.
- **EMPLOYEE START:** THE FIRST DAY THE EMPLOYEE CAN HAVE ACCESS TO THE SYSTEM.
- **INITIAL ROLE:** THE ROLE THE EMPLOYEE WILL BE ASSIGNED.
- **PIN:** THE UNIQUE 4-10 DIGIT PIN THE EMPLOYEE WILL USE TO LOG IN TO THE POINT OF SALE.



**Employee Details**

PHOTO

Upload  Enter first name (Required) Enter last name (Required)

EMAIL  PHONE  EMPLOYEE START DATE

Enter email address 555-555-5555 07/25/2017

**POS Permissions**

ROLE  WAGE  POS ACCESS PIN

Select role (Required) 0.00 Up to 10 digits (Required) Generate

**Management Console Permissions**

Advanced Employee Settings

## 4. SOME FIELDS AREN'T REQUIRED, BUT CAN BE VERY HELPFUL. THEY ARE:

- **EMAIL ADDRESS:** ENTER A VALID EMAIL ADDRESS IF YOU WANT TO SEND SCHEDULES TO YOUR EMPLOYEES VIA EMAIL.
- **STARTING WAGE:** ENTER THE EMPLOYEE'S HOURLY WAGE IF YOU ARE USING REVEL'S PAYROLL FUNCTIONALITY. ENTER 0 HERE IF THE EMPLOYEE IS EXEMPT.
- **EXEMPT - SALARIED:** CHECK THIS BOX IF THE EMPLOYEE RECEIVES A SET SALARY INSTEAD OF AN HOURLY WAGE. SALARIED EMPLOYEES CANNOT CLOCK IN OR OUT. SALARIED EMPLOYEES CANNOT DECLARE TIPS. SALARIED EMPLOYEES DO NOT EARN OVERTIME.
  - WHEN CHECKED, A **WEEKLY WAGE** BOX APPEARS. THIS WAGE WILL BE DISTRIBUTED ACROSS ALL OPERATING HOURS AS CONFIGURED IN TIMETABLES FOR LABOR REPORTING PURPOSES. NOTE THAT IF A REPORT IS RUN OUTSIDE OF THESE HOURS, SALES THAT THE EMPLOYEE HAS MADE OUTSIDE THESE OPERATING HOURS WILL NOT BE REPRESENTED IN LABOR REPORTS.
- **EXTERNAL ID:** IF YOU INTEGRATE WITH A THIRD PARTY PAYROLL SYSTEM, ENTER THEIR ID HERE.
- **INTERNAL EMPLOYEE ID:** THIS IS AN OPTIONAL FIELD FOR ANY OTHER EMPLOYEE ID NUMBERS USED.
- **EMPLOYEE START:** THE DATE THE EMPLOYEE GAINED ACCESS TO THE SYSTEM.
- **EMPLOYEE END:** THE LAST DAY THE EMPLOYEE HAD ACCESS TO THE SYSTEM. IF THERE IS NO KNOWN END DATE, LEAVE THIS FIELD BLANK.
- **EMPLOYEE CARD:** IF THE EMPLOYEE HAS A CARD TO ACCESS THE POINT OF SALE, ENTER THE CARD ID HERE.

## 5. ONCE ALL FIELDS HAVE BEEN FILLED OUT, CLICK **SAVE & NEW** TO ADD ANOTHER EMPLOYEE OR **SAVE & CLOSE** TO EXIT FROM THE SCREEN: