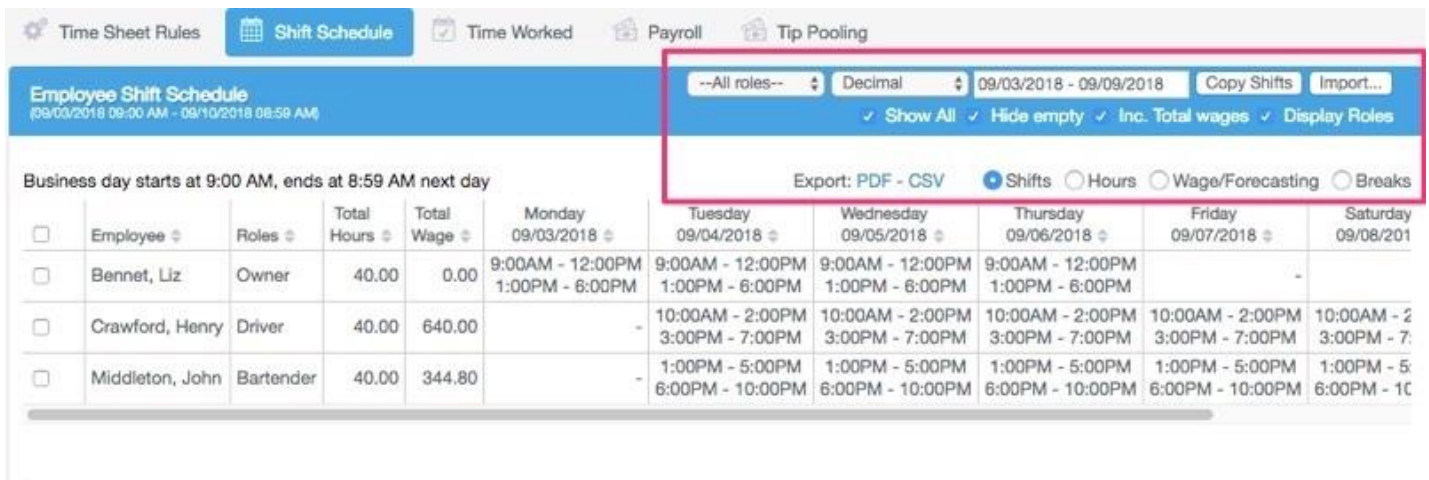

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VIEWING SHIFT SCHEDULES

YOU CAN ADJUST YOUR VIEW OF EMPLOYEE SHIFT SCHEDULES TO SUIT YOUR PURPOSES. HERE'S HOW:

- **ROLES:** SPECIFY WHICH ROLES YOU WANT TO VIEW.
- **TIME FORMAT:** VIEW AN EMPLOYEE'S TOTAL HOURS IN DECIMAL NUMBERS OR HOURS AND MINUTES.
- **DATE** LETS YOU SELECT THE WEEK YOU WISH TO VIEW.
- **COPY SHIFTS** LETS YOU COPY EMPLOYEE SHIFTS FROM ONE WEEK TO ANOTHER.
- **IMPORT** ALLOWS YOU TO IMPORT A SCHEDULE CREATED ON AN EXCEL SPREADSHEET.
- **SHOW ALL** SHOWS ALL EMPLOYEES AND THEIR SCHEDULES.
- **HIDE EMPTY** HIDES EMPLOYEES WITH NO SHIFTS THAT WEEK AND OVERRIDES SHOW ALL.
- **INCLUDE TOTAL WAGES** SHOWS OR HIDES A COLUMN WITH EMPLOYEES' TOTAL WAGES FOR THE WEEK.
- **DISPLAY ROLES** SHOWS A COLUMN WITH EMPLOYEES' ROLES.
- **EXPORT** EXPORTS THE SCHEDULE AS A PDF OR EXCEL SPREADSHEET.
- **SHIFTS** SHOWS EMPLOYEES' SCHEDULES BY SHIFT TIME.
- **HOURS** SHOWS EMPLOYEES' SCHEDULES BY THE NUMBER OF HOURS SCHEDULED.
- **WAGE/FORECASTING** LETS YOU VIEW PROJECTED PAYROLL AND SALES BY DAY.
- **BREAKS** SHOWS EMPLOYEE BREAK TIMES RATHER THAN THEIR SCHEDULED WORK HOURS.



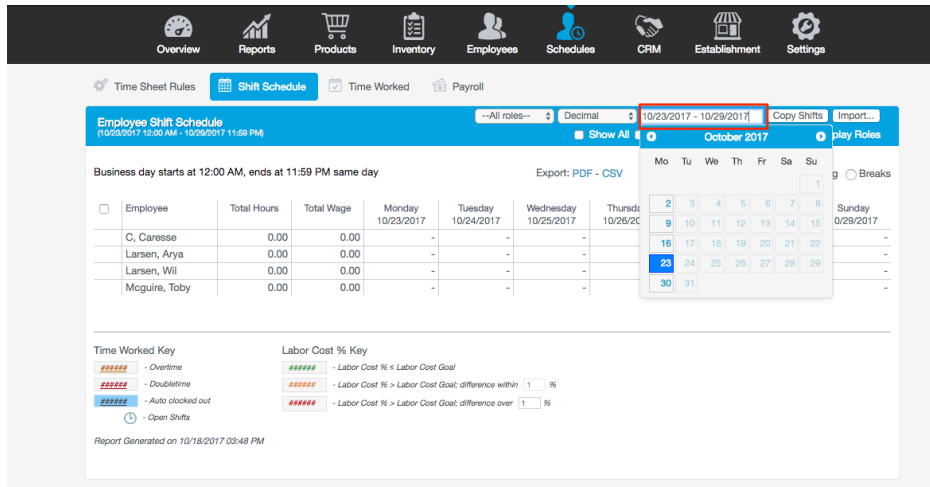
The screenshot shows the 'Employee Shift Schedule' interface. At the top, there are navigation tabs: 'Time Sheet Rules', 'Shift Schedule' (selected), 'Time Worked', 'Payroll', and 'Tip Pooling'. Below the tabs, the title 'Employee Shift Schedule' is displayed with a date range '(09/03/2018 09:00 AM - 09/09/2018 08:59 AM)'. A red box highlights the filter area, which includes a dropdown for roles ('--All roles--'), a dropdown for time format ('Decimal'), a date range selector ('09/03/2018 - 09/09/2018'), and buttons for 'Copy Shifts' and 'Import...'. Below these are checkboxes for 'Show All', 'Hide empty', 'Inc. Total wages', and 'Display Roles'. The main table has columns for 'Employee', 'Roles', 'Total Hours', 'Total Wage', and days of the week from Monday to Saturday. The table shows three employees: Bennet, Liz (Owner), Crawford, Henry (Driver), and Middleton, John (Bartender). The table also includes an 'Export' section with options for 'PDF - CSV', 'Shifts' (selected), 'Hours', 'Wage/Forecasting', and 'Breaks'.

Employee	Roles	Total Hours	Total Wage	Monday 09/03/2018	Tuesday 09/04/2018	Wednesday 09/05/2018	Thursday 09/06/2018	Friday 09/07/2018	Saturday 09/08/2018
<input type="checkbox"/> Bennet, Liz	Owner	40.00	0.00	9:00AM - 12:00PM 1:00PM - 6:00PM	9:00AM - 12:00PM 1:00PM - 6:00PM	9:00AM - 12:00PM 1:00PM - 6:00PM	9:00AM - 12:00PM 1:00PM - 6:00PM		
<input type="checkbox"/> Crawford, Henry	Driver	40.00	640.00		10:00AM - 2:00PM 3:00PM - 7:00PM	10:00AM - 2:00PM 3:00PM - 7:00PM	10:00AM - 2:00PM 3:00PM - 7:00PM	10:00AM - 2:00PM 3:00PM - 7:00PM	10:00AM - 2:00PM 3:00PM - 7:00PM
<input type="checkbox"/> Middleton, John	Bartender	40.00	344.80		1:00PM - 5:00PM 6:00PM - 10:00PM	1:00PM - 5:00PM 6:00PM - 10:00PM	1:00PM - 5:00PM 6:00PM - 10:00PM	1:00PM - 5:00PM 6:00PM - 10:00PM	1:00PM - 5:00PM 6:00PM - 10:00PM

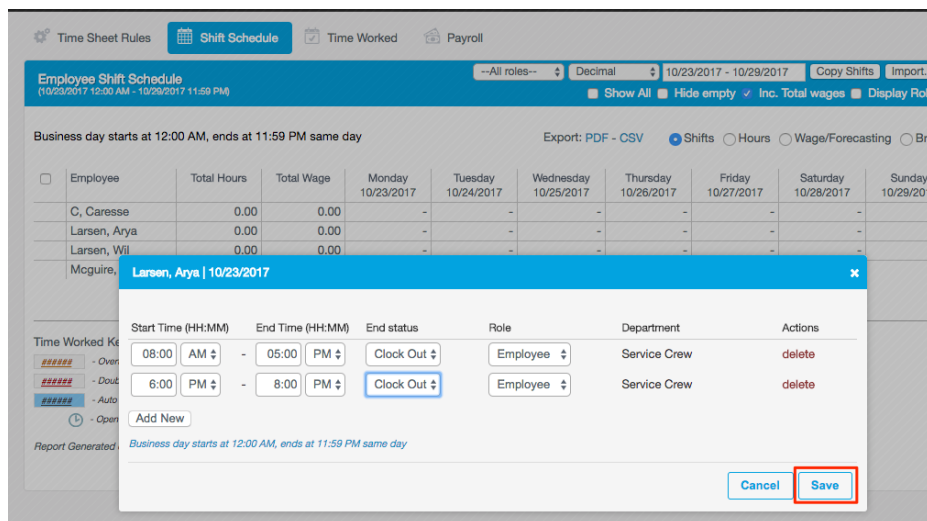
CREATING SHIFT SCHEDULES

CREATING SHIFT SCHEDULES HELP YOU OPTIMIZE AND PLAN EMPLOYEE HOURS.

1. IN THE MANAGEMENT CONSOLE, CLICK ON THE SCHEDULES TAB.
2. NEXT, USE THE CALENDAR TOOL AND SELECT THE DATES FOR CREATING A SCHEDULE.



3. UNDER THE DESIRED DATE, CLICK THE BOX TO THE RIGHT OF THE EMPLOYEE NAME. SELECT ADD NEW, AND FILL IN THE SCHEDULED HOURS OF YOUR EMPLOYEE. BY CLICKING ADD NEW, YOU CAN CREATE ANOTHER SHIFT FOR THE SAME DAY. LASTLY, CLICK SAVE.



CONFIGURING YOUR SCHEDULING EMAIL

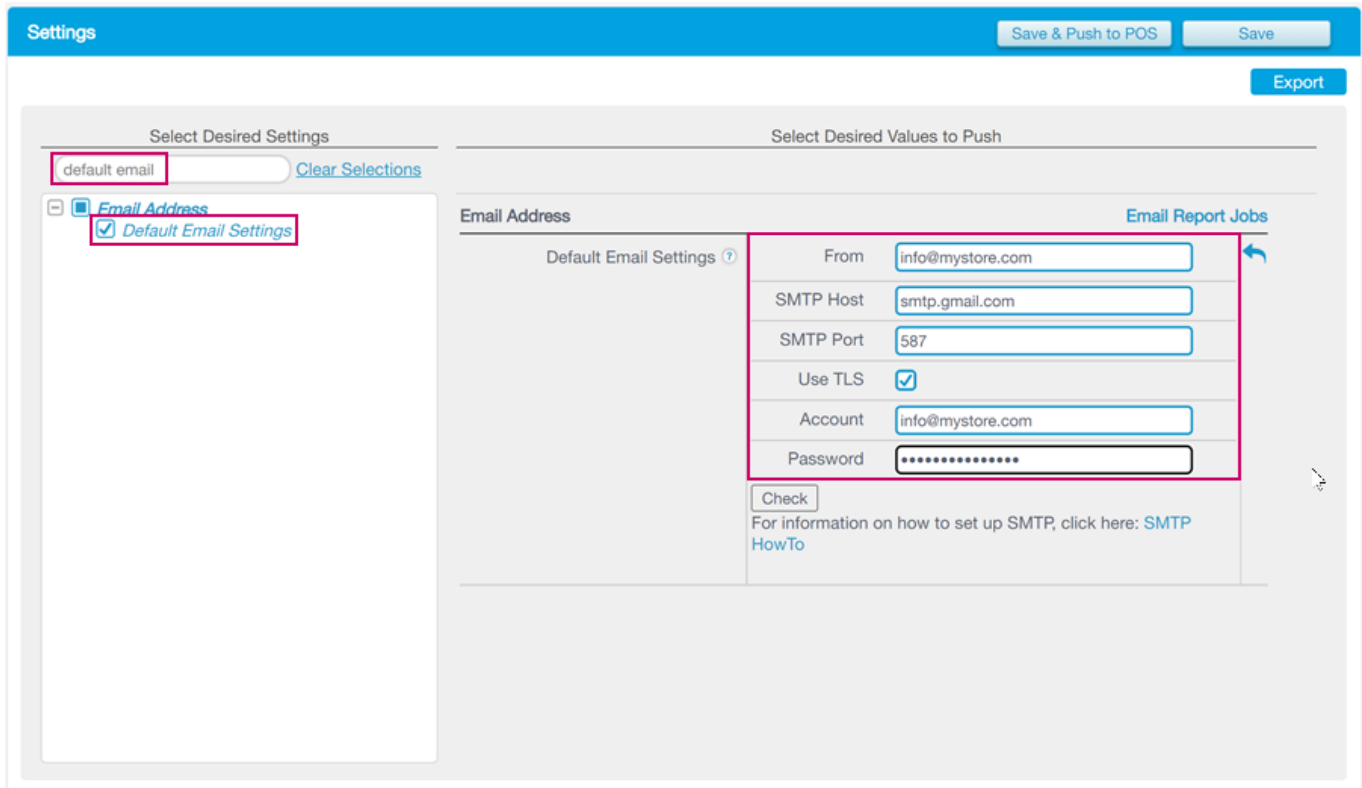
ONCE A SCHEDULE HAS BEEN MADE, YOU CAN SEND AN EMAIL TO YOUR EMPLOYEE. YOUR EMPLOYEE CAN THEN CHOOSE TO CONFIRM OR REJECT THEIR SCHEDULED SHIFTS.

BEFORE YOU CAN EMAIL SCHEDULES, YOU'LL NEED TO SET UP AN EMAIL ADDRESS FOR SCHEDULING. IF YOU DON'T CONFIGURE AN EMAIL FOR SENDING OR RECEIVING SCHEDULE NOTIFICATIONS, YOU WON'T RECEIVE ANY REJECTED SCHEDULE NOTIFICATIONS.

FIRST, YOU'LL NEED TO MAKE SURE YOUR DEFAULT EMAIL IS CONFIGURED ON THE SETTINGS TAB. YOUR DEFAULT EMAIL IS THE ONE THE SYSTEM WILL USE TO SEND EMAIL RECEIPTS TO CUSTOMERS. IF YOUR DEFAULT EMAIL IS ALREADY SET, YOU CAN SKIP THIS FIRST PART.

- 1. IN THE MANAGEMENT CONSOLE, GO TO THE SETTINGS TAB.**
- 2. CLICK CLEAR SELECTIONS**
- 3. IN THE SEARCH FIELD, TYPE DEFAULT EMAIL.**
- 4. CHECK DEFAULT EMAIL IN THE NAVIGATION MENU ON THE LEFT.**
- 5. FILL IN YOUR EMAIL CONFIGURATION:**
 - IN THE FROM FIELD, ENTER THE EMAIL ADDRESS THAT WILL APPEAR ON THE DIGITAL RECEIPT.**
 - ENTER THE SMTP HOST AND SMTP PORT (IF YOU DON'T KNOW THESE, YOU CAN USUALLY FIND THEM WITH A GOOGLE SEARCH). IF YOU ARE SENDING RECEIPTS FROM A GMAIL OR GOOGLE SUITE EMAIL, BE SURE TO USE SMTP PORT 587.**
 - IF YOU ARE SENDING RECEIPTS FROM A GMAIL OR GOOGLE SUITE EMAIL, CHECK USE TSL.**

- UNDER ACCOUNT, ENTER THE EMAIL ADDRESS YOU WILL USE TO SEND RECEIPTS.
- ENTER THE PASSWORD FOR THE SAME EMAIL ADDRESS



The screenshot shows the 'Settings' page in the Revel Systems interface. At the top, there are buttons for 'Save & Push to POS', 'Save', and 'Export'. The main content area is divided into two sections: 'Select Desired Settings' and 'Select Desired Values to Push'.

Select Desired Settings: A dropdown menu shows 'default email' selected. Below it, a list of settings is shown with 'Email Address' expanded, and 'Default Email Settings' is checked.

Select Desired Values to Push: This section contains a table for 'Email Address' settings. The 'From' field is 'info@mystore.com'. The 'SMTP Host' is 'smtp.gmail.com', and the 'SMTP Port' is '587'. The 'Use TLS' checkbox is checked. The 'Account' field is 'info@mystore.com', and the 'Password' field is masked with dots. A 'Check' button is located below the password field. A link for 'SMTP HowTo' is also present.

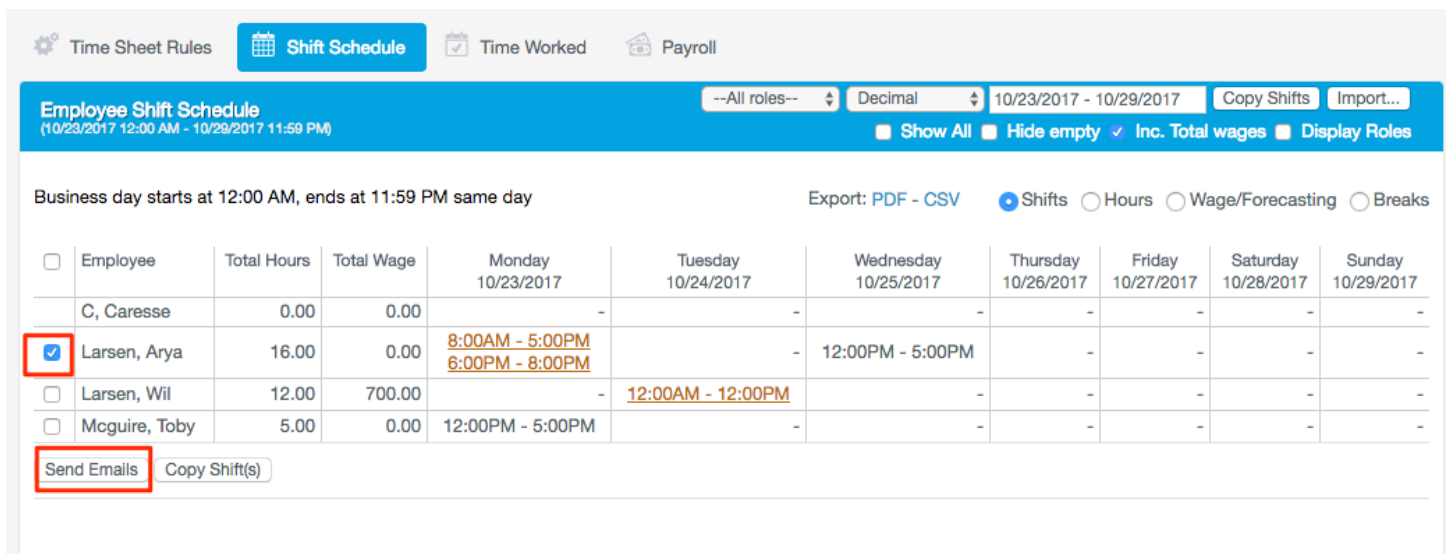
Field	Value
From	info@mystore.com
SMTP Host	smtp.gmail.com
SMTP Port	587
Use TLS	<input checked="" type="checkbox"/>
Account	info@mystore.com
Password

6. CLICK SAVE.

EMAILING SCHEDULES

WHEN YOUR SCHEDULING EMAIL IS CONFIGURED, YOU'RE READY TO SEND SCHEDULES. YOUR EMPLOYEE CAN THEN CHOOSE TO CONFIRM OR REJECT THEIR SCHEDULED SHIFTS.

- 1. IN THE MANAGEMENT CONSOLE, CLICK THE SCHEDULES TAB.**
- 2. AFTER YOUR EMPLOYEE'S SCHEDULE IS CREATED, CHECK THE BOX ON THE LEFT SIDE OF AN EMPLOYEE.**
- 3. THEN, CLICK SEND EMAIL IN THE BOTTOM LEFT CORNER.**



The screenshot shows the 'Employee Shift Schedule' interface. At the top, there are navigation tabs: 'Time Sheet Rules', 'Shift Schedule' (active), 'Time Worked', and 'Payroll'. Below the tabs, the header includes 'Employee Shift Schedule' with a date range '(10/23/2017 12:00 AM - 10/29/2017 11:59 PM)', a dropdown for roles ('--All roles--'), a dropdown for currency ('Decimal'), and a date range '10/23/2017 - 10/29/2017'. There are also buttons for 'Copy Shifts' and 'Import...'. Below the header, there are checkboxes for 'Show All', 'Hide empty', 'Inc. Total wages' (checked), and 'Display Roles'. The main content area shows a table with columns for 'Employee', 'Total Hours', 'Total Wage', and days of the week from Monday to Sunday. The table contains data for four employees: C, Caresse; Larsen, Arya; Larsen, Wil; and Mcguire, Toby. The 'Larsen, Arya' row has a checked checkbox in the first column and shift times '8:00AM - 5:00PM' and '6:00PM - 8:00PM' listed under Monday. Below the table, there is a 'Send Emails' button (highlighted with a red box) and a 'Copy Shift(s)' button. At the top right of the table area, there are export options: 'Export: PDF - CSV', 'Shifts' (selected), 'Hours', 'Wage/Forecasting', and 'Breaks'. A note at the top left of the table area states 'Business day starts at 12:00 AM, ends at 11:59 PM same day'.

Employee	Total Hours	Total Wage	Monday 10/23/2017	Tuesday 10/24/2017	Wednesday 10/25/2017	Thursday 10/26/2017	Friday 10/27/2017	Saturday 10/28/2017	Sunday 10/29/2017
<input type="checkbox"/> C, Caresse	0.00	0.00	-	-	-	-	-	-	-
<input checked="" type="checkbox"/> Larsen, Arya	16.00	0.00	8:00AM - 5:00PM 6:00PM - 8:00PM	-	12:00PM - 5:00PM	-	-	-	-
<input type="checkbox"/> Larsen, Wil	12.00	700.00	-	12:00AM - 12:00PM	-	-	-	-	-
<input type="checkbox"/> Mcguire, Toby	5.00	0.00	12:00PM - 5:00PM	-	-	-	-	-	

THE EMPLOYEE WILL THEN RECEIVE AN EMAIL WITH A LINK TO VIEW THEIR SCHEDULE. BEFORE YOUR EMPLOYEES CAN ACCEPT OR REJECT THEIR SCHEDULE, THEY WILL HAVE TO LOG IN USING THEIR PIN NUMBER. BELOW IS A DESCRIPTION OF THE DIFFERENT SCHEDULE COLORS:

COLOR	
WHITE	NO EMAIL SENT
YELLOW	EMAIL SENT
GREEN	EMPLOYEE ACCEPTED SCHEDULE
RED	EMPLOYEE REJECTED SCHEDULE

Time Sheet Rules
 Shift Schedule
 Time Worked
 Payroll

Employee Shift Schedule (10/23/2017 12:00 AM - 10/29/2017 11:59 PM)

 --All roles-- | Decimal | 10/23/2017 - 10/29/2017 | Copy Shifts | Import...

Show All
 Hide empty
 Inc. Total wages
 Display Roles

Business day starts at 12:00 AM, ends at 11:59 PM same day

 Export: PDF - CSV | Shifts | Hours | Wage/Forecasting | Breaks

<input type="checkbox"/>	Employee	Total Hours	Total Wage	Monday 10/23/2017	Tuesday 10/24/2017	Wednesday 10/25/2017	Thursday 10/26/2017	Friday 10/27/2017	Saturday 10/28/2017	Sunday 10/29/2017
<input type="checkbox"/>	C, Caresse	5.00	0.00	-	2:00PM - 7:00PM	-	-	-	-	-
<input type="checkbox"/>	Larsen, Arya	16.00	0.00	8:00AM - 5:00PM 6:00PM - 8:00PM	-	12:00PM - 5:00PM	-	-	-	-
<input type="checkbox"/>	Larsen, Wil	12.00	700.00	-	12:00AM - 12:00PM	-	-	-	-	-
<input type="checkbox"/>	Mcguire, Toby	5.00	0.00	12:00PM - 5:00PM	-	-	-	-	-	-

COPYING SHIFT SCHEDULES

YOU CAN COPY AN ENTIRE SCHEDULE OR A SINGLE EMPLOYEE'S SCHEDULE FROM ONE WEEK TO ANOTHER. PLEASE NOTE: ANY SHIFTS YOU COPY WILL OVERWRITE SHIFTS THAT ALREADY EXIST IN THE TARGET WEEK.

TO COPY THE ENTIRE SCHEDULE FROM ONE WEEK TO ANOTHER:

1. CLICK COPY SHIFTS:

The screenshot shows the 'Employee Shift Schedule' interface. At the top, there are navigation tabs: 'Time Sheet Rules', 'Shift Schedule' (selected), 'Time Worked', 'Payroll', and 'Tip Pooling'. Below the tabs, there's a header bar with filters: '--All roles--', 'Decimal', '09/03/2018 - 09/09/2018', and buttons for 'Copy Shifts' (highlighted with a red box) and 'Import...'. Below the header, there are checkboxes for 'Show All', 'Hide empty', 'Inc. Total wages', and 'Display Roles'. The main area is a table with columns for Employee, Roles, Total Hours, Total Wage, and days of the week (Monday to Saturday). The table lists employees: Bennet, Liz (Owner), Crawford, Henry (Driver), and Middleton, John (Bartender). The 'Copy Shifts' button is highlighted with a red box.

2. ON THE POP-UP CALENDAR, SELECT THE WEEK TO WHICH YOU WANT TO COPY THE SCHEDULE:

The screenshot shows the same 'Employee Shift Schedule' interface as above. A pop-up calendar for September 2018 is displayed, showing the days of the week (Mo, Tu, We, Th, Fr, Sa, Su) and the dates (1-30). A warning message is overlaid on the calendar: 'WARNING: All current data in 09/10/2018 will be overwritten'. Below the warning, there is a text input field labeled 'Select week to copy to:' with the date '09/10/2018' entered. The calendar is currently showing the week starting on September 10th. The 'Copy Shifts' button is still visible in the background.

3. CLICK COPY.

Employee Shift Schedule (09/03/2018 09:00 AM - 09/10/2018 08:59 AM)

Business day starts at 9:00 AM, ends at 8:59 AM next day

Employee	Total Hours	Monday 09/03/2018	Tuesday 09/04/2018	Wednesday 09/05/2018	Thursday 09/06/2018	Friday 09/07/2018	Saturday 09/08/2018	Sunday 09/09/2018
Bennet, Liz	40.00	9:00AM - 12:00PM 1:00PM - 6:00PM	9:00AM - 12:00PM 1:00PM - 6:00PM	9:00AM - 12:00PM 1:00PM - 6:00PM	9:00AM - 12:00PM 1:00PM - 6:00PM	-	-	10:00AM 3:00PM -
Crawford, Henry	40.00	-	-	-	-	10:00AM - 2:00PM 3:00PM - 7:00PM	10:00AM - 2:00PM 3:00PM - 7:00PM	-
Middleton, John	40.00	-	-	-	-	1:00PM - 5:00PM 6:00PM - 10:00PM	1:00PM - 5:00PM 6:00PM - 10:00PM	-
Woodhouse, Emma	0.00	-	-	-	-	-	-	-

Time Worked Key:
 ##### - Overtime
 ##### - Doubletime
 ##### - Auto clocked out
 (clock icon) - Open Shifts

Labor Cost % Key:
 ##### - Labor Cost % < Labor Cost Goal
 ##### - Labor Cost % > Labor Cost Goal; difference within 1 %
 ##### - Labor Cost % > Labor Cost Goal; difference over 1 %

Report Generated on 09/11/2018 06:58 AM

TO COPY AN INDIVIDUAL EMPLOYEE'S SCHEDULE TO ANOTHER WEEK:

1. CHECK THE BOX NEXT TO THE EMPLOYEE'S NAME.

2. CLICK THE COPY SHIFTS BUTTON BELOW THE EMPLOYEE COLUMN:

Employee Shift Schedule (09/10/2018 09:00 AM - 09/17/2018 08:59 AM)

Business day starts at 9:00 AM, ends at 8:59 AM next day

Employee	Total Hours	Monday 09/10/2018	Tuesday 09/11/2018	Wednesday 09/12/2018	Thursday 09/13/2018	Friday 09/14/2018	Saturday 09/15/2018	Sunday 09/16/2018
Bennet, Liz	40.00	9:00AM - 12:00PM 1:00PM - 6:00PM	9:00AM - 12:00PM 1:00PM - 6:00PM	9:00AM - 12:00PM 1:00PM - 6:00PM	9:00AM - 12:00PM 1:00PM - 6:00PM	-	-	10:00AM 3:00PM -
<input checked="" type="checkbox"/> Crawford, Henry	40.00	-	10:00AM - 2:00PM 3:00PM - 7:00PM	10:00AM - 2:00PM 3:00PM - 7:00PM	10:00AM - 2:00PM 3:00PM - 7:00PM	10:00AM - 2:00PM 3:00PM - 7:00PM	10:00AM - 2:00PM 3:00PM - 7:00PM	-
Middleton, John	40.00	-	1:00PM - 5:00PM 6:00PM - 10:00PM	1:00PM - 5:00PM 6:00PM - 10:00PM	1:00PM - 5:00PM 6:00PM - 10:00PM	1:00PM - 5:00PM 6:00PM - 10:00PM	1:00PM - 5:00PM 6:00PM - 10:00PM	-
Woodhouse, Emma	0.00	-	-	-	-	-	-	-

Send Emails

3. ON THE POP-UP CALENDAR, SELECT THE WEEK TO WHICH YOU WANT TO COPY THE EMPLOYEE'S SCHEDULE:

The screenshot shows the 'Employee Shift Schedule' interface. At the top, there are tabs for 'Time Sheet Rules', 'Shift Schedule', 'Time Worked', 'Payroll', and 'Tip Pooling'. The main header displays 'Employee Shift Schedule' with a date range of '09/10/2018 09:00 AM - 09/17/2018 08:59 AM'. Below this, there are options to 'Show All', 'Hide empty', 'Inc. Total wages', and 'Display Roles'. The main table lists employees and their shift schedules for each day from Monday to Sunday. A dialog box is open, displaying a warning: 'WARNING: All current data in 09/17/2018 will be overwritten'. Below the warning, there is a 'Select week to copy to:' field with a dropdown menu showing '09/17/2018 - 09/23/2018'. A calendar for 'September 2018' is also visible, with the date '17' selected. At the bottom, there are 'Send Emails' and 'Copy Shift(s)' buttons. A 'Time Worked Key' and 'Labor Cost % Key' are also present.

4. CLICK COPY.

This screenshot shows the same 'Employee Shift Schedule' interface, but with the date range updated to '09/03/2018 09:00 AM - 09/09/2018 08:59 AM'. The main table lists employees and their shift schedules for each day from Monday to Sunday. A dialog box is open, displaying a warning: 'WARNING: All current data in 09/10/2018 will be overwritten'. Below the warning, there is a 'Select week to copy to:' field with a dropdown menu showing '09/10/2018 - 09/16/2018'. At the bottom of the dialog, there are 'Cancel' and 'Copy' buttons. The 'Copy' button is highlighted, indicating it has been clicked. A 'Time Worked Key' and 'Labor Cost % Key' are also present.

PLEASE NOTE: IF AN EMPLOYEE ROLE WAS RECENTLY CHANGED, CHECK IF THE SHIFT YOU ARE COPYING HAS THE CURRENT ROLE ASSIGNED. OTHERWISE CREATE A NEW SCHEDULE FOR THIS EMPLOYEE OR ADJUST THEIR ROLE AFTER COPYING.

SHIFT SCHEDULE DETAILS

YOU CAN CHANGE THE SCHEDULE VIEW DEPENDING ON THE SETTINGS YOU SELECTED ON THE EMPLOYEE SHIFT SCHEDULE PAGE.

- **SHIFTS**

- THIS VIEW DISPLAYS THE STANDARD SCHEDULE VIEW

- EMPLOYEE
- TOTAL HOURS
- TOTAL WAGE

The screenshot shows the 'Employee Shift Schedule' interface. At the top, there are navigation tabs: 'Time Sheet Rules', 'Shift Schedule' (selected), 'Time Worked', 'Payroll', and 'Tip Pooling'. Below the tabs, the report title is 'Employee Shift Schedule' with a date range of '12/10/2018 09:00 AM - 12/17/2018 08:59 AM'. There are filters for 'All roles--', 'Decimal', and '12/10/2018 - 12/16/2018'. Action buttons include 'Copy Shifts' and 'Import...'. Checkboxes for 'Show All', 'Hide empty', 'Inc. Total wages', and 'Display Roles' are visible.

Business Hours: 9:00 AM — 8:59 AM

Export: PDF - CSV

View options: Shifts, Hours, Wage/Forecasting, Breaks

Employee	Total Hours	Total Wage	Monday 12/10/2018	Tuesday 12/11/2018	Wednesday 12/12/2018	Thursday 12/13/2018	Friday 12/14/2018	Saturday 12/15/2018	Sunday 12/16/2018
Bennet, Liz	8.00	-	9:00AM - 5:00PM	-	-	-	-	-	-
Crawford, Henry	-	-	-	-	-	-	-	-	-
Lucas, Charlotte	-	-	-	-	-	-	-	-	-
Middleton, John	-	-	-	-	-	-	-	-	-
Rabbit, Jessica	-	-	-	-	-	-	-	-	-
Snowe, Lucy	-	-	-	-	-	-	-	-	-
Woodhouse, Emma	-	-	-	-	-	-	-	-	-
Zolkosky, Laurie	-	-	-	-	-	-	-	-	-

Time Worked Key

- ##### - Overtime
- ##### - Doubletime
- ##### - Auto clocked out
- 🕒 - Open Shifts

Labor Cost % Key

- ##### - Labor Cost % ≤ Labor Cost Goal
- ##### - Labor Cost % > Labor Cost Goal; difference within 1 %
- ##### - Labor Cost % > Labor Cost Goal; difference over 1 %

Report Generated on 02/08/2019 07:45 AM

- **HOURS**

- THIS VIEW DISPLAYS THE STANDARD SCHEDULE VIEW AS WELL AS THE TOTAL HOURS THE EMPLOYEE HAS WORKED SO FAR THAT WEEK

Time Sheet Rules | **Shift Schedule** | Time Worked | Payroll | Tip Pooling

Employee Shift Schedule (12/10/2018 09:00 AM - 12/17/2018 08:59 AM) | --All roles-- | Decimal | 12/10/2018 - 12/16/2018 | Copy Shifts | Import... | Show All | Hide empty | Inc. Total wages | Display Roles

Business Hours: 9:00 AM — 8:59 AM | Export: PDF - CSV | Shifts | **Hours** | Wage/Forecasting | Breaks

Employee	Total Hours	Total Wage	Monday 12/10/2018	Tuesday 12/11/2018	Wednesday 12/12/2018	Thursday 12/13/2018	Friday 12/14/2018	Saturday 12/15/2018	Sunday 12/16/2018
Bennet, Liz	8.00	-	8.00	-	-	-	-	-	-
Crawford, Henry	-	-	-	-	-	-	-	-	-
Lucas, Charlotte	-	-	-	-	-	-	-	-	-
Middleton, John	-	-	-	-	-	-	-	-	-
Rabbit, Jessica	-	-	-	-	-	-	-	-	-
Snowe, Lucy	-	-	-	-	-	-	-	-	-
Woodhouse, Emma	-	-	-	-	-	-	-	-	-
Zolkosky, Laurie	-	-	-	-	-	-	-	-	-
Hours Totals:	8.00	-	8.00	-	-	-	-	-	-

Time Worked Key: ##### - Overtime, ##### - Doubletime, ##### - Auto clocked out, - Open Shifts

Labor Cost % Key: ##### - Labor Cost % ≤ Labor Cost Goal, ##### - Labor Cost % > Labor Cost Goal; difference within 1 %, ##### - Labor Cost % > Labor Cost Goal; difference over 1 %

Report Generated on 02/08/2019 07:45 AM

- **WAGE/FORECASTING**

- THIS VIEW DISPLAYS THE STANDARD SCHEDULE VIEW AS WELL AS:

- **WAGE TOTALS:** THE TOTAL WAGE EARNED BY THE EMPLOYEE FOR THAT WEEK (BASED ON SET HOURLY WAGE AND HOURS WORKED).
- **FORECASTED SALES:** HERE YOU CAN ENTER THE EMPLOYEE'S PROJECTED SALES FOR THE WEEK.
- **MEAN SALES:** THIS IS THE NET AVERAGE OF THE EMPLOYEE'S LAST FOUR WEEKS OF SALES.
- **FORECASTED LABOR COST %:** THE PROJECTED LABOR COST PERCENTAGE.
- **MEAN LABOR COST %:** THE AVERAGE LABOR COST PERCENTAGE

Time Sheet Rules | **Shift Schedule** | Time Worked | Payroll | Tip Pooling

Employee Shift Schedule (01/14/2019 08:24 AM - 01/21/2019 08:23 AM) | --All roles-- | Decimal | 01/14/2019 - 01/20/2019 | Copy Shifts | Import... | Show All | Hide empty | Inc. Total wages | Display Roles

Business Hours: 08:24 — 08:23 | Export: PDF - CSV | Shifts | Hours | Wage/Forecasting | Breaks | Labor Cost % Goal 10

Employee	Total Hours	Total Wage	Monday 01/14/2019	Tuesday 01/15/2019	Wednesday 01/16/2019	Thursday 01/17/2019	Friday 01/18/2019	Saturday 01/19/2019	Sunday 01/20/2019
Beowulfgahea, Helvata	-	-	-	-	-	-	-	-	-
ems, ems	-	-	-	-	-	-	-	-	-
Han, Xiao	23.98	-	-	-	-	-	-	-	-
Lana F, Lana	23.95	3355.76	-	-	-	-	-	-	-
lana_last_name, lana_first_name	-	-	-	-	-	-	-	-	-
Lobanov, artem	-	-	-	-	-	-	-	-	-
Polyakov, Vasily	-	-	-	-	-	-	-	-	-
start, start	-	-	-	-	-	-	-	-	-
test, Jay	-	-	-	-	-	-	-	-	-
Wage Totals:	3355.76	3355.76							
Forecasted Sales:									
Mean Sales:	4051.53		9719.07	9049.90	9523.22	27.59	40.93	0.00	
Forecasted Labor Cost %:									
Mean Labor Cost %:	11.83		34.53						

- **BREAKS**

- **THIS VIEW DISPLAYS THE STANDARD SCHEDULE VIEW AS WELL AS ALL BREAKS TAKEN (DEPENDENT ON CLOCK OUT PERFORMED ON THE POINT OF SALE)**

Time Sheet Rules | **Shift Schedule** | Time Worked | Payroll | Tip Pooling

Employee Shift Schedule (01/14/2019 08:24 AM - 01/21/2019 08:23 AM) | --All roles-- | Decimal | 01/14/2019 - 01/20/2019 | Copy Shifts | Import... | Show All | Hide empty | Inc. Total wages | Display Roles

Business Hours: 08:24 — 08:23 | Export: PDF - CSV | Shifts | Hours | Wage/Forecasting | Breaks

Employee	Total Hours	Total Wage	Monday 01/14/2019	Tuesday 01/15/2019	Wednesday 01/16/2019	Thursday 01/17/2019	Friday 01/18/2019	Saturday 01/19/2019	Sunday 01/20/2019
Beowulfgahea, Helvata	-	-	-	-	-	-	-	-	-
ems, ems	-	-	-	-	-	-	-	-	-
Han, Xiao	23.98	-	-	-	-	-	-	-	-
Lana F, Lana	23.95	3355.76	11:23 - 11:24 [0.02] 02:00 - 02:01 [0.02]	-	-	-	-	-	-
lana_last_name, lana_first_name	-	-	-	-	-	-	-	-	-
Lobanov, artem	-	-	-	-	-	-	-	-	-
Polyakov, Vasily	-	-	-	-	-	-	-	-	-
start, start	-	-	-	-	-	-	-	-	-
test, Jay	-	-	-	-	-	-	-	-	-
Breaks Totals:			0.03	0.00	0.00	0.00	0.00	0.00	0.00