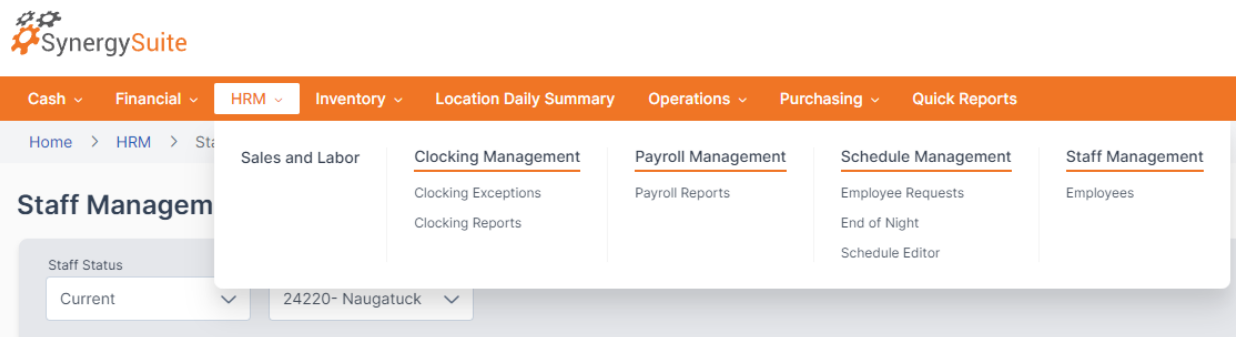


Franchise – Employee management is completed here.

Note - once the employee is in Synergy Suite, it will directly sync to REVEL for POS use.

To access Employee Management in SynergySuite, go to HRM → Staff Management → Employees.



Under Staff Status, you can adjust your settings to see:

- Current Employees – these are the employees that you hired at your location.
- Inactive – These are employees that have been terminated.
- Loaned In – These are employees that have been loaned/shared with you.

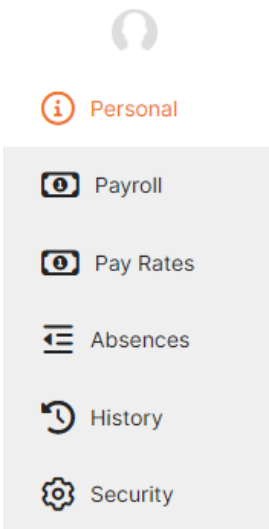
From there you will see the ability to ADD on the right-hand side. For stores that can add employees this will not be grayed out as it is in the picture.

The screenshot shows the 'Staff Management - 24220- Naugatuck' page. It features a table with columns: Staff Number, First Name, Last Name, Email, Start Date, End Date, Section, and Status. There are checkboxes for selection and a '+ Add' button. The 'Status' column shows 'UNDER 18' for some employees.

Staff Number	First Name	Last Name	Email	Start Date	End Date	Section	Status
100004915	Vanessa	Barnes	nnyankegur01@gmail.com	Jan 14, 2022		Grill Cook	
100009340	Sheldon	Barton	sheldonbarton306@gmail.com	Apr 14, 2023		Fountain	UNDER 18
100002305	Jill	Belward	Jillbelward@gmail.com	Mar 19, 2010		Server	
100003785	Riley	Best	bestriley426@gmail.com	Jul 6, 2021		Fountain	
100009201	Hope	Brannen	brannenhope@gmail.com	Mar 26, 2023		Greeter	UNDER 18
100009432	Cody	Capolupo	cjcapolupo23@gmail.com	Apr 25, 2023		Fountain	UNDER 18
100005426	Kayleigh	Collins	Kaydoppieganger@yahoo.com	Mar 8, 2022		Dishwasher	

Edit Sheldon Bart

When you Select on an employee you will see all the employee information in the tabs on the side.

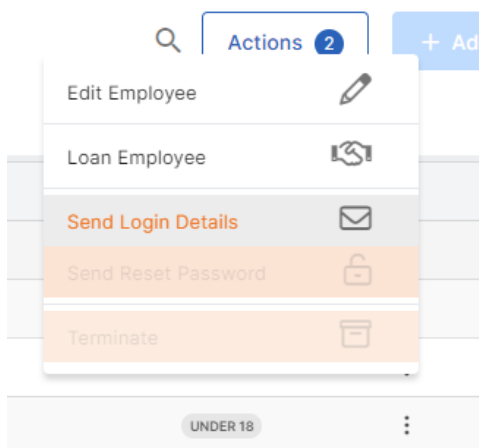


Please note:

- Franchise location, you will have access to change/update employees as needed.
- The Security tab will need to be updated for all managers.
- PIN under the Personal Info is the PIN that allows users to access the SynergySuite app and the cash management function. It is Defaulted to the last four of their social security number. **This a different PIN than the Revel access PIN, and the number should be different.**
- Under payroll is where you assign the Revel POS code. Use the Generate Code button to generate a unique code and hit save.
- Then use the “sync to pos” button on the main employee screen.



Loaning an Employee:



- Loan Employee – Opens the box to be able to loan the employee to other locations.
- NOTE: You will only be able to loan within your organization
- We recommend choosing to loan out for a specific date range, at the end of that date range, there information will be removed from the other location.

1. In the drop-down, enter the site where you are loaning the employee.

The screenshot shows a web form titled "Sarah England - Loan Employee". The "Loan site:" field has a dropdown menu open, displaying a list of options: "0200-New York", "1225-Atlanta", "5-Chicago", "500-San Francisco", "Central Kitchen", and "SS Demo". To the right of the dropdown is an unchecked checkbox labeled "Assign Company Permission". At the bottom right, there are "Cancel" and "Next" buttons. The form also shows a footer with "Name Example", "Last Name Example", "butterfly@email.com", and "Jan 13, 2020".

2. Assign a section to the employee. This determines the pay rate the loaned employee receives. THIS MUST MATCH CURRENT PAY.

The screenshot shows the same web form, but now the "Loan site:" dropdown is set to "1225-Atlanta". Below this, there are two tabs: "Sections" (which is active) and "Availability". Under the "Sections" tab, the "Home section:" field is set to "Register". To the right, there is a "Select Loan Section *" dropdown menu also set to "Register". The "Assign Company Permission" checkbox remains unchecked. The "Cancel" and "Next" buttons are still present at the bottom right.

3. Click **Next**.

4. Enter the availability for the loaned employee.

5. To make the employee always available to be loaned, toggle **Available Always**. To enter a date range for the loan, click the **+** icon.

6. Enter a **Start Date** and **End Date** by clicking the calendar icon and choosing a date range for the loan and Click **Loan**.

7. To remove a loaned employee, click **Delete Loan**.

Sarah England - Loan Employee
✕

Loan site: Loan site: *
1225-Atlanta ▼ Assign Company Permission

Sections Availability

Available by Range Available Always

Available Ranges

Start Date	End Date	Cancel Loan
Feb 10, 2022	Feb 12, 2022	Delete loan

+
Cancel
Save

Note: You will not be able to delete a loan if that employee is scheduled.