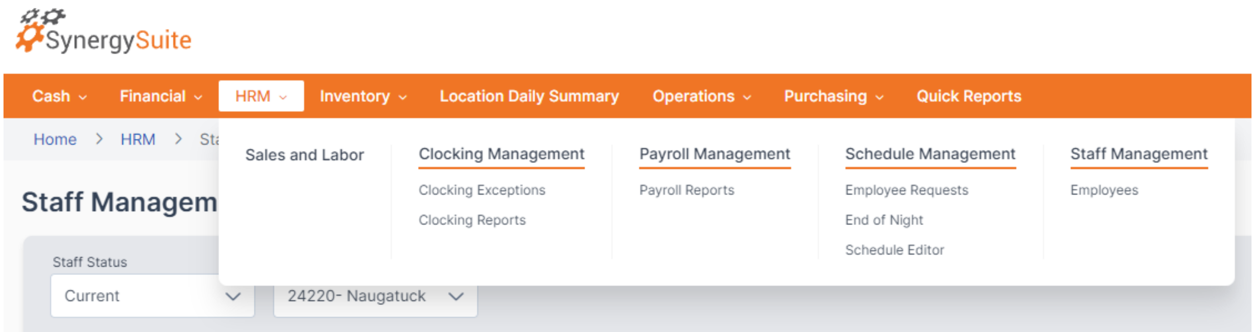
Employee Management

Franchise – Employee management is completed here.

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

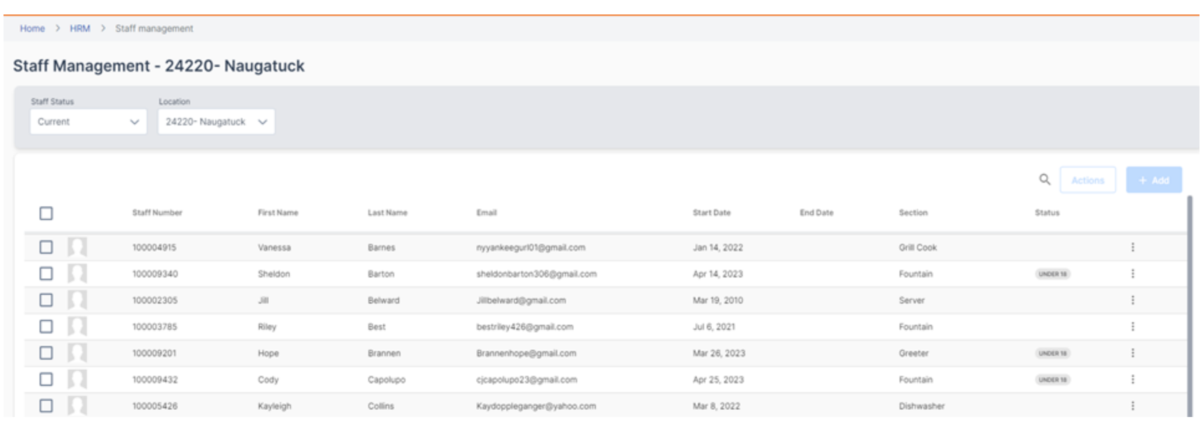
To access Employee Management in SynergySuite, go to HRM → Staff Management → Employees.

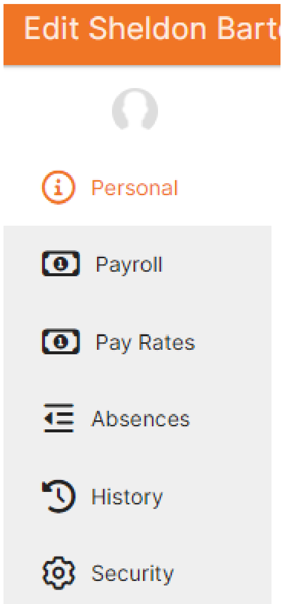


Under Staff Status, you can adjust your settings to see:

- 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.



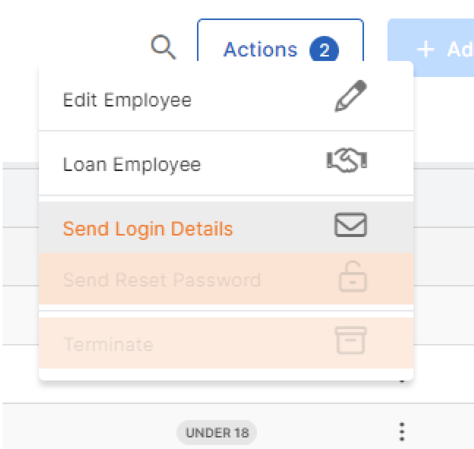


When you Select on an employee you will see all the employee information in the tabs on the side.

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. User the Generate Code button to generate a unique code and hit save.
- Then use the "sync to pos" button on the main employee screen.

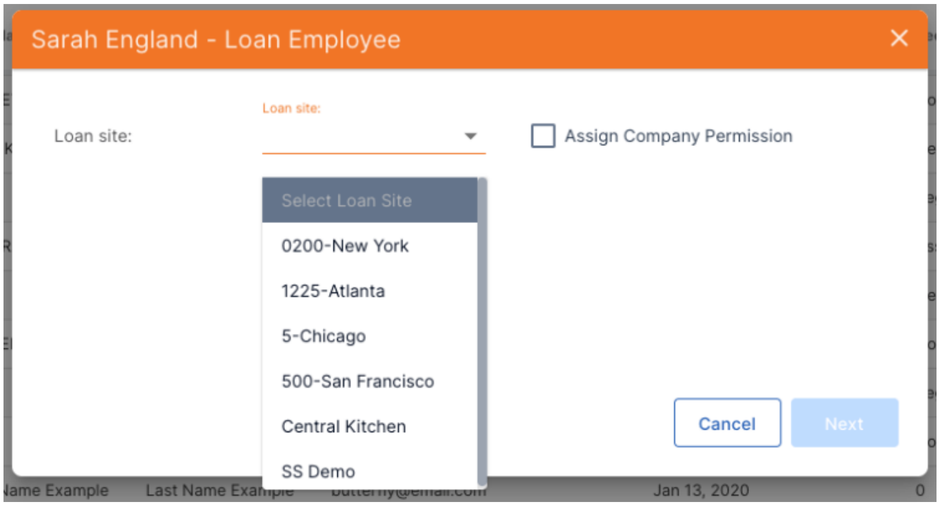
Loaning an Employee:



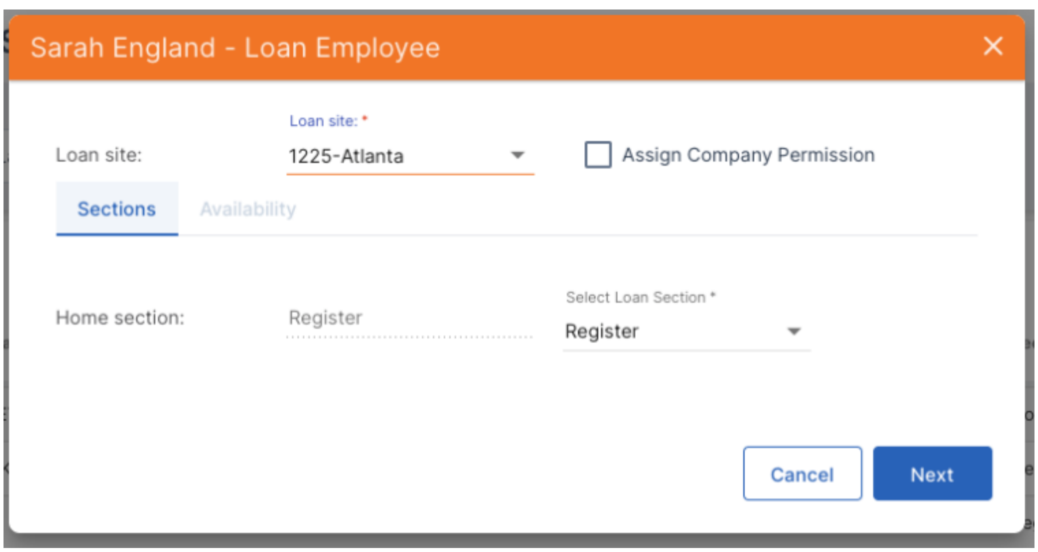
- Loan Employee – Opens the box to be able to loan the employee to other locations.
- NOTE: You will only be able to loan within your organization
- We recommend choosing to loan out for a specific date range, at the end of that date range, there information will be removed from the other location.

Employee Management

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

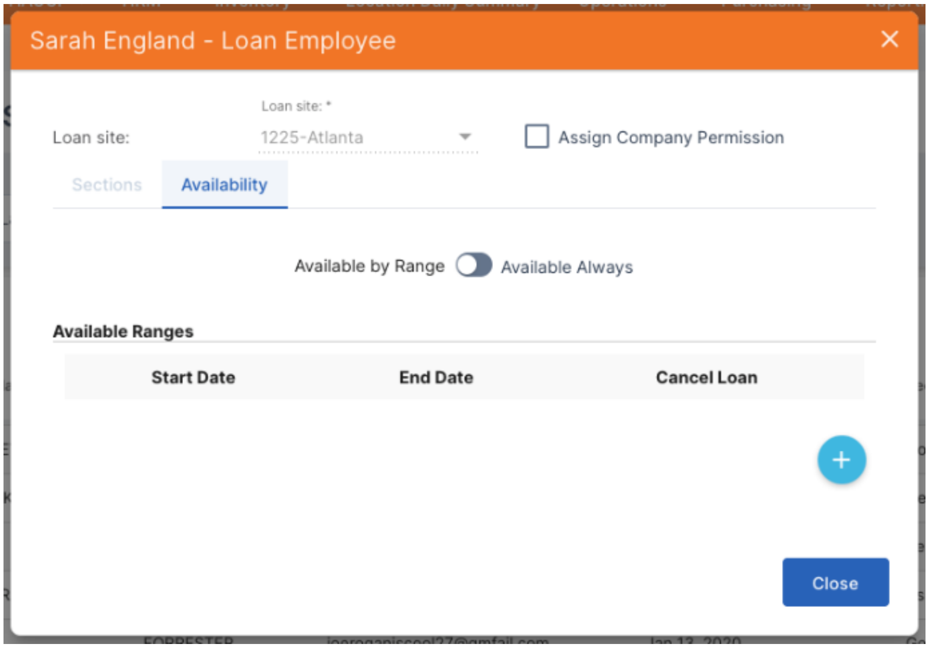


2. Assign a section to the employee. This determines the pay rate the loaned employee receives. THIS MUST MATCH CURRENT PAY.



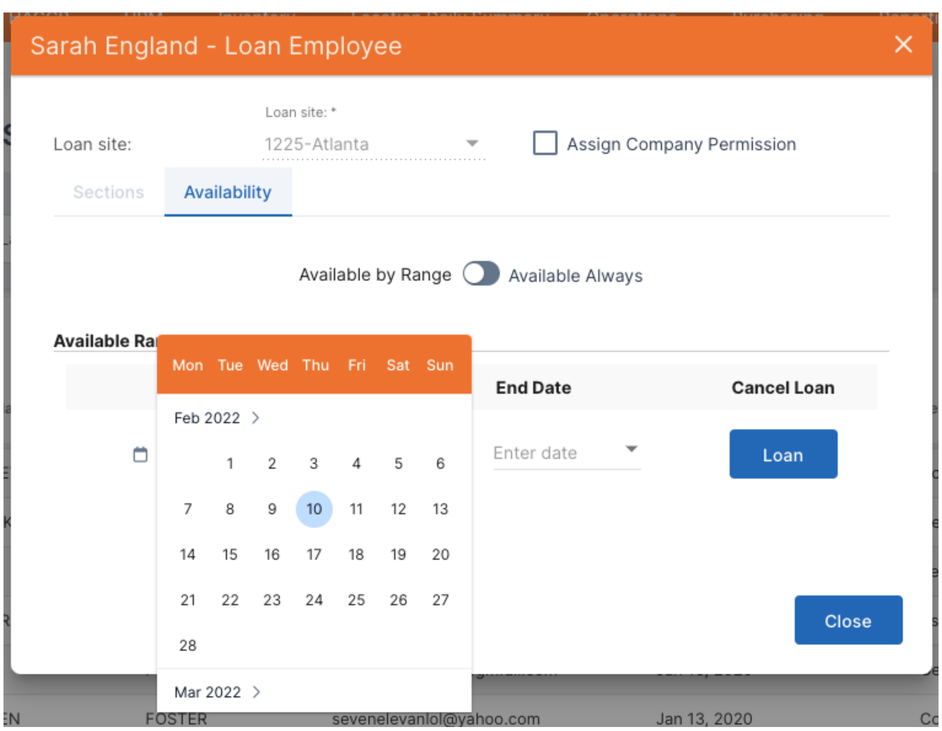
3. Click **Next**.

4. Enter the availability for the loaned employee.

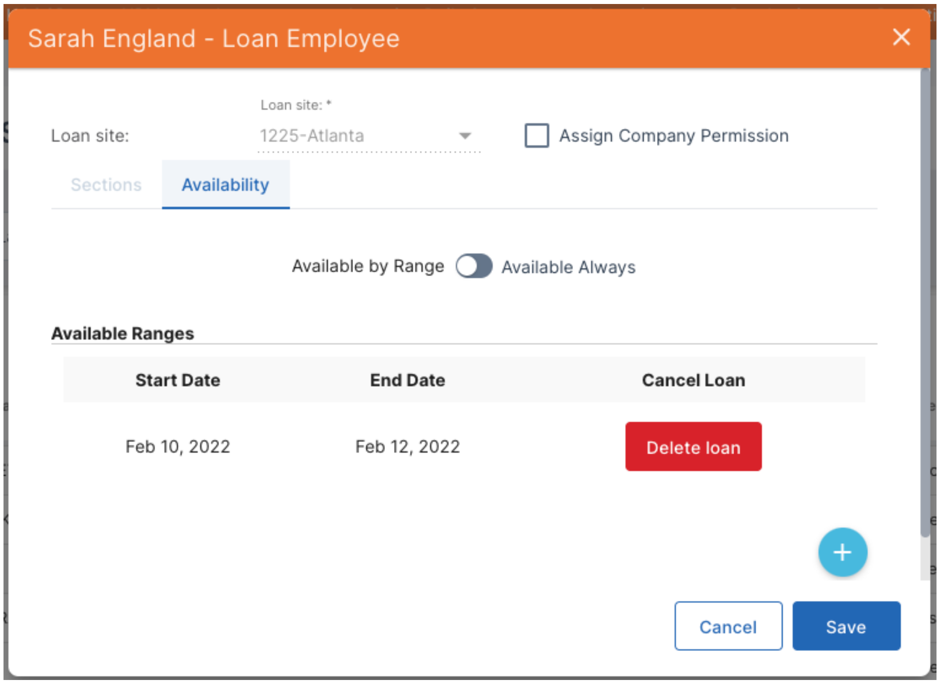


5. To make the employee always available to be loaned, toggle **Available Always**. To enter a date range for the loan, click the **+ icon**.

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**.



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