

Daily Time Keeping is handled differently in SynergySuite.

This is primarily completed at the end of each day following the End Of Night Procedures.

End of Night Procedure is automatically found under the checklist for each night. There is a “launch” button that will open this function or you can find it under HRM → End of Night. This is required to be completed. If at close you are not able to complete this, then the opening manager needs to complete this before opening.

Cash - Financial - HRM - Inventory - Location Daily Summary - Operations - Purchasing - Quick Reports					
End of Night					24220- Naugatuck - Aug 9, 2023
Full Outlet End of Night					
CHRISTINA ORTIZ ✕					
Section	<input type="text" value="18:44-21:53"/>	<input type="text"/>	<input type="text" value="0"/>	Duration	<input type="text" value="3:09"/>
Grill Cook					<input checked="" type="checkbox"/>
DANIELLA RODRIGUEZ ✕					
Section	<input type="text" value="17:04-22:14"/>	<input type="text"/>	<input type="text" value="0"/>	Duration	<input type="text" value="5:10"/>
Fountain					<input checked="" type="checkbox"/>

First step is scrolling all the way to the bottom of the page and clicking the **All Clocked** “all clocked” button at the bottom. This will remove any breaks that were added to someone’s schedule per labor laws but may not have been taken. These breaks need to be removed if they were not taken.

Then you want to scroll back to the top and verify each person’s clock in times and job codes listed.

The box with the time for each employee will be an **ORANGE** color if there is a clock out issue of some kind. Under the dropdown box, you have options to also label if they did not show up. You can label the shift as sick, no show, cancel shift if that is what happened. Using reset shifts, resets the time to the scheduled time. This is not recommended to use.



End of Night 24220- Naugatuck - Aug 9, 2023
Full Outlet End of Night

CHRISTINA ORTIZ [✕](#)

Section
Grill Cook

18:44-21:53 Duration 3:09

Clocked [✕](#) Times 18:44-21:53 Breaks 0 Mins Duration 3:09 Apply

Paid Breaks clocked Sick No Show Cancel Shift Reset Shift

At the bottom of the screen, you have an option to add a missing shift if someone forgot to clock in, and if you make any changes, you will see a summary of those changes.

Add Missing Shift

Summary

Rostered	Clocked	Rules	Edited	Sick / No Show	Cancelled	Action	Total	Duration
0	10	0	0	0	0	0	10	53:39

Save when complete. **This will lock that timekeeping for that day.**

Note: After this has been locked once you are able to fix time's be redoing this procedure, what changes is how to access this. TO access this once it is locked, please go to the schedule editor. One the drop down box next to the day of the week choose unlock, then sign off. This will bring you back to running EON, where you can make any needed adjustments again and then save.

Note: Time Keeping must be changed in Synergy and not in Revel. Every day must be locked for you to submit payroll and also to see the Weekly Tip Report.

Additional Reports

1) Clocking Report

- a. This is found under HRM → Clocking Reports. This report is used for only checking Clock in Events (i.e., Clocking in, Breaks, Clocking Out, etc.) You can filter by clock event type or see all clock events at once.

Clocking Reports

Location(s): 24220- Naugatuck | Clock Event(s): Break Started, Brea... | Advanced Filter

Search Employee

Employee	Location	Clock Event	Date and Time	Source
Tamy Pinto	24220- Naugatuck	CLOCKED OUT	Aug 10, 2023 2:00:00 AM	POSServer
	24220- Naugatuck	CLOCKED OUT	Aug 9, 2023 10:46:26 PM	POSServer
Lisa Kollar	24220- Naugatuck	CLOCKED OUT	Aug 9, 2023 10:44:16 PM	POSServer
Joseph Kabongo	24220- Naugatuck	CLOCKED OUT	Aug 9, 2023 10:28:13 PM	POSServer

- b. Under the advanced filter drop down, you can search for a specific employee by using the employee selector, which you can export and print if someone requires to see their clock report. To export, click download table on the far-right side.

Clocking Reports

Location(s): 24220- Naugatuck | Clock Event(s): Break Started, Brea... | Advanced Filter

Employee Selector | Report Type

Search Employee | Download Table

Employee	Location	Clock Event	Date and Time	Source	Message
Tamy Pinto	24220- Naugatuck	CLOCKED OUT	Aug 10, 2023 2:00:00 AM	POSServer	
	24220- Naugatuck	CLOCKED OUT	Aug 9, 2023 10:46:26 PM	POSServer	

- c. Under Report Type, you can choose different options. This is helpful if you are looking for certain information.

Report Type

Currently clocked in
Employees that are currently clocked in

Clock in at time
Select the time and date when your employees clocked in

🕒 8:49 AM 📅 Date

Clock Range
Select the clock range when your employees clocked in

📅 Start Date 📅 End Date

🕒 8:49 AM 🕒 8:49 AM

Cancel Save

2) Sales & Labor by Range

- a. This report doesn't break down employees' time but shows hourly sales percentage per day or total including salary percentage per day.

3) Employee Clocked Detail

- a. Breaks down wages/hours per time period choose broken down by position and day

4) Employee Tips & Hours (similar to multiple job code report)

- a. Consolidated report of employee hours based on employee and position.
- b. Includes tips.
 - i. **Note: NY restaurants: if the rate doesn't look correct it is because they employee hit the 10HR rule.**