

## Employee Management & Labor:

- Salaried Labor needed to either be entered as 0.00 (if you don't want it on reporting/schedule) or the weekly total they receive to properly show on reporting.
- Ensure that job codes and section match. Change primary job code and section to the primary position they work, and have additional job codes under the Payroll tab.
- Multiple reports to use to validate: Sales & Labor by Range, Actual vs Scheduled, Shift Audit Log/Punch Change (for edits), Schedule Summary, Consolidated Summary, and Employee Tips & Hours Report.
  - Note: Decimals verses hour varies by report for hours. Some report in hh:mm, some report in decimals for payroll.
- Breaks are automatically assigned based on state laws and can be removed when making the schedule and can be removed by end of night and using all clocked.
- To remove a job code, enter an end date using the pencil button to edit the code. This will remove from schedule and Revel.
- If someone isn't showing up in Revel after adding employee, go into Employee, Generate POS Code, press Save, and then use the "Sync to POS" button. This brings the employee to Revel like the old "post employees" from Micros. [Directions](#)

## End of Day & Time Keeping:

- Gray vs white background is an easy way to tell if it is complete or not. Gray background means the end of day time keeping is completed. To unlock, use the drop-down menu, choose to unlock, then sign-off to get back to end of night for that day. [Directions](#)
- Time Keeping should be completed either at the close of business or first thing in the morning. By using this process your managers will pull the clock in punches from Revel and approve/agree to them. If a change is needed,

they can adjust it (will be shown on the punch change report & shift audit log report) and then they save/lock that day. If it needs to be re-opened, you can do that and re-do the end of night procedure and change what needs to be adjusted.

- Payroll – use the Payroll Export even if not going to a payroll processor. This is the most accurate data in the most accurate format. Daily time can be validated using the reports above.
  - Payroll can be made specific for your individual franchise use.

## **Food & Purchasing:**

- Purchasing Management – you can see all invoices, orders, deliveries, credits, and more in this section. [Directions](#)
- Use the drop-down box in the “Deliveries” tab to change to what you want to see. Orders, deliveries, invoices, etc.
- Par Level Per Location – ensures accurate orders. This is done on a location-by-location basis. Delete an item to have it not create a Par Level. Par Level is the amount you would like on hand, Reorder Level is the bottom trigger to build back to that Par Level. [Directions](#)
- Use inventory for top 20 bottom 20, with accurate theoretical usage.
- Use live inventory per day to see usage per day. This attaches to ordering for accurate ordering.

## **Available Reports:**

- Anything labeled “Consolidated” will give you access to multiple locations.
- Live Daily Summary – daily KPI’s in live time.
- Cash Summary – Consolidated Summary, Cash Summary Page, Cash Sheet Summary - All Locations, Cashier Variance (deposits, pay outs, etc.).
- Labor – Actual vs Scheduled, Shift Audit Log/ Punch Change (for edits), Schedule Summary, Consolidated Summary.
  - Note: We recommend printing the Punch Change Report weekly and have employees validate that they agree with the change.

- Break Report will be sent weekly to Managers and above for any missed breaks and can view daily by checking schedule editor and by re-running end of night.
- Comps & Promos – tracks comps and promos per check added and per items on the check. Also tracks approved coupons and items the stores write in using comp button. This can compare your top 10 by using consolidate reports for all your locations. Red Flag Report will break down a summary form per employee.
- Status Summary Report – this will show you anyone who hasn't completed End of Night/Time Keeping, published their schedule, or completed payroll. This is good to review on Monday mornings.
- When running reports, you have options to add to your quick list. This will add a report to your quick list with what parameters you have set up, and going forward you can run the selected report with 1 click.
- Scheduling reports – you can schedule reports to be sent in different time frames with different parameters to emails address that you choose.
  - You can also “save” reports that can be added with a one click feature to easily see what report.

## Dashboards:

- Location Daily Summary – live review of daily KPI information.
- Financial Dashboard – summary of all your location current week. This has options for previous week or year history, which can be exported to Excel. You can choose date types based on Net Sales, Gross Sales, Net + Tax, Discounts and Tax. Dates can also be adjusted.



**Additional training documents for the stores can be found [HERE](#). These are updated regularly as we continue to grow with SynergySuite.**

## SynergySuite Labor & Breaks Configuration:

- **Meal Breaks** - For each state we have programmed a meal break to be automatically added based on the below hours. So, for example, NJ, a meal break will be added to the schedule when someone is scheduled more than 4:01 hours.
  - **Note:** All Breaks can be edited/changed/deleted on the schedule editor at the discretion of the store.
  - Unpaid meal break rules:

| Rule   | State                                      |
|--|--|
| States that will populate a 30-minutes meal break after hitting 4:01 | NJ   |
| States that will populate a 30-minute meal break after hitting 5:01  | NH   |
| States that will populate a 30-minute meal break after hitting 6.01: | MA, DE, FL, ME, NJ, NC, OH, PA, RI, VT, VA |
| States that will populate a 30-minute meal break after hitting 6.31: | NY (see below for details)                 |
| States that will populate a 30-minute meal break after hitting 7.31: | CT   |
| No Breaks Rule Assigned  | SC   |

- New York Breaks:

| Break                  | Shift Duration | Break Duration | Note  |
|------------------------|----------------|----------------|---|
| Noon Day Meal          | 6.5 hours      | 30 minutes     | Starts before 11am with a shift ending after 2pm        |
| Additional Meal (PAID) | 8 hours        | 20 minutes     | Paid Rest Break   |
| Evening Meal           | 6.31 hours     | Min 30 minutes | Shift Starts after 1pm with a shift ending after 6:00pm |

- **Payroll Rules Configured:**

- 7th Consecutive Day (CT): On the seventh consecutive day of work, employers must pay one-and-a-half times the minimum wage rate.
- 10 hour spread Rule (NY): 1 hour added at minimum wage for any person that works more than 10 hours. If 10 hour is caused from 2 different locations in the same day, the borrowed location gets charged the spread.



**Owners: If you have a question about how break rules are configured or if a break rule changes, please submit a FranConnect ticket.**