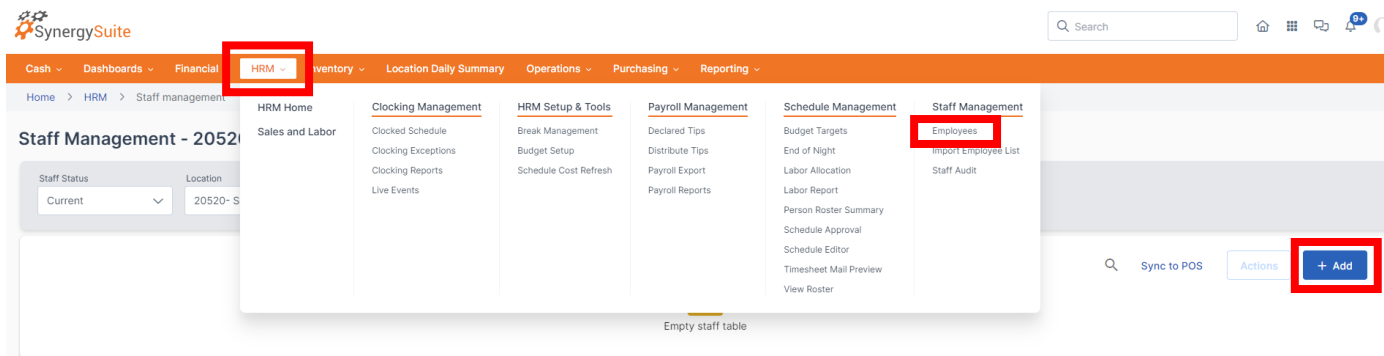## How to add a new employee:

1. This is found under HRM –> Employees. Then use the blue "Add" button.

2. Once you click add the Employee Window will pop up. Enter all Required Information.

- Screen 1: First Name, Last Name, Title, Gender, Date of Birth, Phone Number, Email, Address, and Security (last four of SSN).

Note: the state **must** be a two-letter node. Example: NY for New York

- Screen 2: Staff Number (we recommend talking to your franchise owner about what they want; we recommend franchise name and last four of social, such as: BRIX1234), Pay Type (hourly or salary), Employment Type (permanent), Department (pick which one), Default Section &

Primary Position (these need to match, and is for where they show up in the schedule only), Pay Method (direct deposit), Pay Frequency (weekly or biweekly), Start Date, and SSN. **Leave everything under "Third Party Links" blank.**

- Screen 3: enter all payrates for the job positions that they will have (example, training, server, server open/close).

- Click Save

3. Once you hit save, please go back in and use "Generate POS Code" to create the POS code. Then on the main Employee page, use the "Sync to POS Button" at the top to send them to Revel. Refresh your POS stations and you will be good to go.