



How to add a new employee:

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

²⁷ SynergySuite							Q Search	ሬ 🖩 💀 Ք 🞧
Cash - Dashboards - Financial	HRM ~ Iventory	 Location Daily Summary 	Operations ~ Pur	chasing ~ Reporting ~				
Home > HRM > Staff management Staff Management - 2052 Staff Status Location Current \checkmark 20520-S	HRM Home Sales and Labor	Clocking Management Clocked Schedule Clocking Exceptions Clocking Reports Live Events	HRM Setup & Tools Break Management Budget Setup Schedule Cost Refresh	Payroll Management Declared Tips Distribute Tips Payroll Export Payroll Reports	Schedule Management Budget Targets End of Night Labor Allocation Labor Report Person Roster Summary Schedule Approval Schedule Editor Timesheet Mail Preview View Roster	Staff Management Employees Import Encloyee List Staff Audit	Q. Sync to POS	Actions + Add
	Empty staff table							

- 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).

	New employee -	20520- South Weymoutl	r		×
	(i) Personal	Personal Details			
	Payroll	First Name: *	Last Name: *	Known As:	- 1
	Pay rates		-		- 1
		file.			
	Note: the	Home Phone:	Mobile Phone:	Country ~	- 1
/	state must be	- Casalin t			- 1
[a two-letter				- 1
	node.	Address			
	Example: NY	Address Line 1:	Address Line 2:	City:	- 1
	TOT NEW FORK	State/County:	ZIP Code:		- 1
		Security			
		PIN code:	R		
	Basic			Cancel Next	

 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.

i) Personal	Staffing Details				
Payroll	Staff Number:	Pay Type:	Employment Type:	*	
• Pay rates	De <mark>partment:</mark>	Default Section:	Ŧ		
	Primary Position:		•		
	Pay Method.	 Pay Frequency: 	✓ Break Rule:	*	
	Employment Start date: * 3/7/24	Social Security Number	—		
	P45 Received	12A Form	Welfare/Revenue Notified		
	Third Party Links				
	Clocking ID:	EPOS ID:			

- 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.