



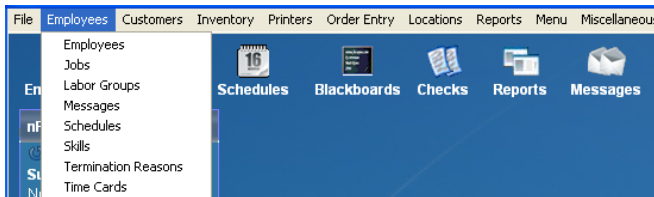
Enforcing Schedules & Grace Periods

This system can be set to enforce schedules with grace periods.

Enforce Scheduling

The schedule can be enforced by employee.

1. select employees from toolbar
2. select employees from drop-down



3. select employee
4. select enforce scheduling in options column

The screenshot shows the 'Employees' form with the following details:

Employees (14)	First Name	Last Name	Nickname	Access Code	Picture
Adams, Chris	Chris	Adams	Chris A.	0002	
Asst Manager, Amy					
Cook, Shelly					
DriveThru Cashier, Dave					
Hall, Charlie					
Owens, Oliver					
Plus, Todd					
Smith, Don					
Store Manager, Stanley					
Support, AD RDO					
Support, POS					
Support, Test					
Thompson, Dale					
Trainer, Tim					

W4 Information:

Status	Amount	Allowances	Employment Status	Salary/Day
Single	\$0.00	1	Active	\$0.00

Options:

- Require Card
- Enforce Scheduling
- Extend Rights
- Clock In/Out Only
- Fingerprint at Clock In
- Fingerprint Required

Jobs:

Job	Pay Rate
1. Cashier / Crew	
2. <None>	\$0.00
3. <None>	\$0.00
4. <None>	\$0.00
5. <None>	\$0.00
6. <None>	\$0.00

Skills:

Skill	Level
Cashier	1
Shift Lead	0
Manager	0
4	0
5	0

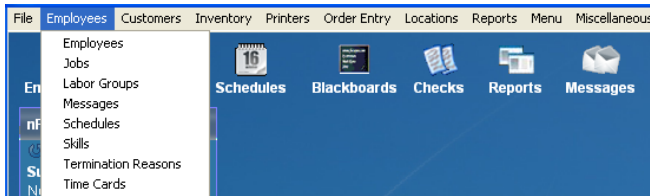
5. select save and close



Grace Periods

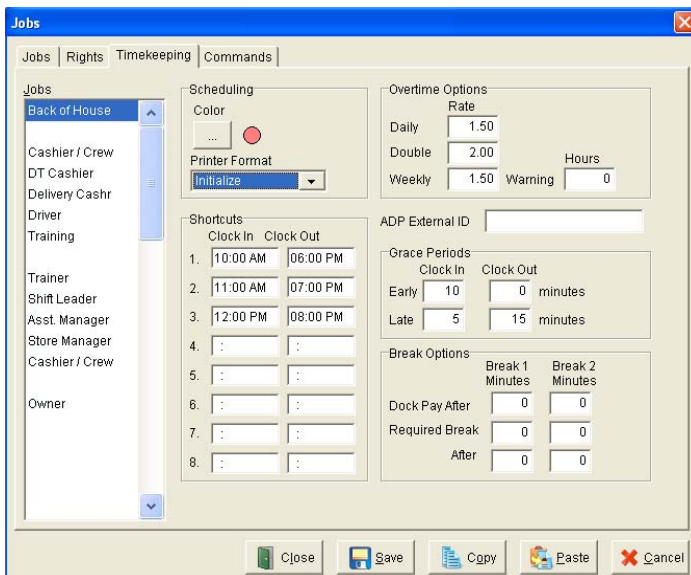
Grace periods are set by job code and linked to the schedule start end times. Enforce scheduling must be selected for the employee to for grace periods to be active.

1. select employees from toolbar
2. select jobs from drop-down



3. enter clock in and clock out grace periods

- early clock in; the number of minutes an employee can clock in early without requiring manager approval
- late clock in; the number of minutes an employee can clock in late without requiring manager approval
- early clock out; the number of minutes an employee can clock out early without requiring manager approval
- late clock out; the number of minutes an employee can clock out late without requiring manager approval



4. select save and close

note: clock out times for closers can be set to "not enforce" in the scheduler