

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

File	Employees	Customers	Inventory	Printers	Order Entry	Locations	Reports	Menu	Miscellaneous
Er nl Si N	Message: Schedule Skills	oups s s ion Reasons	Sched	_	Blackboards	Checks	Repo	rts	Messages

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

Employees					×
<u>E</u> mployees (14)	<u>F</u> irst Name	Last Name	Nickname	Access Code	Picture
Adams, Chris	Chris	Adams	Chris A.	0002	
Adams, Chris Asst Manager, Arny 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	ID1 222-22-2222 City Emer. Phone # PI () - [(D2 State Zip hone # 1 Phr) - C1 Date Last Rai If If Armount Allo y \$0.00 Jobs Jobs 1. Cas 2. <no< td=""> 3. <no< td=""> y 4. bck In 5.</no<></no<>	Address Code Emergen ine # 2 Lang - Engl se Termination // wances 1 Employ Active hier / Crew he> he> he>	cy Contact uage ish Termination Rease <pre> </pre>	v on v lany/Day \$0.00 kills kill Level Cashier 1 ↓ Shift Lead 0 ↓ Manager 0 ↓ 4 0 ↓ 5 0 ↓ v

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

lobs	Scheduling	Overtime Options			
Back of House Cashier / Crew DT Cashier Delivery Cashr Driver	Printer Format	Rate Daily 1.50 Double 2.00 Weekly 1.50 Warning 0 ADP External ID			
Training Trainer Shift Leader Asst. Manager Store Manager	Clock In Clock Out 1. 10:00 AM 06:00 PM 2. 11:00 AM 07:00 PM 3. 12:00 PM 08:00 PM 4. : :	Grace Periods Clock In Early 10 0 minutes Late 5 15 minutes Break Options			
Cashier / Crew Owner	5. : : 6. : : 7. : : 8. : :	Break 1 Break 2 Minutes Minutes Dock Pay After 0 0 Required Break 0 0 After 0 0			
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4. select save and close

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