

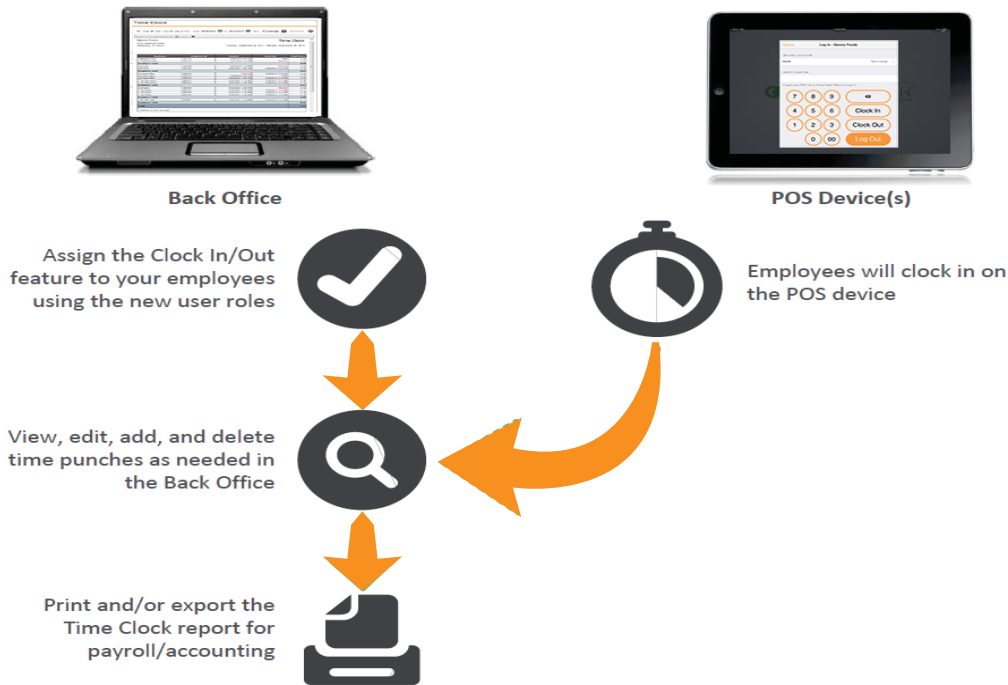
INTRODUCTION:

The new Time Clock feature is now available with your POS system. You must use “User Roles” in NCR for your employees to have access to the Time Clock.

We are currently working to include more of this data on My Cellairis but the benefits begin by implementing the Time Clock on your POS system now.

HOW TO USE TIME CLOCK ON NCR:

Overview



USER ROLES SETUP ON NCR:

Employees > User Roles - You can customize the features for each role.

Since the **time clock** feature is new for this update, make sure you assign the clock in/out to any of the user roles that should have access.

User Roles

Customize the features each role has access to. [Click here](#) for a description of each feature.

	TIME CLOCK ONLY	CASHIER	CASHIER PLUS	STORE MANAGER
POS Access (All)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Time Clock (All)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clock in/out	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manager Functions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
POS (All)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ring Up Sales	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
No Sale (Open Drawer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Void Ticket	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Price Override	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Apply Discounts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ASSIGNING USER ROLES ON NCR:

Employees > Employees

You can assign each employee to a user role. Click on the employee's name and then you will see a box with their details. You can change their user role there.

Employees

Add an Employee

Employee Name ▲	Employee ID	Short Name	Email	Phone Number	User Role
Carine Dodson	ADP456	CDODSON	carine.dodson@		Store Manager
Catherine Preuit	ADP123	CPREUIT	catherine.preuit@		Account Manager
Jane Doe	ADP444	jdoe	jane.doe@email.com		Cashier
Joe Dishwasher	ADP665	Joedish	Catherine.preuit@		Time Clock Only
Joe Fulton	ADP999	Joe	joe.fulton@	1234	Cashier Plus
No Time Clock	noclock	noclock	catherine.preuit@		Store Manager
Sara Ford	ADP888	SFORD	sara.ford@		Store Manager

Employee Detail

* Indicates required field.

Employee Information

Employee Name*

Employee ID

Short Name*

Email Address

Phone

Permissions & Access

User Role *

Login Credentials

FIVE USER ROLES:

Employees will be assigned a role giving them access to the information that is important for them. This new feature must be updated in order to use the Time Clock function. You, as a franchisee, are listed as a store manager. There are five basic roles provided automatically with default features. You can customize those features pertaining to each role. You must change the User Roles to include Time Clock since it is not automatically placed on every role.

1 TIME CLOCK ONLY

This is for hourly employees who only need to clock in and out.

2 CASHIER

For hourly employees who ring up sales on the POS device with no access to the back office.

3 CASHIER PLUS

For employees and managers who need access to all POS app features and inventory management in the back office.

4 STORE MANAGER

For franchisees who need access to all POS app features and full access to the back office except limited access to the My Account menu.

5 ACCOUNT MANAGER

This person has access to account, purchasing, and billing features.

BENEFITS OF USER ROLES:

- You will be able to use the Time Clock feature after you assign user roles.
- A user role defines the features an employee can access on the POS system. User roles are assigned to each individual employee.
- You can control what features of the system that are given to each user role.
- If an employee has limited access to back office features, those will be hidden from the employee when they are signed in with their individual PIN.
- When an employee tries to access a feature they do not have access to, an alert will appear asking for the PIN of a user with access.

USING THE TIME CLOCK IN THE BACK OFFICE ON NCR:

Employees > Time Clock

Quickly view missing punches. Click the row to add, edit, or delete shifts as needed.

Time Clock

Today
 Last 7 days
 Last 30 days

 From: To:

 Filter By:

Employee	Time In	Time Out	Total Hours	Comment
Catherine Preuit	Mon 09/30/2013 09:04 AM	OPEN	-	
Catherine Preuit	Fri 09/27/2013 01:16 PM	MISSING	-	
Jane Doe	Fri 09/27/2013 01:53 PM	MISSING	-	
Jane Doe	Thu 09/26/2013 11:55 AM	Thu 09/26/2013 11:56 AM	0.03	
Jane Doe	Thu 09/26/2013 11:55 AM	Thu 09/26/2013 11:58 AM	-	
Joe Dishwasher	Mon 09/30/2013 09:08 AM	OPEN	-	
Joe Dishwasher	Thu 09/26/2013 11:55 AM	Thu 09/26/2013 11:57 AM	0.05	
* Joe Dishwasher	Thu 09/26/2013 11:35 AM	Thu 09/26/2013 11:53 AM	0.30	



SHOW PUNCHES FILTER ON NCR:

Results > Reports > Time Clock

View every punch for the selected date range.

Time Clock

Today
 Last 7 Days
 Last 30 Days

 From: To:

 Filter: Hide Punches

Export to the selected format Export

Time Clock

Tuesday, September 24, 2013 - Monday, September 30, 2013

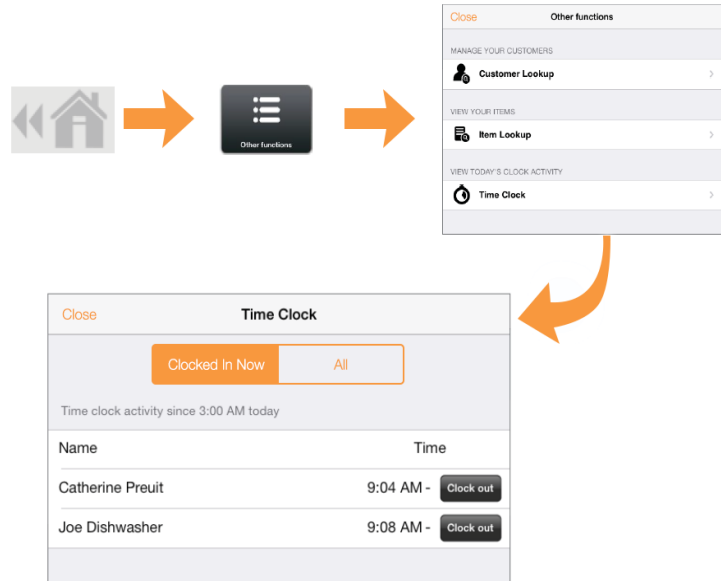
Employee	Employee ID	Clock In	Clock Out	Total Hours
Catherine Preuit	ADP123	9/30/2013 9:04 AM	OPEN	0.00
* Catherine Preuit	ADP123	9/27/2013 1:16 PM	MISSING	0.00
Employee Total				0.00
Jane Doe	ADP444	9/27/2013 1:53 PM	MISSING	0.00
Jane Doe	ADP444	9/26/2013 11:55 AM	9/26/2013 11:56 AM	0.03
Employee Total				0.03
Joe Dishwasher	ADP665	MISSING	9/26/2013 11:58 AM	0.00

CLOCKING IN AND OUT ON THE POS:

The employee will enter their POS PIN and tap **clock in** or **clock out**. Every employee needs his/her own PIN.

VIEWING TODAY'S TIME CLOCK ACTIVITY:

You can easily view the day's Time Clock activity directly on the POS device.



REPORTS ON MY CELLAIRIS:

EMPLOYEES TAB > EMPLOYEE ACTIVITY BY STORE:

Net Sales ↕	Trans. ↕	Avg. Sale ↕	Units/Trans ↕	Hours Worked	Avg. Sales per Hour
\$ 697.84	10	\$ 80.28	1.8000	7.6	\$ 91.82
\$ 668.56	18	\$ 41.93	1.3889	0.0	\$ 0.00
\$ 1,026.20	28	\$ 41.06	1.5000	24.5	\$ 41.89
\$ 529.52	17	\$ 33.69	1.2941	16.0	\$ 33.10
\$ 315.06	12	\$ 32.99	1.5833	2.2	\$ 143.21
\$ 190.93	7	\$ 30.84	1.2857	5.3	\$ 36.02
-\$ 125.00	1	\$ 0.00	1.0000	0.0	\$ 0.00
\$ 3,303.11	93	\$ 35.52	1.4624	55.6	\$ 59.41

We are working to create other reports that include data from the Time Clock. The report above can be found under the Employees tab on My Cellairis. Both "Employee Activity Summary" and "Employee Activity by Store" have new columns for Hours Worked and Avg. Sales per Hour. This will allow you to see which employees have the highest average sales per hour. This information will help you determine which employees should have more or less hours. For example, one person only worked 2.2 hours, but they have an average sale per hour of \$143.21. You should try giving them more hours to work so they have a chance to make more money. Another employee only has an average of \$33.10 per hour so you may want to cut their hours.

BENEFITS OF THE TIME CLOCK:

Using the Time Clock will allow My Cellairis to pull reports to help you understand the relationship between your employees, the hours they work, and the sales they make.

Manage labor costs by monitoring employee data and helping prevent unauthorized labor charges.

Maintain employee schedules to protect operational budgets and preserve profit margins.

IMPROVING SCHEDULING OPERATIONS

- Track employee clock in/out times to monitor staff attendance and ensure adherence to preplanned schedules.
- Identify late-arriving employees who require performance counseling.

ELIMINATING EMPLOYEE TRAINING

- There's no learning curve for employees with the new Time Clock. Employees simply type in their PIN to the POS system when they clock in and again when they clock out.

PREVENTING UNAUTHORIZED USAGE

- Real-time punch validation prevents employees from making early or late punches, which increase labor costs.

ELIMINATING PAYROLL ERRORS

- Payroll errors due to incorrect time entry are a thing of the past. NCR Time Clock accurately captures employee time data and shares it with other integrated applications.

VALUE OF THE TIME CLOCK:

- Employees can clock in and out on any of your POS devices – whether offline or online.
- The adjustment screen allows you to manage Time Clock activity in the back office. View, edit, add, and delete time punches as needed.
- Easily generate a time clock report quickly to gather employees' hours and then print/export for your payroll/accounting activities.

Important: You must use the new **“User Roles”** feature to allow access for your employees to use the Time Clock. All employees must be assigned to a user role even if they only need access to the Time Clock. You must update this information before using the Time Clock function.