F118: Basic Employee Functions

(Covers setting staff hours, working with the employee time clock, and viewing employee sales and commissions reports.)

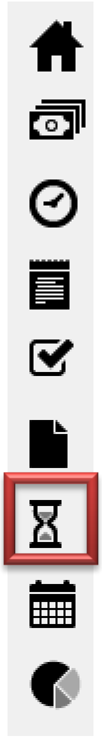
1. Setting Staff Hours
2. Time Clock
3. Sales and Commission Reports

Setting Staff Hours

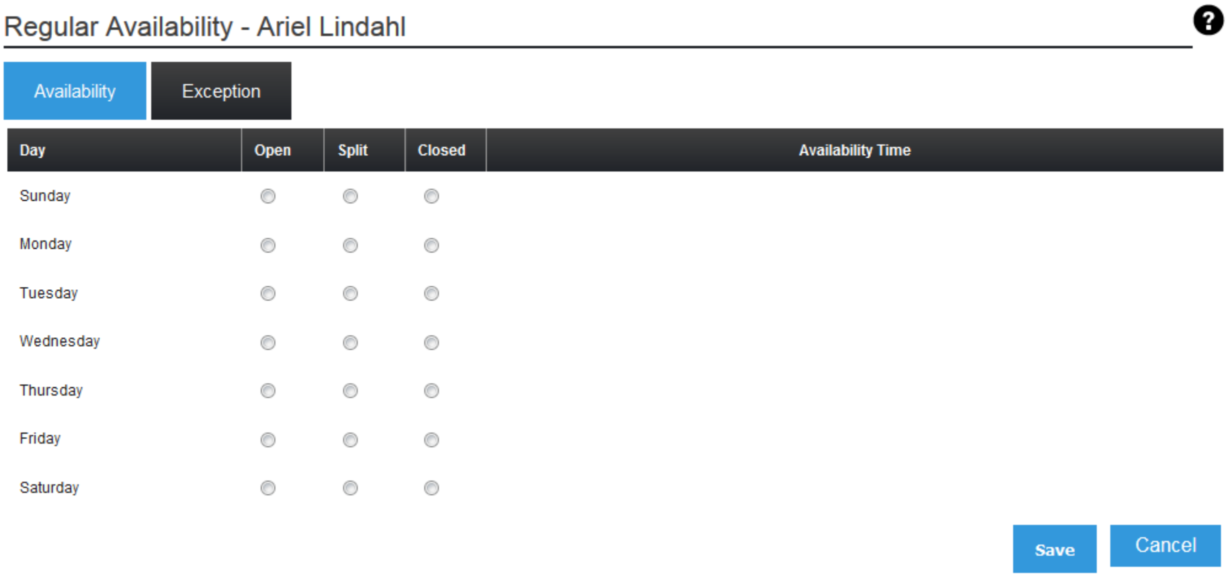
Setting the staff hours that employees normally work will help to keep schedules straight.

It also helps when scheduling employees as Fit Pros to service sessions - if a session is accidentally scheduled outside of an employee's normal working hours, the system produces a warning message.

1. Select **Employee** > **View All**, then click on the employee's name; this takes you to their record.
2. Click on the **Staff Hours** icon in the Relate Bar:



3. You will receive a screen allowing you to set working hours for each day of the week:

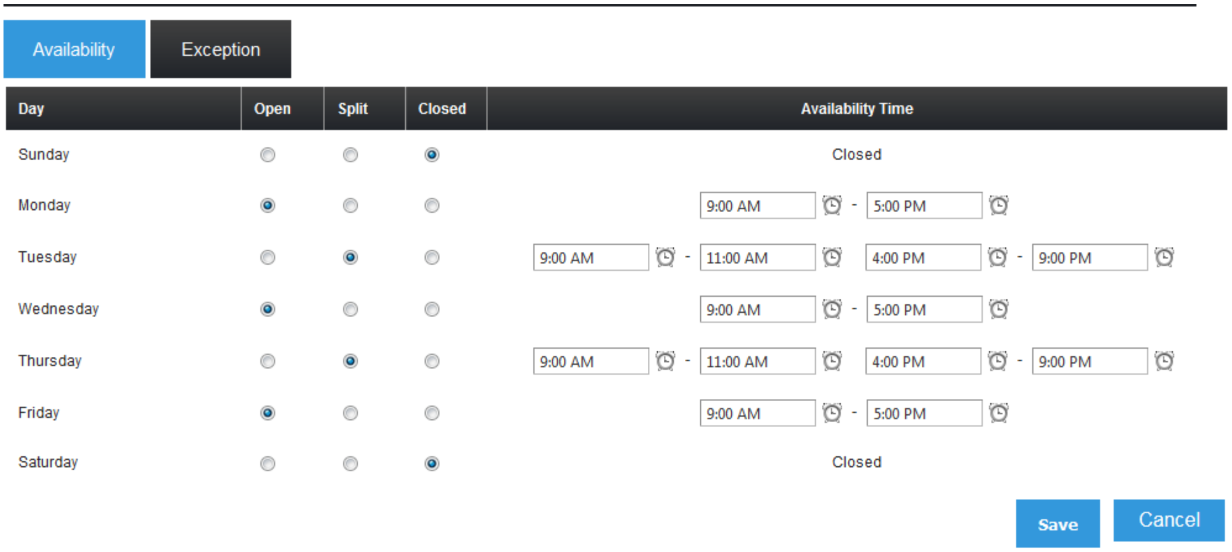


Regular Availability - Ariel Lindahl

Day	Open	Split	Closed	Availability Time
Sunday	○	○	○	
Monday	○	○	○	
Tuesday	○	○	○	
Wednesday	○	○	○	
Thursday	○	○	○	
Friday	○	○	○	
Saturday	○	○	○	

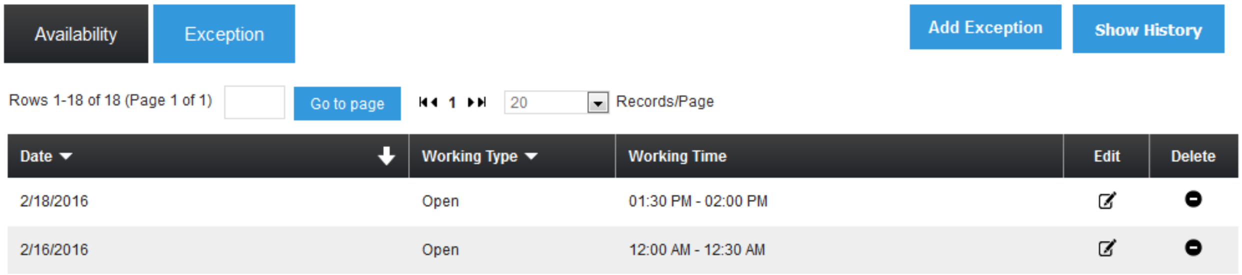
4.

5. In the following example, availability for an employee is set as follows:
6. **Saturday and Sunday** - Not available to work (*Closed* option)
7. **Monday, Wednesday, and Friday** - Available continuously from 9am to 5pm (*Open* option)
8. **Tuesdays and Thursdays** - Available on a split schedule: 9am to 11am in the morning, and 7pm - 9pm in the evening (*Split* option).
9. Take a look at how this information is entered below:



Day	Open	Split	Closed	Availability Time
Sunday	○	○	●	Closed
Monday	●	○	○	9:00 AM - 5:00 PM
Tuesday	○	●	○	9:00 AM - 11:00 AM 4:00 PM - 9:00 PM
Wednesday	●	○	○	9:00 AM - 5:00 PM
Thursday	○	●	○	9:00 AM - 11:00 AM 4:00 PM - 9:00 PM
Friday	●	○	○	9:00 AM - 5:00 PM
Saturday	○	○	●	Closed

10. Exceptions to working hours can also be added. Simply click the **Exception** tab, than click the **Add Exception** button.
11. In the example below, it is indicated that on 18-Feb-2016 the employee will be unavailable from 1:30pm until 2:00pm because of a doctor's appointment:


Availability
Exception
Add Exception
Show History
Go to page
Records/Page

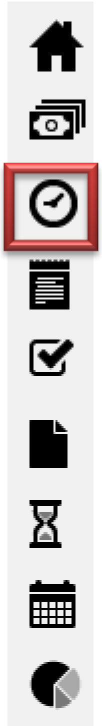
Rows 1-18 of 18 (Page 1 of 1) 1 20

Date	Working Type	Working Time	Edit	Delete
2/18/2016	Open	01:30 PM - 02:00 PM	✎	⊖
2/16/2016	Open	12:00 AM - 12:30 AM	✎	⊖

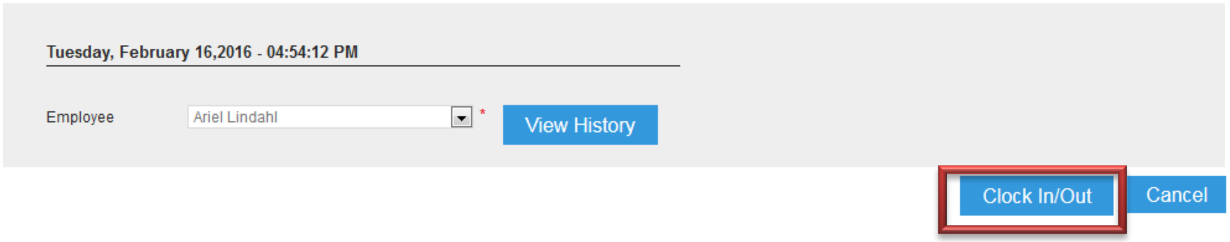
Time Clock

To clock an employee in or out:

1. Select **Employee** > **View All**, then click on the employee's name; this takes you to their record.
2. Click on the **Time Clock** icon in the Relate Bar:



3. Clock the employee in/out using the **Clock In/Out** button:



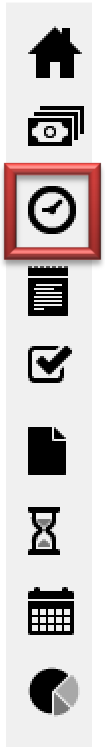
Tuesday, February 16,2016 - 04:54:12 PM

Employee: Ariel Lindahl

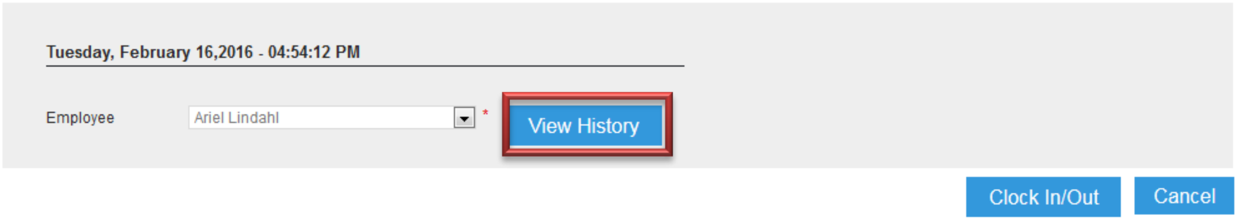
View History
Clock In/Out
Cancel

To view, edit, or delete an employee's work history:

1. Select **Employee** > **View All**, then click on the employee's name; this takes you to their record.
2. Click on the **Time Clock** icon in the Relate Bar:



3. Click **View History**:

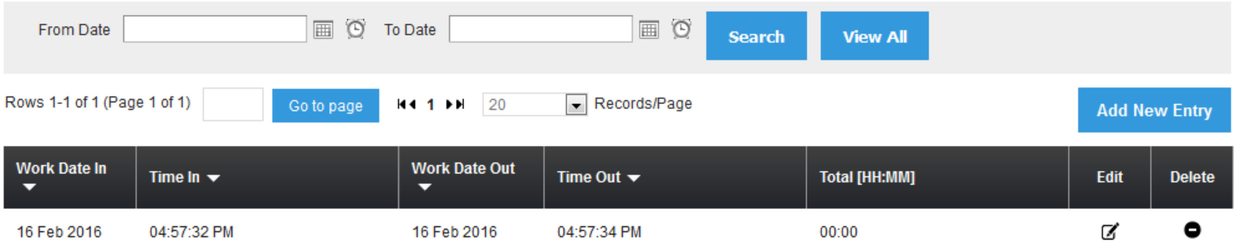


Tuesday, February 16,2016 - 04:54:12 PM

Employee: Ariel Lindahl

View History
Clock In/Out
Cancel

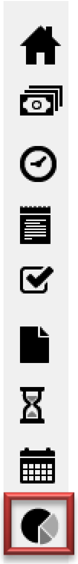
4. The employee's work history will be shown. Each entry has an *Edit* and *Delete* option in the columns at the far right:


From Date
To Date
Search
View All
Rows 1-1 of 1 (Page 1 of 1)
Go to page
1
20
Records/Page
Add New Entry

Work Date In	Time In	Work Date Out	Time Out	Total [HH:MM]	Edit	Delete
16 Feb 2016	04:57:32 PM	16 Feb 2016	04:57:34 PM	00:00	✎	⊖

Sales and Commissions Reports

1. Select **Employee** > **View All**, then click on the employee's name; this takes you to their record.
2. To view a Sales report, click on the **Sales** icon in the Relate Bar:



3. To view a Commissions report, click on the **Commissions** button in the Relate Bar: