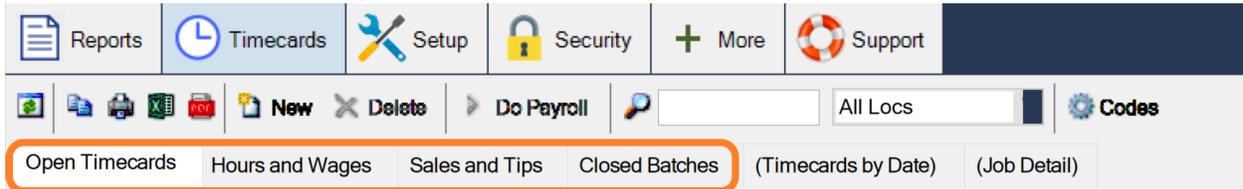


Managing Payroll and Time Cards

Open BrewPOS Admin

Navigate to Timecards

You have 4 tabs to manage time cards with Open timecards, Hours and wages, Sales and tips, Closed Batches



You will need to have time card codes created and assigned for your employees to use these reports.

Open time cards tab

Employee	Location	Code	Date	In	Out	Hours
• Manager, David	HQ	Server - Waitstaff	Fri 10/05	1:07 PM	1:10 PM	0.05
• Manager, David	HQ	Server - Waitstaff	Fri 10/05	1:45 PM	1:48 PM	0.05
• Manager, David	HQ	Server - Waitstaff	Fri 10/05	2:03 PM	2:19 PM	0.27
• Manager, David	HQ	Server - Waitstaff	Fri 10/05	2:55 PM	3:19 PM	0.40
• Manager, David	HQ	Server - Waitstaff	Mon 10/08	10:33 AM		

- **New** – Custom time cards can be created here with the new button in the tool bar.
- **Delete** Highlight the time card you select and choose delete in the tool bar. This is a permanent choice
- **Time cards with Green out times** are currently clocked in.
- **Time cards with Pink Out times** did not clock out and will need to be edited in order to close a payroll batch “Do Payroll”

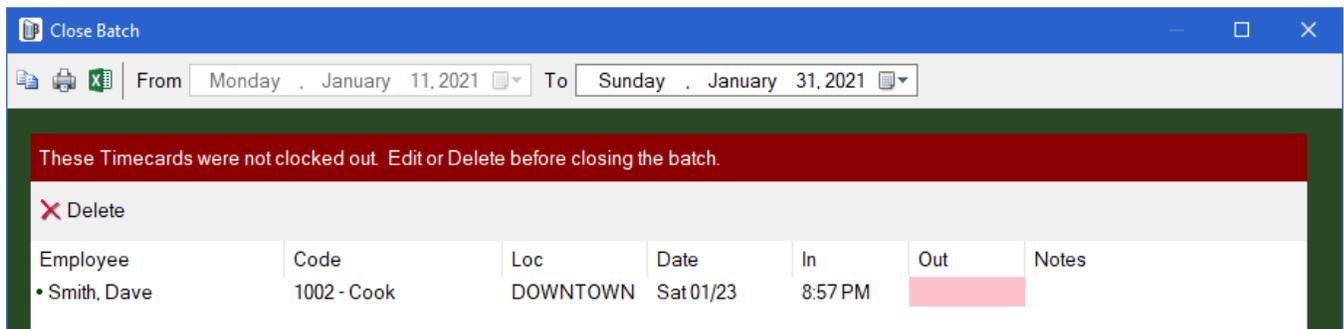
Managing Payroll and Time Cards

Do Payroll Button - You can close payroll batches that match your payroll dates. For example, you can close a batch for the 1st through the 10th of the month, then close another for the remainder of the month.

When you click on 'Do Payroll' you will select the date range for the closed batch.

- From date – cannot be edited, it is set to the date of the last closed batch plus one day to prevent any gaps in the reporting.
- To date – defaults to the end of last week's payweek. You can select any date up to 'yesterday' (you can't close a batch with timecards from 'today').

The system will not allow you to close a batch if there are any timecards that haven't clocked out in the date range you select. You must edit or delete them first:



When you click the Close Batch button, the timecards in the date range are moved to history and can no longer be edited. The system will navigate to the Closed Batches tab and drill-down to the batch to show the reports for the batch.

You can re-open the **LAST** batch if you've closed it by mistake or need to edit timecards. On the Closed Batches tab:

Codes – View, create, edit, and manage time card codes. See adding editing employees document.

Managing Payroll and Time Cards

Hours and Wages – This tab will display hours worked and payroll due based on your companies pay week for a date range you enter.

Employee	Location	Date	In	Out	Hours	Sum	Rate	RegHrs	RegPay	OTHrs	OTPay	Total Pay	Tips	Not
Smith, Dave														
<i>Payweek Mon 2/1 - Sun 2/7</i>														
• 1002 - Cook	DOWNTOWN	Mon 2/1	2:56 PM	8:17 PM	5.35	5.35								
• 1002 - Cook	DOWNTOWN	Tue 2/2	9:15 AM	5:58 PM	8.72	14.07								
• 1002 - Cook	DOWNTOWN	Wed 2/3	11:01 AM	4:01 PM	5.00	19.07								
• 1002 - Cook	DOWNTOWN	Thu 2/4	1:59 PM	7:56 PM	5.95	25.02	10.00	5.95	59.50			59.50		
• 1002 - Cook	DOWNTOWN	Fri 2/5	1:57 PM	5:10 PM	3.22	28.23	10.00	3.22	32.20			32.20		Edit
• 1002 - Cook	DOWNTOWN	Sat 2/6	1:58 PM	8:46 PM	6.80	35.03	10.00	6.80	68.00			68.00		
• 1002 - Cook	DOWNTOWN	Sun 2/7	2:58 PM	10:36 PM	7.63	42.67	10.00	4.96	49.60	2.67	40.05	89.65		Edit
<i>Totals for Week</i>					23.60			20.93	209.30	2.67	40.05	249.35		
<i>Payweek Mon 2/8 - Sun 2/14</i>														
• 1004 - Buffet Server	DOWNTOWN	Mon 2/8	2:58 PM	9:57 PM	6.98	6.98	7.00	6.98	48.86			48.86		Edit
• 1002 - Cook	DOWNTOWN	Tue 2/9	12:12 PM	9:12 PM	9.00	15.98	10.00	9.00	90.00			90.00		Edit
• 1002 - Cook	DOWNTOWN	Wed 2/10	4:17 PM	9:17 PM	5.00	20.98	10.00	5.00	50.00			50.00		
• 1002 - Cook	DOWNTOWN	Thu 2/11	11:59 AM	10:37 PM	10.63	31.62	10.00	10.63	106.30			106.30		Edit
• 1002 - Cook	UPTOWN	Fri 2/12	1:54 PM	4:54 PM	3.00	34.62	10.00	3.00	30.00			30.00		Man
• 1002 - Cook	DOWNTOWN	Sat 2/13	1:55 PM	9:07 PM	7.20	41.82	10.00	5.39	53.90	1.81	27.15	81.05		
• 1002 - Cook	DOWNTOWN	Sun 2/14	2:58 PM	7:58 PM	5.00	46.82	10.00			5.00	75.00	75.00		Man
<i>Week by Job Code</i>														
1002 - Cook					39.83			33.02	330.20	6.81	102.15	432.35		
1004 - Buffet Server					6.98			6.98	48.86			48.86		
<i>Totals for Week</i>					46.81			40.00	379.06	6.81	102.15	481.21		
<i>Thu 2/4/21 to Sun 2/14/21</i>														
1002 - Cook					63.43			53.95	539.50	9.48	142.20	681.70		
1004 - Buffet Server					6.98			6.98	48.86			48.86		
TOTALS					70.41			60.93	588.36	9.48	142.20	730.56		

Overtime calculation – OT is calculated based on your payweek (Monday thru Sunday in this example). Hours over 40 in a payweek are calculated at the Job Code’s Rate times 1.5.

Timecards in gray text – these are only shown because they are required to calculate OT.

Managing Payroll and Time Cards

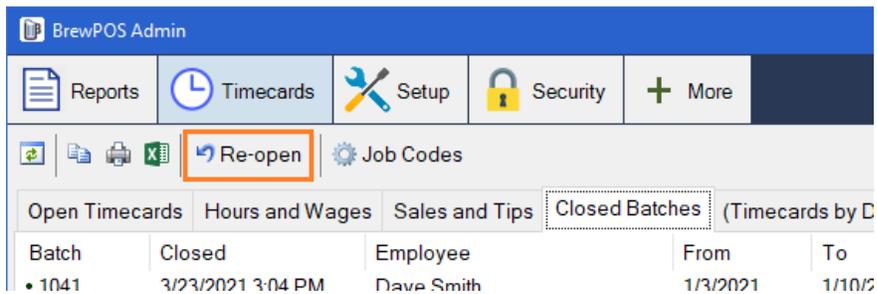
Sales and Tips Tab

This tab provides additional reporting on employee sales and tips.

Closed Batches Tab

This tab provides a history of all closed Payroll periods. Double clicking on a period will allow you to drill down into the details of a period

Re-Open You can re-open the last batch if you've closed it by mistake or need to edit timecards. This process may be repeated to get to previous reports.



The screenshot shows the BrewPOS Admin interface. At the top, there is a navigation bar with icons for Reports, Timecards, Setup, Security, and More. Below this is a toolbar with icons for Home, Print, Excel, Re-open (highlighted with an orange box), and Job Codes. The main content area has tabs for Open Timecards, Hours and Wages, Sales and Tips, Closed Batches (selected), and (Timecards by D). Below the tabs is a table with columns: Batch, Closed, Employee, From, and To. The table contains one row of data for batch 1041.

Batch	Closed	Employee	From	To
• 1041	3/23/2021 3:04 PM	Dave Smith	1/3/2021	1/10/21