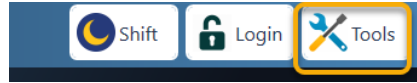


Edit Timesheets in BrewPOS Front of house

Managers can add and edit timesheets in BrewPOS (Manager Permission required). PIN entry is required for most of the features on this screen.

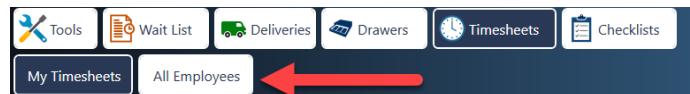
1 Navigate to tools



2 Select Time Sheets



3 Choose between your time sheet and all employees



Today's Timesheets					Recent Timesheets				
Employee	Code	In	Out	Hours	Employee	Code	In	Out	Hours
Clocked In					Friday, May 26				
Josh Server	Bartender	1:01 PM			David M'anager	Floor Manager 2	12:19 PM	7:30 PM	7.2
Jane SF Manager	General Manager	3:22 PM			Josh Server	Bartender	5:06 PM	11:52 PM	6.8
Clocked Out					Thursday, May 25				
Dan Cook	Cook 2	9:23 AM	6:45 PM	9.4	Josh Server	Bartender	6:58 PM	10:39 PM	3.7
Jane Carrol	Server 2	10:02 AM	5:16 PM	7.2	Friday, May 19				
					Sheila Abq Manager	Floor Manager 2	3:18 PM	7:58 PM	4.7
					Shasta Bartender	Bartender	5:49 PM		
					Tuesday, May 16				
					Eddy Brewer	Server 2	9:45 AM	2:49 PM	5.1
					Jeb Floor Mgr	Server	12:15 PM	8:54 PM	8.7
					Gemma Hostess	Host/Hostess	1:49 PM		
					Monday, May 15				
					Gemma Hostess	Host/Hostess	10:03 AM	5:09 PM	7.1
					Sheila Abq Manager	Floor Manager 2	10:27 AM	4:51 PM	6.4
					Sunday, May 14				
					David M'anager	Floor Manager 2	6:04 PM	11:33 PM	5.5
					Friday, May 12				
					Pearl Delivery	Server	10:02 AM	4:49 PM	6.8
					Erin Floor Mar	Floor Manager 1	12:17 PM	12:41 PM	0.4

Clocked In employees are shown in green.

- Clock In – prompts to clock in an employee
- Clock Out – clocks out the selected employee in the list
- Edit – make changes to the selected timesheet
- Delete – removes the selected timesheet

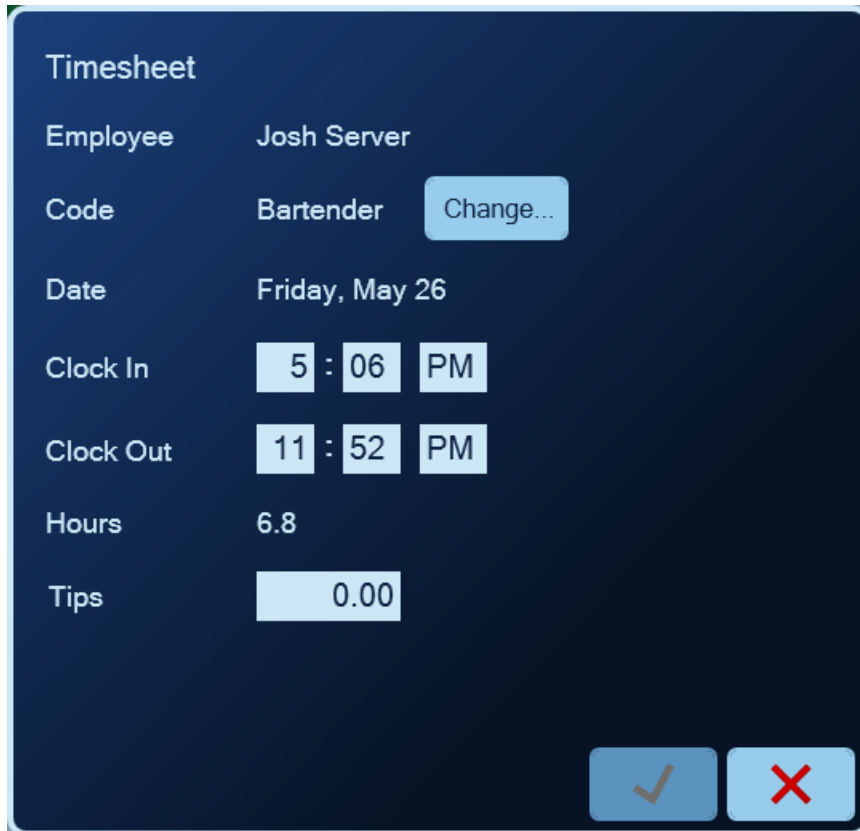
Recent Timesheets (on right)

Employees that did not clock out are shown in red.

- New – creates a new timesheet that isn't for today
- Edit – make changes to the selected timesheet
- Delete – removes the selected timesheet

Editing Timesheets

The Timesheets screen provides allows you to edit any timesheet field, including Tips:



The screenshot shows a dark-themed interface for editing a timesheet. The title "Timesheet" is at the top left. Below it, the "Employee" field is set to "Josh Server". The "Code" field is "Bartender" with a "Change..." button to its right. The "Date" field is "Friday, May 26". The "Clock In" field shows "5 : 06 PM" with separate input boxes for each part. The "Clock Out" field shows "11 : 52 PM" with separate input boxes. The "Hours" field is "6.8". The "Tips" field is "0.00". At the bottom right, there are two buttons: a blue checkmark button and a red X button.

Timesheet	
Employee	Josh Server
Code	Bartender Change...
Date	Friday, May 26
Clock In	5 : 06 PM
Clock Out	11 : 52 PM
Hours	6.8
Tips	0.00