

HR Guide

People operations: employees, attendance, leave, payroll, documents, performance, and tip distribution.

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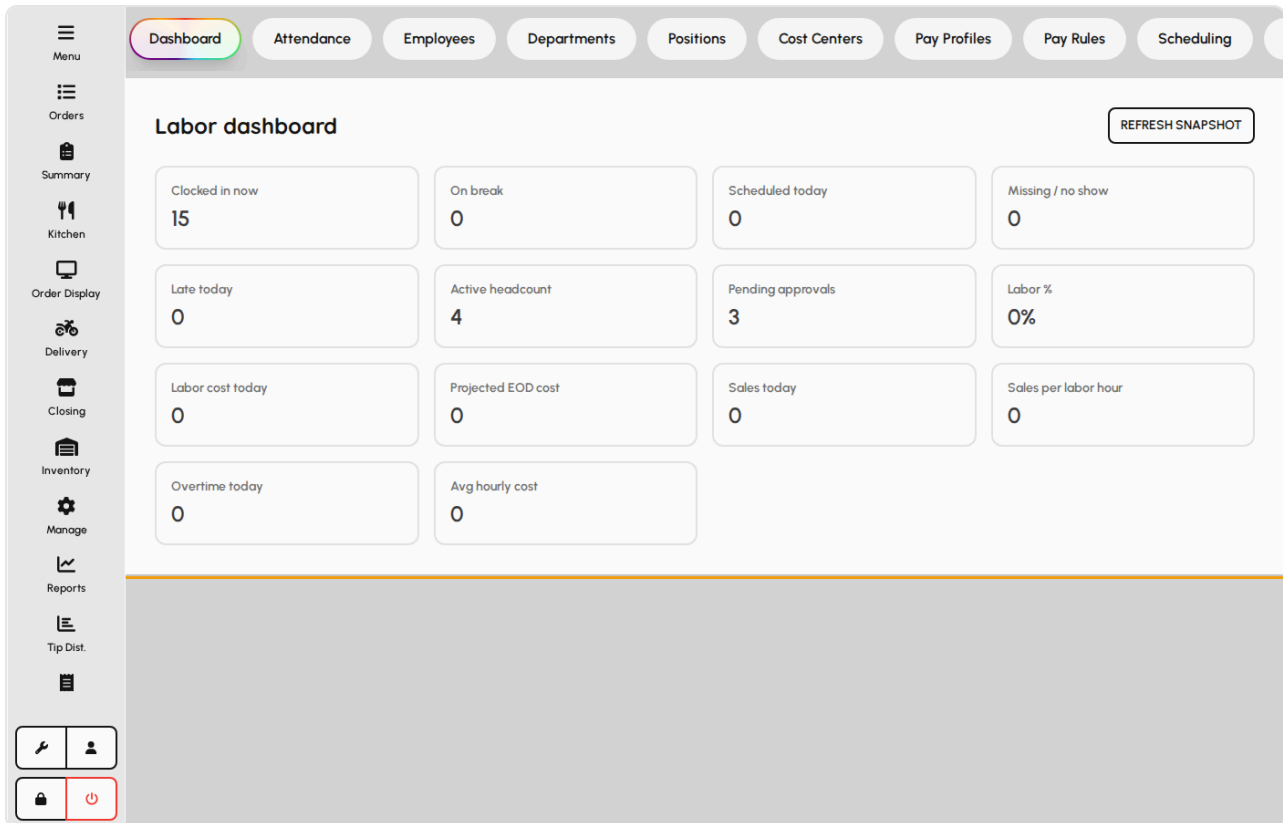
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HR overview

HR covers people operations: employees, attendance, leave, scheduling, and payroll-related tabs. Open it from the sidebar when your role includes HR access.

Open HR

1. Sign in with a user that has HR access.
2. Tap HR in the sidebar.
3. The screen opens on the Dashboard tab by default.

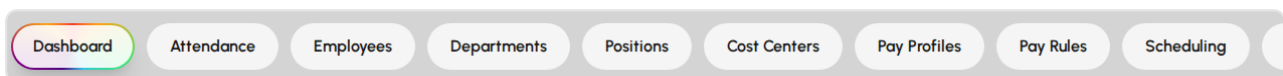


HR screen with tab bar and dashboard.

Tab navigation

Tabs group workforce setup and day-to-day people processes. Switching may require manager PIN approval.

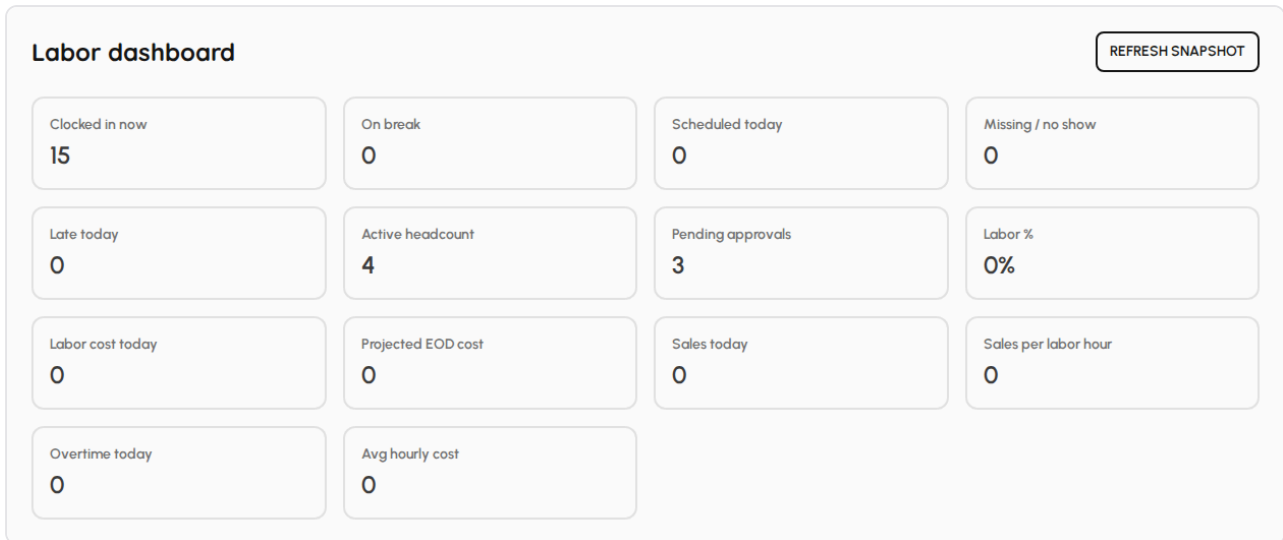
1. Scroll the tab bar horizontally when many tabs are visible.
2. People tabs include Employees, Departments, and Positions.
3. Time tabs include Attendance, Scheduling, Leave, and Holidays.



HR tab bar.

Dashboard

1. The Dashboard summarizes key HR metrics for the venue.
2. Use it as a starting point before opening detailed tabs.
3. Other tabs manage master data and transactional HR work.



HR dashboard panel.

Employees

Maintain employee records and the organizational structure: departments and positions.

Employee list

- 1. Open the Employees tab.
- 2. Add or edit employees with role, department, and contact details.
- 3. Employee records feed attendance, leave, and payroll tabs.

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Search

Employee #

+ EMPLOYEE

Employee #	Full name	Department	Position	Cost center	Manager	Employment status	Hire date	Actions
EMP-8888-OK6S	cashier 2			Hourly		Active	2026-06-30 00:00	
00001	Manager Manager			Hourly		Active		
00002	Kashif ali			Hourly		Active		
00003	cashier 1			Hourly		Active		

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1

Show 10

Total records 4

Employees tab.

Departments

Departments group staff for reporting and cost allocation.

1. Open the Departments tab.
2. Create departments that match how the venue organizes teams.
3. Assign employees to departments on their employee form.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains icons for Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, Tip Dist., and a bottom section with icons for a wrench, a person, a lock, and a power button. The main content area has a top navigation bar with tabs: Dashboard, Attendance, Employees, Departments (highlighted with a rainbow border), Positions, Cost Centers, Pay Profiles, Pay Rules, and Scheduling. Below the tabs is a search bar with a 'Search' input field, a 'Code' dropdown, a search icon, a refresh icon, and a '+ DEPARTMENT' button. The main content area displays a table with the following columns: Code, Name, Description, Active, and Actions. The table contains two rows: one with Code '00002', Name 'Kitchen staff', Description (empty), Active 'Active', and an edit icon; and another with Code '00001', Name 'Sales', Description (empty), Active 'Active', and an edit icon. Below the table is a pagination bar showing '<<' '<' '>' '>>' buttons, 'Page 1 of 1', 'Go to page' with a dropdown showing '1', 'Show 10' with a dropdown, and 'Total records 2'. The bottom section of the main content area is a large gray rectangle.

Code	Name	Description	Active	Actions
00002	Kitchen staff		Active	
00001	Sales		Active	

Departments tab.

Positions

1. Open the Positions tab.
2. Define job titles used on employee records and schedules.
3. Keep positions aligned with pay profiles when payroll is enabled.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains icons for Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, Tip Dist., and a bottom section with icons for a wrench and a person, and a lock and a power button. The main content area has a top navigation bar with tabs: Dashboard, Attendance, Employees, Departments, Positions (highlighted), Cost Centers, Pay Profiles, Pay Rules, and Scheduling. Below the tabs is a search bar with a 'Search' placeholder, a 'Code' dropdown, and a search icon. To the right of the search bar are two buttons: a refresh icon and a '+ POSITION' button. Below the search bar is a table with the following columns: Code, Name, Department, Cost center, Active, and Actions. The table contains one row with the following data: Code: 00001, Name: expedifete, Department: Kitchen staff, Cost center: Hourly, Active: Active, and Actions: an edit icon. Below the table is a pagination bar with navigation icons, the text 'Page 1 of 1 · Go to page', a dropdown for '1', a dropdown for 'Show 10', and the text 'Total records 1'. The main content area below the pagination bar is a large gray rectangle.

Code	Name	Department	Cost center	Active	Actions
00001	expedifete	Kitchen staff	Hourly	Active	

Positions tab.

Employee form

Core HR record linking POS user, org structure, and employment dates.

1. From Employees tab click Add or edit a row.
2. Complete employee number, name, and employment details.
3. Link POS user, department, position, cost center, and manager.
4. Save — record feeds attendance, leave, and payroll.

Fields

- **Employee number** — Unique staff identifier on schedules and exports.
- **First / last name** — Legal or preferred name on HR documents.
- **Linked user** — Optional POS login tied to this employee for clock-in.
- **Department** — Organizational unit for reporting.
- **Position** — Job title used on schedules and pay rules.
- **Cost center** — Default labor cost allocation.
- **Manager** — Reporting line for approvals.
- **Employment status** — Active, inactive, terminated, on leave, or suspended.
- **Employment type** — Hourly, salary, contract, etc. — aligns with pay profiles.
- **Hire / termination date** — Service dates for tenure and eligibility.

Create employee

Employee number

First name Last name

Linked user account

Department

Position

Cost center

Manager

Employment status

Employment type

Hire date Termination date

Notes

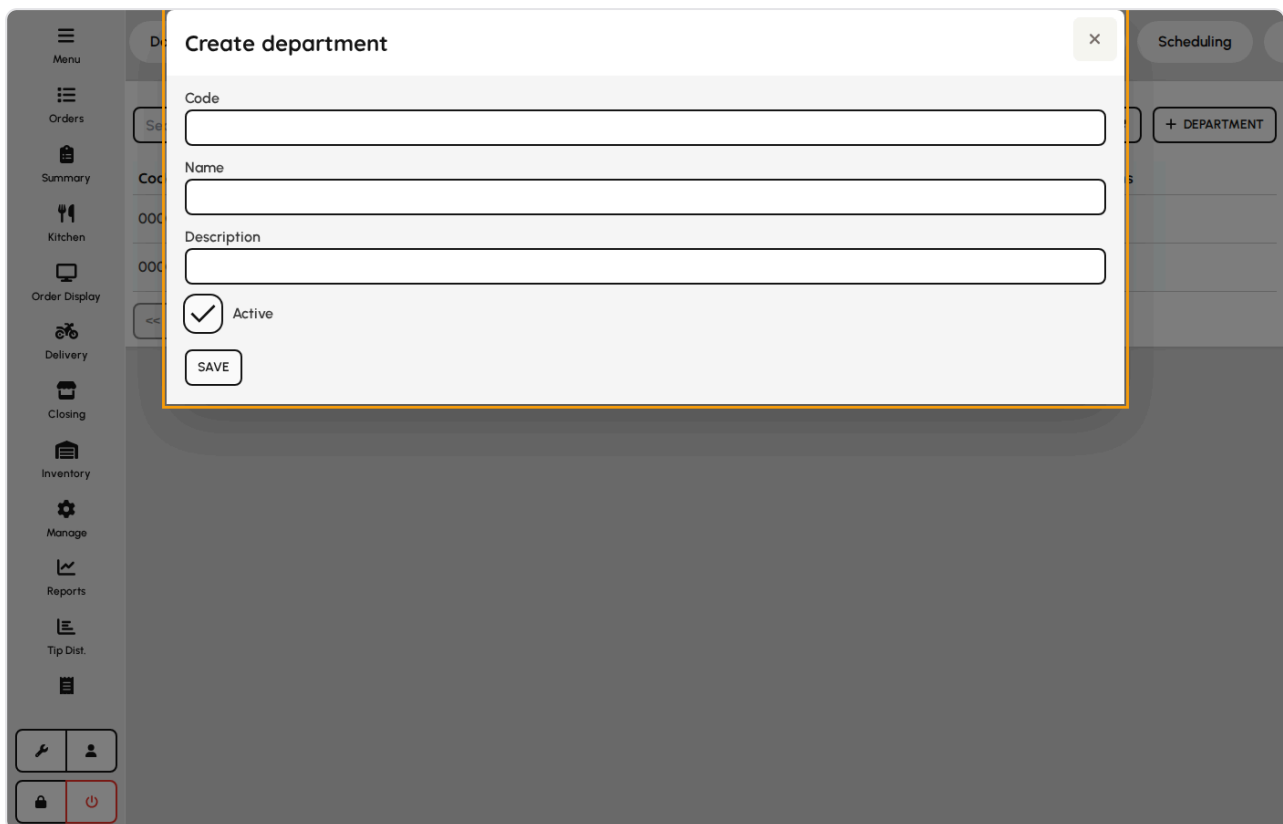
Employee create/edit modal.

Department form

1. From Departments or inline Add on employee form.
2. Enter code, name, and description.
3. Save — department appears on employees and positions.

Fields

- **Code** — Short identifier for integrations.
- **Name** — Display name in dropdowns.
- **Description** — Optional admin notes.
- **Is active** — Inactive departments are hidden from new assignments.



The screenshot shows a 'Create department' modal form overlaid on a POS system interface. The modal has a title bar with a close button (X). The form contains three text input fields labeled 'Code', 'Name', and 'Description'. Below these fields is a checkbox labeled 'Active' which is checked. At the bottom of the modal is a 'SAVE' button. The background interface includes a sidebar with various icons (Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, Tip Dist.) and a top bar with a 'Scheduling' button and a '+ DEPARTMENT' button.

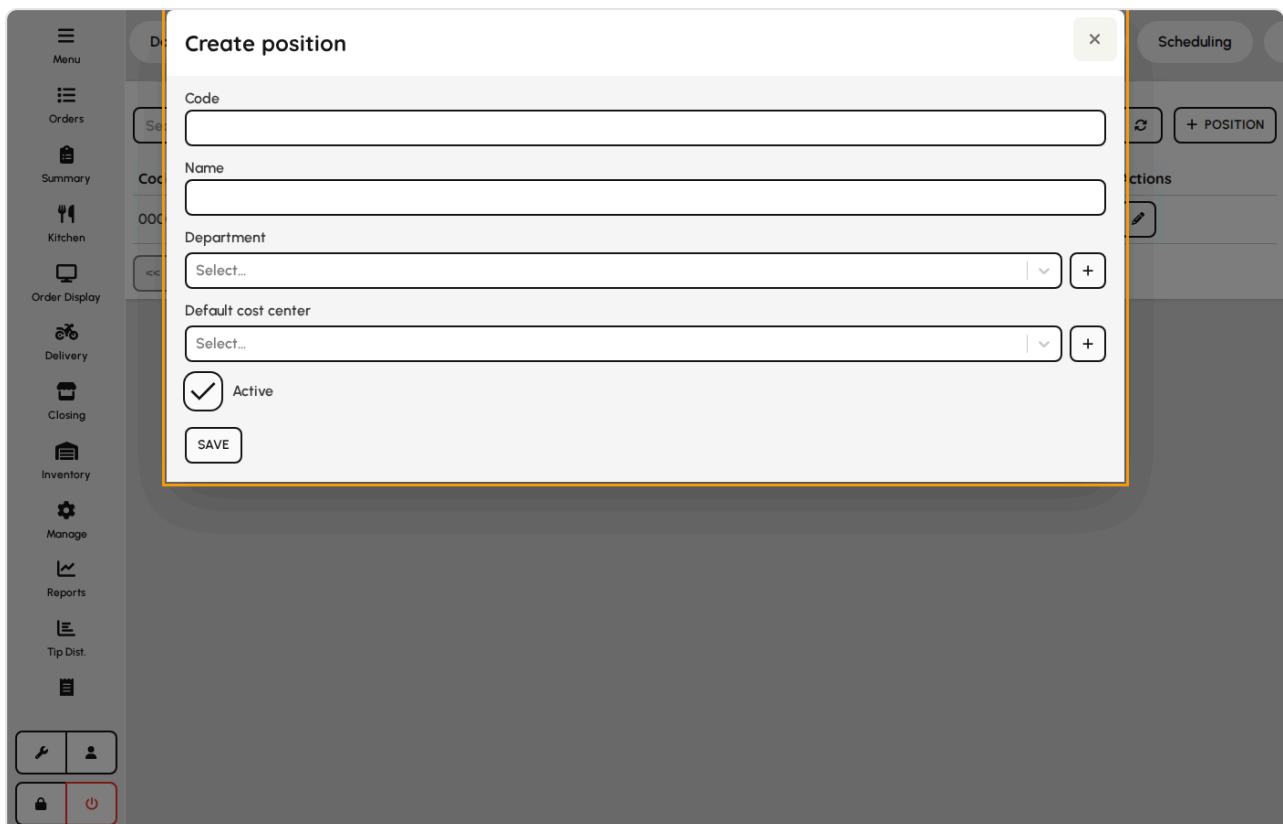
Department form.

Position form

1. From Positions or inline Add on employee form.
2. Define code, name, department, and default cost center.
3. Save — position is selectable on employees and schedules.

Fields

- **Code** — Job code for payroll exports.
- **Name** — Job title shown in HR and scheduling.
- **Department** — Default org unit for this role.
- **Default cost center** — Pre-filled on schedules for this position.
- **Is active** — Retire titles no longer hired against.



The screenshot shows a 'Create position' modal form overlaid on a software interface. The form has a title bar with a close button (X). It contains the following fields and controls:

- Code**: A text input field.
- Name**: A text input field.
- Department**: A dropdown menu with 'Select...' and a '+' button.
- Default cost center**: A dropdown menu with 'Select...' and a '+' button.
- Active**: A checkbox with a checkmark icon and the label 'Active'.
- SAVE**: A button at the bottom left of the form.

The background interface includes a sidebar with icons for Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, and Tip Dist. At the bottom of the sidebar are icons for a wrench, a person, a lock, and a power button. On the right side of the background, there is a 'Scheduling' tab and a '+ POSITION' button.

Position form.

Cost centers

Cost centers tag labor and payroll to venues, departments, or GL segments for reporting.

Cost center list

1. Open HR → Cost centers.
2. Review codes used on employees, positions, and schedules.
3. Add or edit centers before assigning them on employee records.

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Search

Code

Q

+ COST CENTER

Code	Name	Description	Active	Actions
00001	Hourly		Active	

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1

· Show 10

· Total records 1

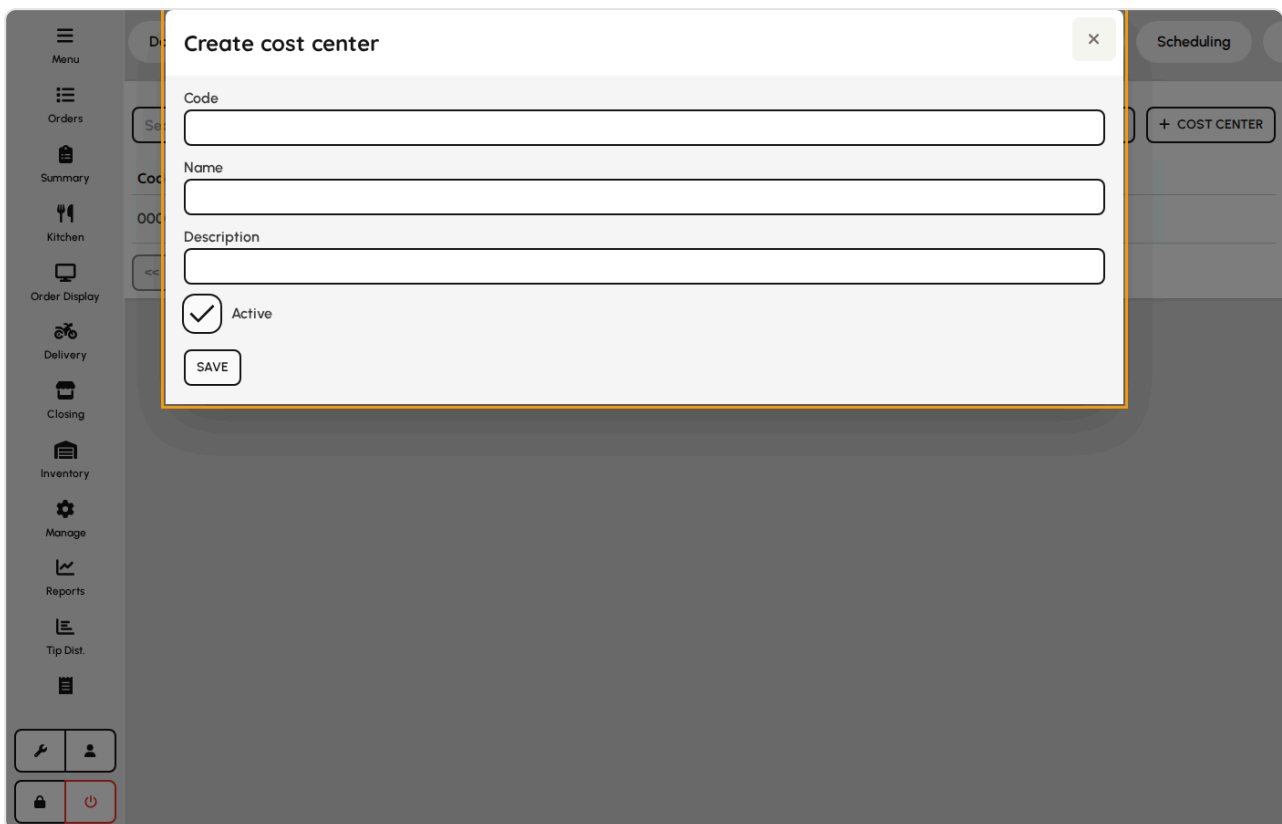
Cost centers tab.

Cost center form

1. Click Add or edit a row.
2. Enter code, name, and optional description.
3. Toggle active to retire a center without deleting history.
4. Save — the center appears on employee and scheduling forms.

Fields

- **Code** — Short unique identifier used in exports and integrations.
- **Name** — Human-readable label in dropdowns.
- **Description** — Optional notes for administrators.
- **Is active** — Inactive centers cannot be selected on new records.



The screenshot shows a 'Create cost center' modal form overlaid on a software interface. The modal has a title bar with a close button (X). It contains three text input fields labeled 'Code', 'Name', and 'Description'. Below these fields is a checkbox labeled 'Active' which is checked, and a 'SAVE' button. The background interface includes a sidebar with various icons (Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, Tip Dist.) and a top bar with a 'Scheduling' tab and a '+ COST CENTER' button.

Cost center create/edit modal.

Attendance

Track clock times and build schedules so labor hours stay accurate for payroll and reporting.

Attendance records

- 1. Open the Attendance tab.
- 2. Review clock-in and clock-out events for staff.
- 3. Correct or approve exceptions when your role allows.

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Search

Employee

+ MANUAL ENTRY

Employee	Clock in	Clock out	Attendance status	Approval status	Source	Actions
Manager Manager	2026-07-15 21:03	2026-07-22 22:16	approved	Approved	Manual	
Manager Manager	2026-07-23 23:26		approved	Approved	Manual	
Manager Manager	2026-07-23 11:35		approved	Approved	Manual	
Manager Manager	2026-07-22 22:14		approved	Approved	Manual	
	2026-05-06 11:34	2026-06-28 14:56	approved	Approved	Manual	
	2026-04-23 18:22	2026-05-06 11:34	approved	Approved	Manual	
Manager Manager	2026-07-22 22:52		approved	Approved	Manual	
	2026-04-13 16:23		approved	Approved	Manual	
	2026-05-09 11:57		approved	Approved	Manual	
	2026-06-28 17:00		approved	Approved	Manual	

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Page 1 of 3 · Go to page

1

Show 10

Total records 26

Attendance tab.

Scheduling

Schedules plan who works which shifts.

1. Open the Scheduling tab.
2. Build or adjust shifts for upcoming days.
3. Published schedules guide floor staffing and attendance expectations.

The screenshot shows the Scheduling tab in a software interface. The top navigation bar includes tabs for Dashboard, Attendance, Employees, Departments, Positions, Cost Centers, Pay Profiles, Pay Rules, and Scheduling (which is highlighted). Below the navigation bar, there are sub-tabs: SCHEDULING (highlighted), ASSIGNED SHIFTS, SCHEDULE TEMPLATES, and SWAP REQUESTS. A search bar with the placeholder text "Search" and a dropdown menu labeled "Name" are present. To the right of the search bar are buttons for "GENERATE FROM TEMPLATE", "+ SCHEDULE", and a refresh icon. Below these is a table with the following columns: Name, Period start, Period end, Status, and Actions. The table contains four rows of data:

Name	Period start	Period end	Status	Actions
daily	2026-07-01 00:00	2026-08-31 23:59	Published	
morning first	2026-07-05 18:39	2026-07-31 00:00	Published	
first schedule	2026-07-01 00:00	2026-07-31 00:00	Published	
daily	2026-07-01 00:00	2026-07-31 23:59	Draft	ADD SHIFT

Below the table is a pagination bar showing "<< < > >>" and "Page 1 of 1 · Go to page 1 · Show 10 · Total records 4". The bottom of the interface features a sidebar with various icons for Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, Tip Dist., and a bottom section with icons for a wrench, a person, a lock, and a power button.

Scheduling tab.

Manual attendance entry

Correct missing punches or backfill time when terminals were unavailable.

1. On Attendance tab click Manual entry.
2. Select employee and enter clock-in and clock-out datetimes.
3. Add notes and save — hours feed payroll and reports.

Fields

- **Employee** — Whose time record is being created or corrected.
- **Clock in** — Start of the worked interval.
- **Clock out** — End of the worked interval; must be after clock in.
- **Notes** — Reason for manual entry on audit trail.

The screenshot displays the 'Manual entry' modal in a POS system. The modal is a light gray box with a close button (X) in the top right corner. It contains the following fields:

- Employee:** A dropdown menu with 'Select...' as the placeholder.
- Clock in:** A datetime picker with 'Select date' as the placeholder.
- Clock out:** A datetime picker with 'Select date' as the placeholder.
- Notes:** A text area for entering a reason for manual entry.
- SAVE:** A button to save the entry.

The background shows a sidebar with navigation icons and a table of existing manual entries. The table has columns for Employee, Clock in, Clock out, Status, and Action.

Employee	Clock in	Clock out	Status	Action
Manager Manager	2026-04-23 18:22	2026-05-06 11:34	approved	Approved
Manager Manager	2026-07-22 22:52		approved	Approved
	2026-04-13 16:23		approved	Approved
	2026-05-09 11:57		approved	Approved
	2026-06-28 17:00		approved	Approved

At the bottom of the table, there is a pagination bar: '<< < > >>' · Page 1 of 3 · Go to page 1 · Show 10 · Total records 26.

Manual attendance entry modal.

Work schedule form

A schedule is a named date range containing draft or published shifts.

1. Open Scheduling and add a schedule.
2. Set name, period start, and period end.
3. Add shifts or generate from templates while status is draft.

Fields

- **Name** — Label for the schedule period (e.g. Week 12).
- **Period start** — First datetime covered by the schedule.
- **Period end** — Last datetime covered by the schedule.

Create schedule

Schedule name

Period start

Period end

SAVE

first schedule	2026-07-01 00:00	2026-07-31 00:00	Published	
daily	2026-07-01 00:00	2026-07-31 23:59	Draft	

<< < > >> · Page 1 of 1 · Go to page 1 · Show 10 · Total records 4

Work schedule form.

Scheduled shift form

Assigns one employee to a time block within a draft schedule.

1. From a draft schedule click Add shift.
2. Pick work schedule, employee, and start/end times.
3. Optionally apply shift template, department, position, and cost center.
4. Save — conflicts warn if overlaps exist.

Fields

- **Work schedule** — Parent schedule that must be in draft to edit.
- **Employee** — Staff assigned to the shift.
- **Shift template** — Optional preset from Admin → Users → Shifts.
- **Department / position / cost center** — Override org tags for this shift.
- **Start at / end at** — Scheduled clock window.

The screenshot shows a web application interface with a sidebar on the left containing icons for Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, and Tip Dist. The main content area is titled 'Add shift' and contains several form fields: 'Work schedule' (dropdown), 'Employee' (dropdown), 'Shift template' (dropdown), 'Department' (dropdown), 'Position' (dropdown), 'Cost center' (dropdown), 'Start time' (date/time picker), and 'End time' (date/time picker). Below these fields is a 'Notes' text area and a 'SAVE' button. On the right side of the interface, there is a 'Performance' section with a '+ SCHEDULED SHIFT' button and a list of actions (edit, delete) for each shift. At the bottom, there is a pagination bar showing 'Page 1 of 19', 'Go to page 1', 'Show 10', and 'Total records 185'.

Scheduled shift form.

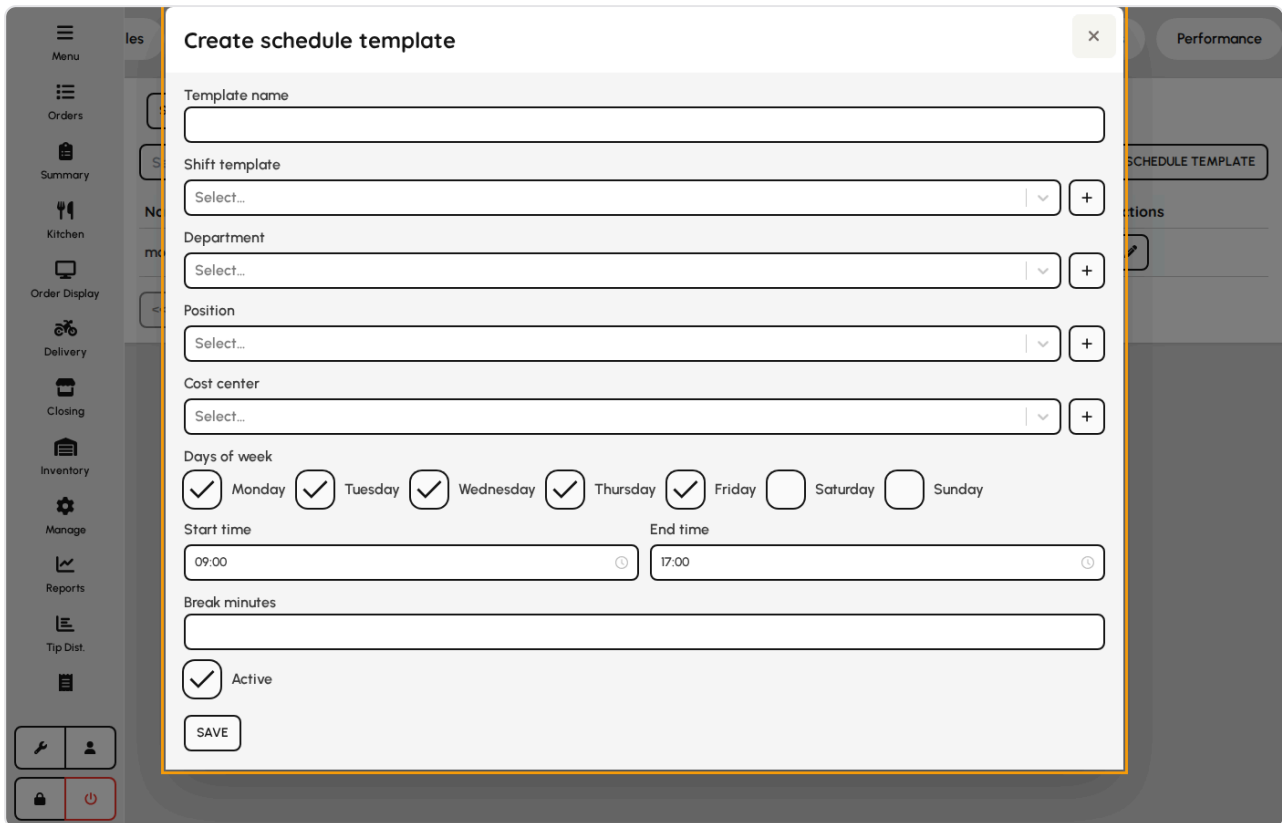
Schedule template form

Reusable weekly pattern used to bulk-generate shifts.

1. Open Templates under Scheduling.
2. Name the template and pick weekdays with start/end times.
3. Optionally link shift template and org defaults.
4. Save for use with Generate schedule.

Fields

- **Name** — Template label in generate dialog.
- **Days of week** — Which weekdays receive shifts.
- **Start / end time** — Daily shift window applied on selected days.
- **Break minutes** — Unpaid break duration subtracted from scheduled hours.
- **Shift template** — Links to POS shift definition for reporting.



The screenshot shows a 'Create schedule template' dialog box overlaid on a software interface. The dialog has a title bar with a close button (X). The form contains the following fields and controls:

- Template name:** A text input field.
- Shift template:** A dropdown menu with 'Select...' and a '+' button.
- Department:** A dropdown menu with 'Select...' and a '+' button.
- Position:** A dropdown menu with 'Select...' and a '+' button.
- Cost center:** A dropdown menu with 'Select...' and a '+' button.
- Days of week:** A row of checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Monday through Friday are checked.
- Start time:** A time input field showing '09:00' with a clock icon.
- End time:** A time input field showing '17:00' with a clock icon.
- Break minutes:** A text input field.
- Active:** A checked checkbox.
- SAVE:** A button at the bottom.

The background interface shows a sidebar with icons for Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, and Tip Dist. The main area is partially visible, showing a 'Performance' tab and a 'SCHEDULE TEMPLATE' button.

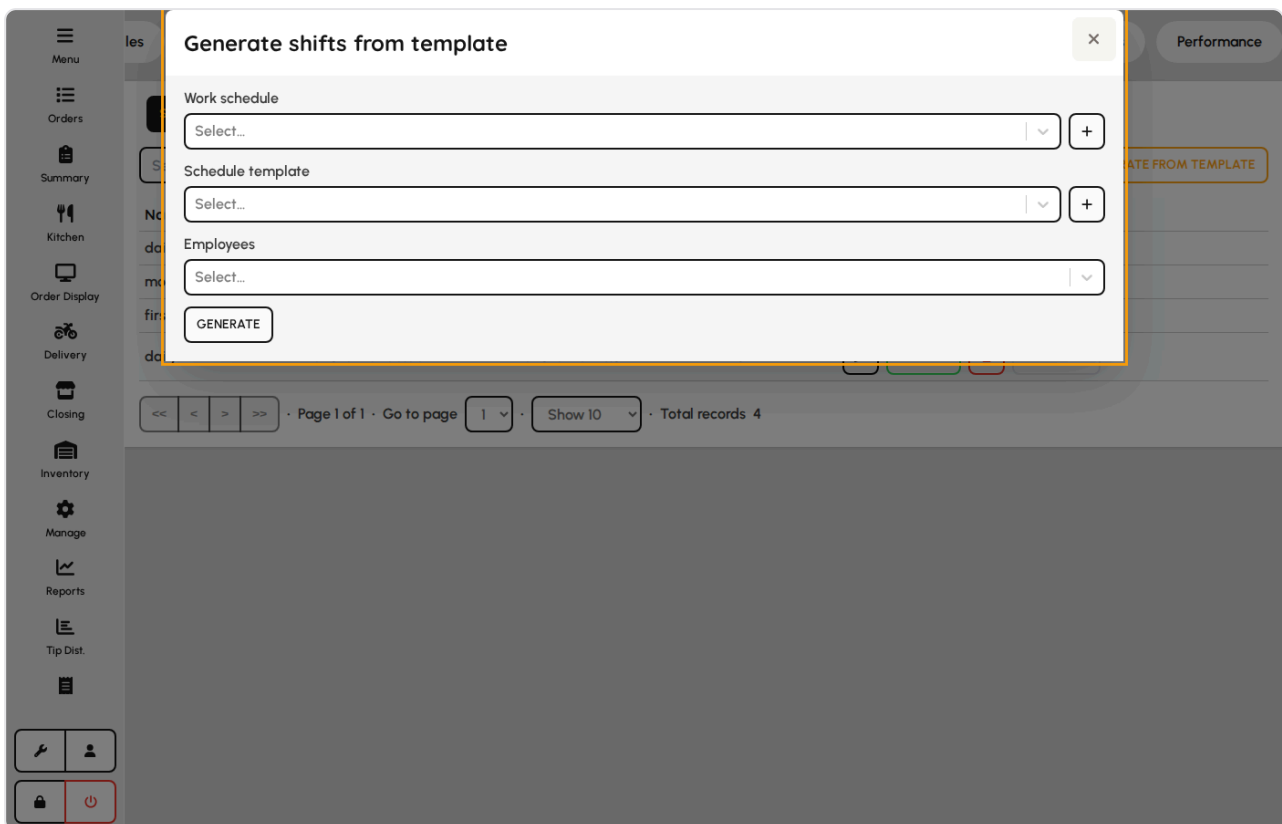
Schedule template form.

Generate schedule from template

1. Click Generate on Scheduling.
2. Select draft work schedule and template.
3. Multi-select employees to receive generated shifts.
4. Generate — creates shifts, skipping conflicts where configured.

Fields

- **Work schedule** — Target draft schedule receiving new shifts.
- **Template** — Weekly pattern defining days and times.
- **Employees** — Staff who each get a copy of the template shifts.



Generate schedule dialog.

Shift swap request

1. Click Request swap on Scheduling.
2. Select the scheduled shift and requesting employee.
3. Optionally name a target employee and proposed swap shift.
4. Submit — creates a pending swap for manager approval.

Fields

- **Scheduled shift** — Shift the requester wants to give up or exchange.
- **Requesting employee** — Employee initiating the swap.
- **Target employee** — Optional coworker to take or exchange the shift.
- **Proposed shift** — Optional counter-shift offered in exchange.

The screenshot shows a 'Request shift swap' modal form overlaid on a restaurant management dashboard. The dashboard has a dark sidebar with icons for Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, and Tip Dist. The main area is light gray with a 'Performance' tab and a '+ REQUEST SWAP' button. The modal form has a title bar with a close button (X). It contains four dropdown menus: 'Shift to swap', 'Requesting employee', 'Target employee', and 'Proposed shift (optional)'. Each dropdown has a 'Select...' placeholder and a downward arrow. At the bottom of the form is a 'REQUEST SWAP' button.

Request shift swap [X]

Shift to swap
Select... [v]

Requesting employee
Select... [v]

Target employee
Select... [v]

Proposed shift (optional)
Select... [v]

REQUEST SWAP

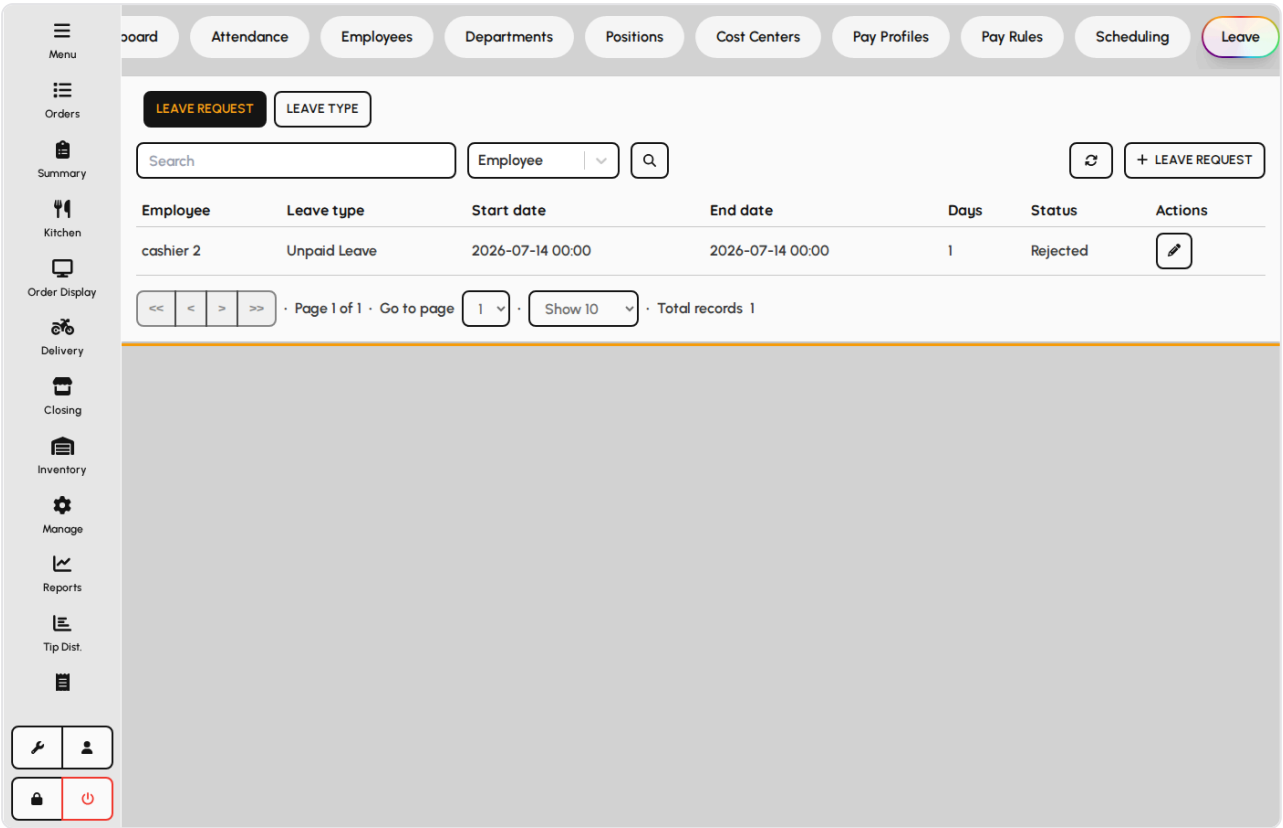
Shift swap request form.

Leave

Manage time-off requests and public holidays that affect schedules and payroll.

Leave requests

- 1. Open the Leave tab.
- 2. Review pending and approved leave for employees.
- 3. Approve or reject requests according to your HR role.

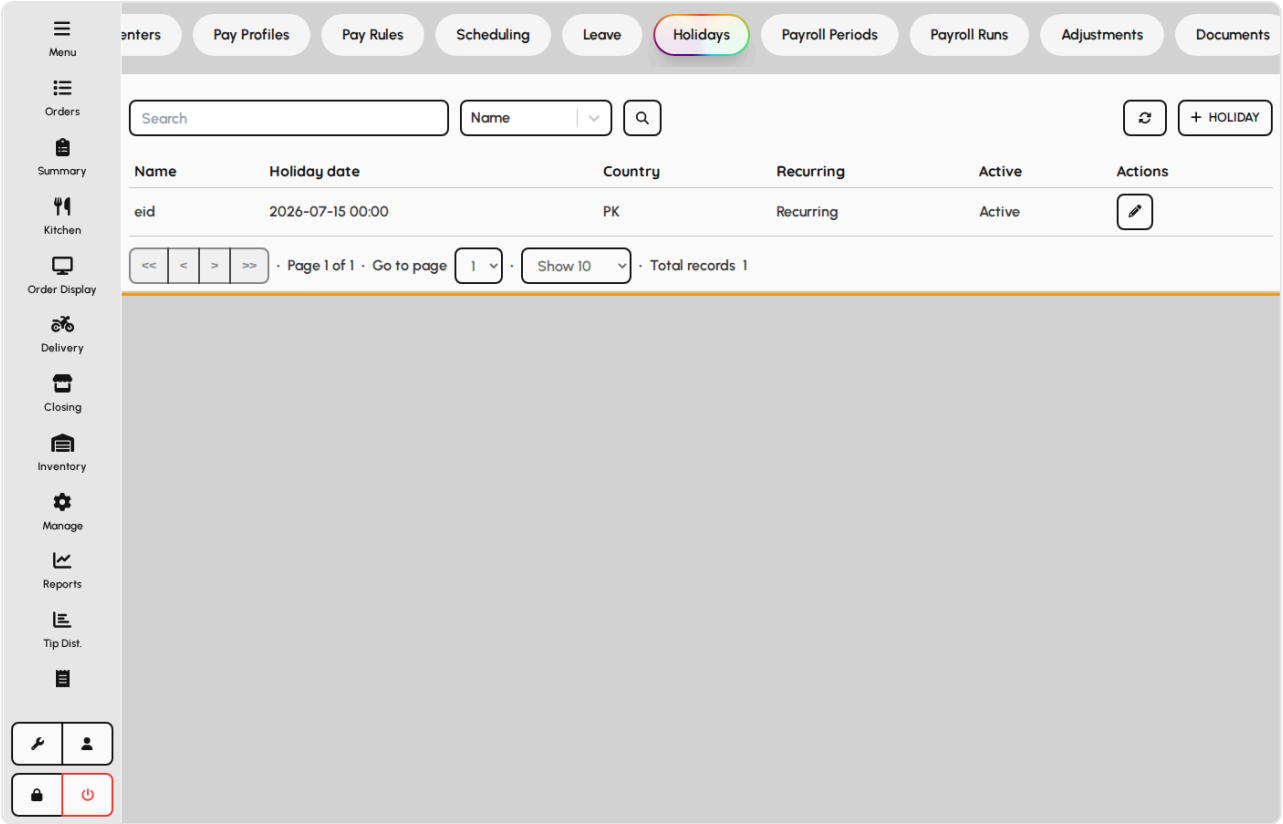


Leave tab.

Holidays

Holidays mark non-working or premium-pay calendar days for the venue.

- 1. Open the Holidays tab.
- 2. Add venue holidays for the year.
- 3. Holiday dates feed scheduling and pay-rule calculations when configured.



Holidays tab.

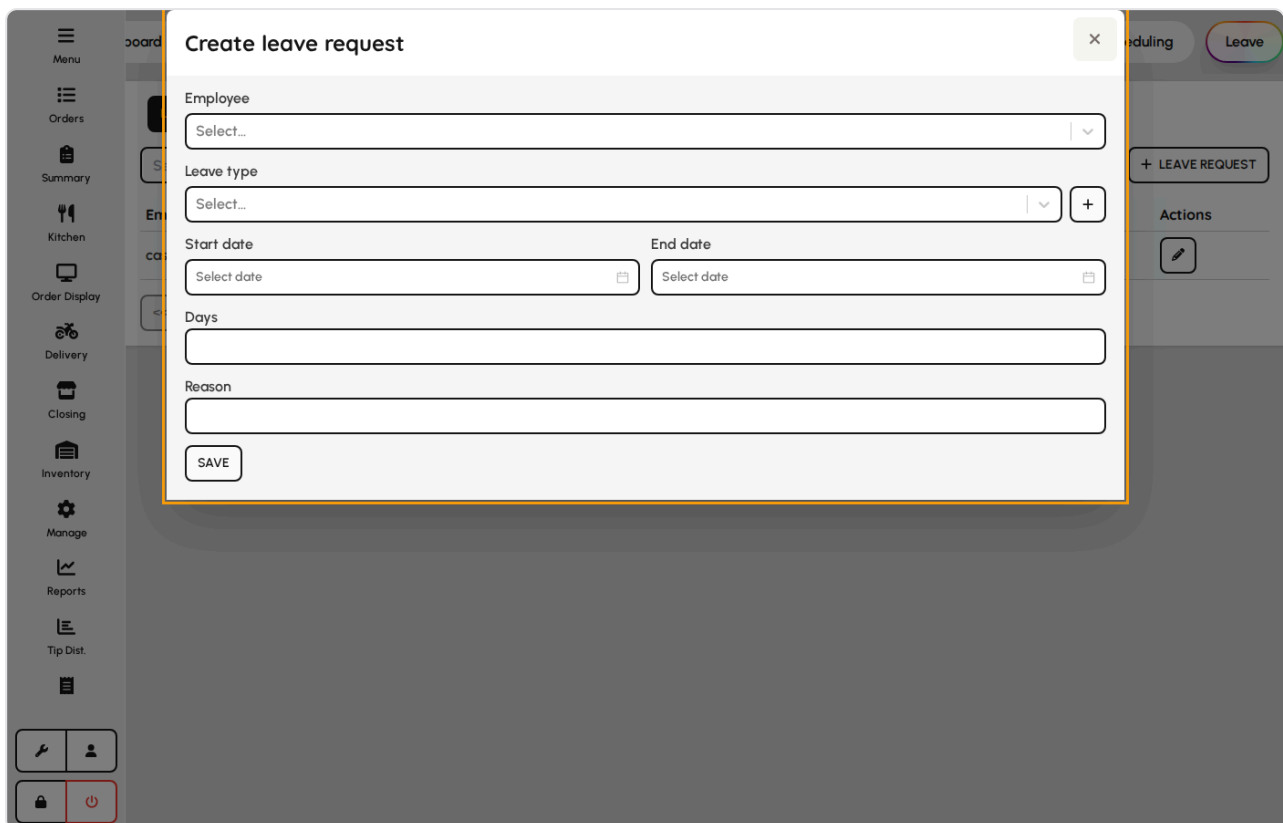
Leave request form

Submit or edit time-off requests against configured leave types.

1. On Leave tab click Add request.
2. Select employee, leave type, and date range.
3. Enter day count and reason if required by the type.
4. Save — routes for approval when the type requires it.

Fields

- **Employee** — Staff requesting time off.
- **Leave type** — Determines paid/unpaid, approval, and accrual rules.
- **Start / end date** — Inclusive dates of the absence.
- **Days** — Working days consumed (may auto-calculate).
- **Reason** — Optional note for approvers.



The screenshot shows a software interface with a sidebar on the left containing various menu items: Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, and Tip Dist. At the bottom of the sidebar are icons for a wrench, a person, a lock, and a power button. The main area displays a modal window titled "Create leave request" with a close button (X) in the top right corner. The form fields are as follows:

- Employee**: A dropdown menu with "Select..." and a downward arrow.
- Leave type**: A dropdown menu with "Select..." and a downward arrow, followed by a "+" button.
- Start date**: A date picker with "Select date" and a calendar icon.
- End date**: A date picker with "Select date" and a calendar icon.
- Days**: A text input field.
- Reason**: A text input field.
- SAVE**: A button at the bottom left of the form.

On the right side of the interface, there are buttons for "Scheduling" and "Leave", and a "+ LEAVE REQUEST" button. Below these is an "Actions" section with an edit icon.

Leave request form.

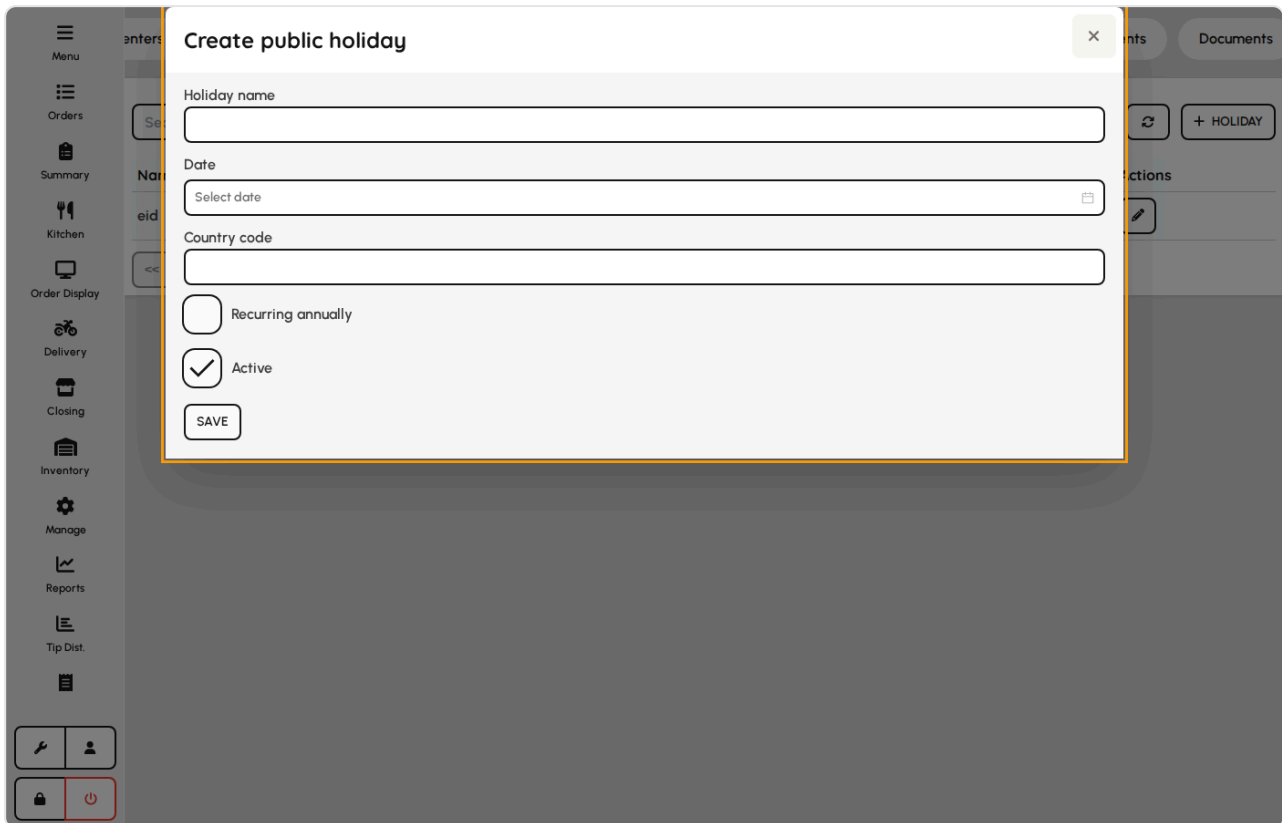
Public holiday form

Public holidays interact with pay rules and scheduling.

1. Open Holidays under Leave.
2. Add name, date, and country code.
3. Mark recurring for annual fixed dates.
4. Save — holiday appears in pay rule filters.

Fields

- **Name** — Holiday label in calendars and rules.
- **Date** — Calendar date observed.
- **Country code** — Optional ISO code for multi-country venues.
- **Is recurring** — Repeats every year on the same month/day.
- **Is active** — Inactive holidays are ignored by new rules.



The screenshot shows a software interface with a sidebar on the left containing various icons and labels: Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, Tip Dist., and a bottom section with icons for a wrench, a person, a lock, and a power button. The main area displays a modal window titled "Create public holiday" with a close button (X) in the top right corner. The form contains the following fields and options:

- Holiday name**: A text input field.
- Date**: A date selection field with a calendar icon on the right.
- Country code**: A text input field.
- Recurring annually**: An unchecked checkbox.
- Active**: A checked checkbox.
- SAVE**: A button at the bottom of the form.

In the background, a button labeled "+ HOLIDAY" is visible on the right side of the interface.

Public holiday form.

Pay profiles & rules

Pay profiles store base rates per employee; pay rules apply premiums, bonuses, and deductions by schedule or context.

Pay profiles

- 1. Open HR → Pay → Profiles.
- 2. Maintain effective-dated base pay per employee.
- 3. Profiles feed payroll calculation for the active period.

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Employee

+ PAY PROFILE

Employee	Pay type	Base rate	Currency	Effective from	Effective to	Actions
Manager Manager	hourly	650	PKR	2026-01-01 00:00	2026-12-31 00:00	

<<<>>>

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Go to page

1

Show 10

Total records 1

Employee pay profiles list.

Pay profile form

1. Add or edit a profile for an employee.
2. Choose pay type and base rate with effective dates.
3. Save — payroll uses the profile valid on each work date.

Fields

- **Employee** — Staff member receiving this base compensation.
- **Pay type** — Hourly, salary, contract, commission, or mixed — drives payroll math.
- **Base rate** — Primary rate or salary amount in the chosen currency.
- **Currency** — ISO currency for the rate.
- **Effective from** — First day this profile applies.
- **Effective to** — Optional end date when superseded by a newer profile.

Create pay profile

Employee
Select...

Pay type
Hourly

Base rate
0

Currency
USD

Effective from
Select date

Effective to
Select date

Notes

SAVE

Pay profile form.

Pay rules

1. Open Pay → Rules.
2. Rules stack by priority with modes: allow, prevent, highest wins, or priority.
3. Target employees, departments, holidays, or time windows.

Code	Name	Priority	Effects	Stacking mode	Exclusive	Active	Actions
00001	Late pay	1	Fixed bonus	allow	No	Active	

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Labor pay rules list.

Pay rule form

Each rule has one or more effects (multiplier, fixed bonus/deduction, percent bonus/deduction) and eligibility filters.

1. Add or edit a rule with code and name.
2. Define effects and whether they apply to regular, overtime, or all hours.
3. Set date, time, weekday, and holiday filters.
4. Assign employees, departments, positions, or cost centers.
5. Save — the payroll engine evaluates rules when clocked hours are calculated.

Fields

- **Code** — Unique rule identifier for exports.
- **Name** — Descriptive label in admin lists.
- **Priority** — Order when stacking mode is priority.
- **Stacking mode** — How this rule interacts with other matching rules.
- **Effects** — Multiplier or amount adjustments applied to qualifying hours.
- **Employee / department / position / cost center filters** — Limits which staff the rule can affect.
- **Date and time window** — Optional start/end date and daily time range.
- **Days of week / months** — Restricts rule to selected calendar patterns.
- **Holidays** — Apply only on selected public holidays.
- **After hours (day/week)** — Triggers when daily or weekly hour thresholds are exceeded.

Create pay rule

Code

Name

Priority

100

Stacking mode

Allow stacking

☐ Exclusive

☒ Active

Effects

Effect type

Fixed bonus

Effect value

0

Applies to

All hours

+ ADD EFFECT

Conditions

Department

Select...

+

Position

Select...

+

Cost center

Select...

+

Employee

Select...

+

Holidays

Select...

+

Payroll periods & runs

Close labor into payroll periods, generate runs with previews, and post adjustments.

Payroll periods

- 1. Open HR → Payroll → Periods.
- 2. Create periods matching your pay cycle (weekly, biweekly, monthly, custom).
- 3. Lock or close periods before final runs.

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Name

+ PAYROLL PERIOD

Name	Period type	Start date	End date	Status	Actions
monthly	monthly	2026-07-01 00:00	2026-07-31 00:00	Closed	

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Show 10

Total records 1

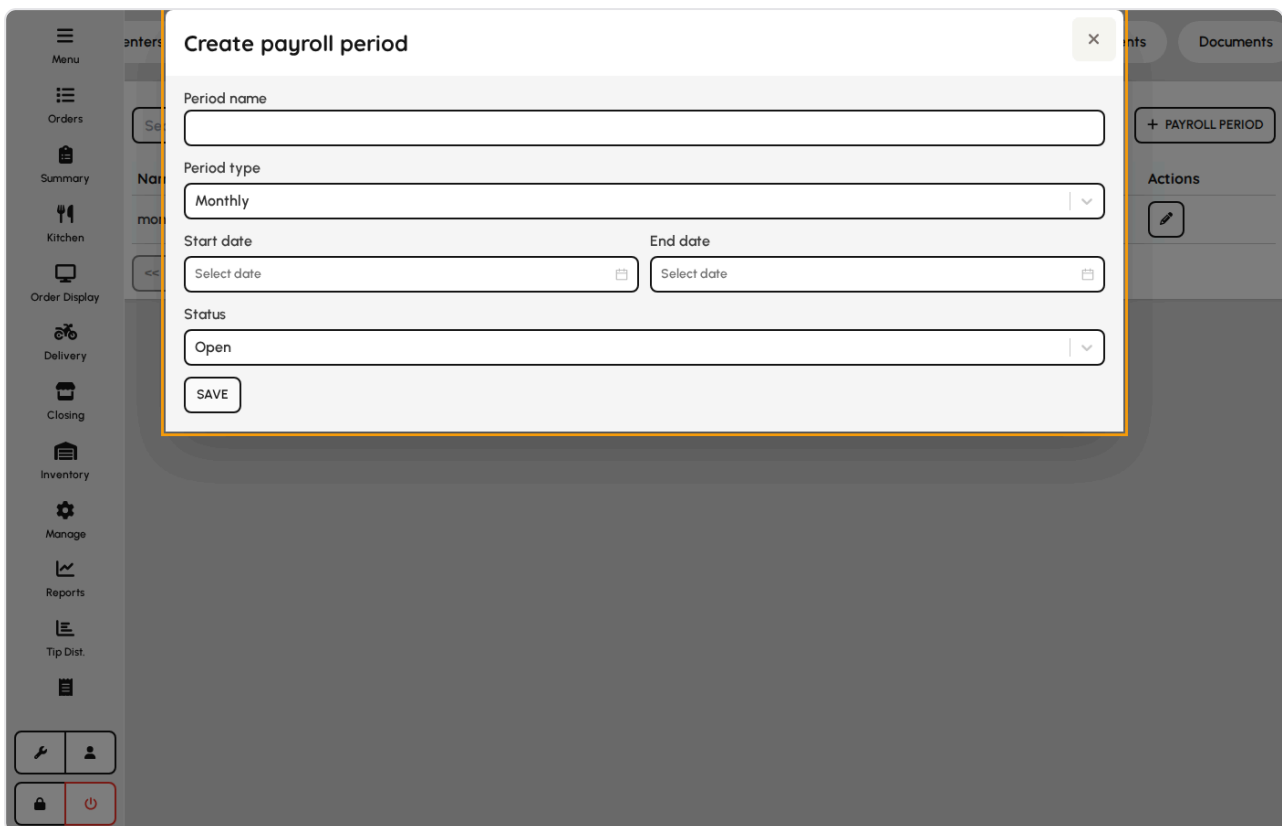
Payroll periods list.

Payroll period form

1. Add a period with name, type, and date range.
2. Leave status Open while collecting time and adjustments.
3. Change to Locked/Closed/Paid as the cycle progresses.

Fields

- **Period name** — Label shown on runs and payslip exports.
- **Period type** — Weekly, biweekly, monthly, or custom cadence.
- **Start date** — First day included in the period.
- **End date** — Last day included in the period.
- **Status** — Open allows edits; locked/closed restrict changes; paid marks completion.



The screenshot shows a mobile application interface with a sidebar menu on the left containing icons for Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, and Tip Dist. At the bottom of the sidebar are icons for a wrench, a person, a lock, and a power button. The main screen displays a 'Create payroll period' modal form. The form has a title bar with a close button (X). It contains the following fields: 'Period name' (text input), 'Period type' (dropdown menu with 'Monthly' selected), 'Start date' (calendar icon and 'Select date' text), 'End date' (calendar icon and 'Select date' text), and 'Status' (dropdown menu with 'Open' selected). A 'SAVE' button is located at the bottom of the form. In the background, a '+ PAYROLL PERIOD' button is visible on the right side of the screen.

Payroll period form.

Payroll runs

1. Open Payroll → Runs for an open period.
2. Generate a run to preview gross pay from attendance and rules.
3. Review snapshots before marking the run complete.

The screenshot shows a web application interface for managing payroll runs. On the left is a vertical sidebar with icons for Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, Tip Dist., and a bottom section with a wrench and user icons, and a lock and power icon. The top navigation bar includes tabs for Profiles, Pay Rules, Scheduling, Leave, Holidays, Payroll Periods, Payroll Runs (highlighted), Adjustments, Documents, and Performance. Below the tabs is a search bar and a 'Run #' dropdown. The main content area displays a table of payroll runs with columns: Run #, Payroll Periods, Status, Generated at, and Actions. Two runs are listed, both with a status of 'Exported' and generated on 2026-07-11. The actions for each run include VIEW, REFRESH, LOCK, APPROVE, and EXPORT. Below the table is a pagination control showing 'Page 1 of 1', 'Go to page 1', 'Show 10', and 'Total records 2'. The bottom of the interface is a large grey area.

Run #	Payroll Periods	Status	Generated at	Actions
1	monthly	Exported	2026-07-11 04:27	VIEW REFRESH LOCK APPROVE EXPORT
1	monthly	Exported	2026-07-11 04:43	VIEW REFRESH LOCK APPROVE EXPORT

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Payroll runs for a period.

Generate payroll run

1. Click New run and select an open payroll period.
2. Confirm the auto-suggested run number.
3. Generate preview to calculate lines from time, profiles, and rules.

Fields

- **Payroll period** — Date range and status governing which hours and adjustments are included.
- **Run number** — Sequential identifier for multiple previews within the same period.

The screenshot shows a software interface with a sidebar on the left containing icons for Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, Tip Dist., and a bottom section with icons for a wrench, a person, a lock, and a power button. The main area is titled 'Run payroll' and contains a 'Payroll Periods' section with a 'Select...' dropdown and a '+' button. Below this is a 'Run #' field with the value '1' and a 'GENERATE PAYROLL RUN' button. The background shows a table with columns 'Run #' and 'Pay' and two rows of data. At the bottom, there is a pagination bar with '<<' '<' '>' '>>' buttons, 'Page 1 of 1', 'Go to page 1', 'Show 10', and 'Total records 2'. On the right side, there are tabs for 'Adjustments' and 'Documents', and a '+ RUN PAYROLL' button.

New payroll run form.

Payroll adjustments

- 1. Open Payroll → Adjustments.
- 2. Add bonuses, penalties, allowances, or corrections per employee.
- 3. Link to a payroll period when the amount should appear on a run.

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Employee

+ ADJUSTMENT

Employee	Adjustment type	Amount	Currency	Effective date	Description	Actions
Manager Manager	Deduction	1500	USD	2026-07-11 00:00		

<<<>>>

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Show 10

Total records 1

Labor adjustments list.

Adjustment form

1. Choose employee, type, amount, and effective date.
2. Optionally tie to a payroll period.
3. Save — included on the next run covering that date.

Fields

- **Employee** — Staff receiving the adjustment.
- **Payroll period** — Optional link so the amount rolls into a specific run.
- **Type** — Bonus, penalty, allowance, reimbursement, advance, loan, correction, or deduction.
- **Amount** — Currency value added or subtracted from gross pay.
- **Effective date** — Date used to determine which run picks up the adjustment.
- **Description** — Explanation on payslip detail and audit trail.

Create adjustment

Employee
Select...

Payroll period
Select... +

Adjustment type
Bonus

Penalties, deductions, advances, and loans reduce net pay. Enter amounts as positive numbers.

Amount
0

Currency
USD

Effective date
Select date

Description

SAVE

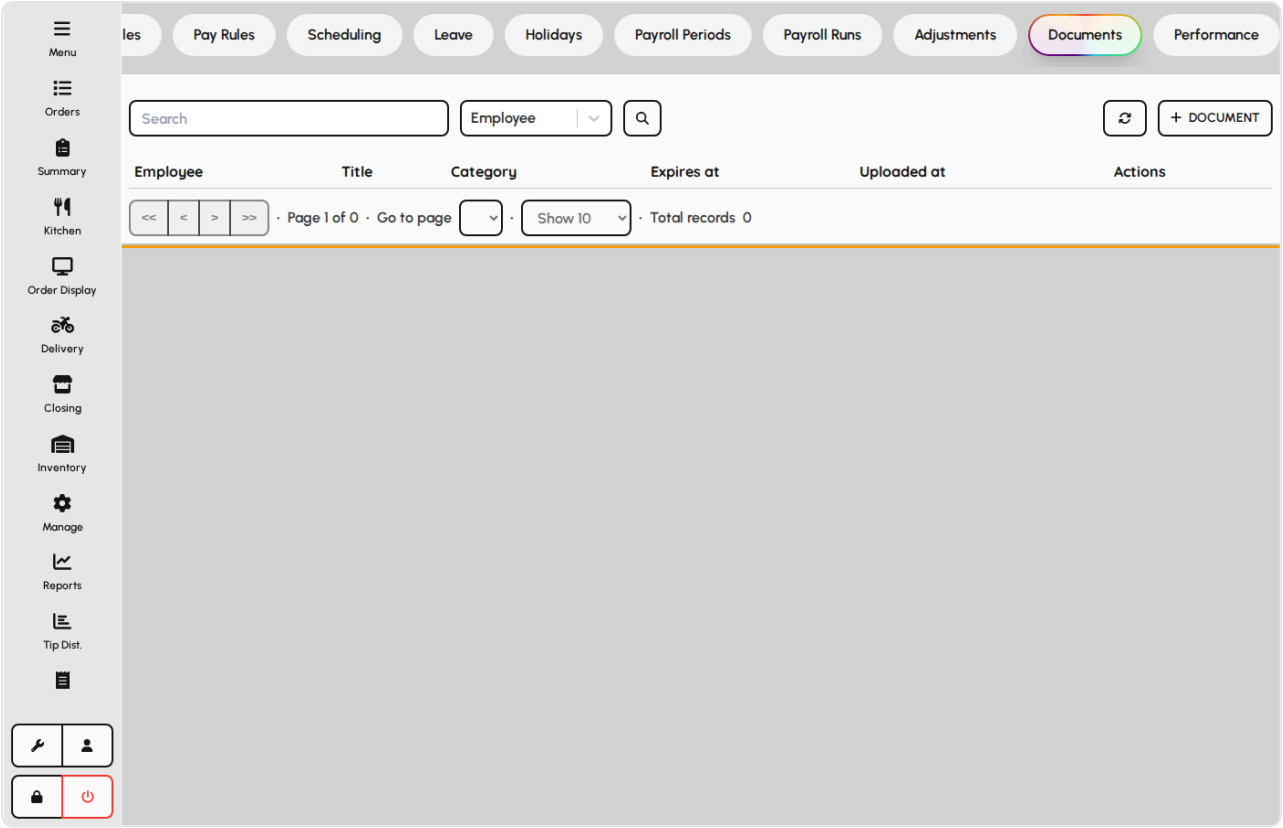
Payroll adjustment form.

Employee documents

Store contracts, IDs, licenses, and other files against employee records with expiry tracking.

Documents list

- 1. Open HR → Documents.
- 2. Filter by employee or category.
- 3. Upload new files or update metadata on existing documents.



Employee documents tab.

Document form

1. Click Add document.
2. Select employee, title, and category.
3. Attach the file and set expiry if applicable.
4. Save — file is stored and linked to the employee profile.

Fields

- **Employee** — Owner of the document record.
- **Title** — Display name in lists and reminders.
- **Category** — Contract, certificate, license, ID, medical, warning, or other.
- **Expires at** — Optional date for renewal alerts.
- **Attach file** — Required on create; stores the binary in the document library.

Upload document

Employee
Select...

Title

Category
Other

Expiry date
Select date

Attach file
Choose File No file chosen

SAVE

Employee document upload form.

Performance notes

Record warnings, compliments, reviews, and incidents on employee files.

Performance list

- 1. Open HR → Performance.
- 2. Browse notes by employee, type, and severity.
- 3. Add entries after incidents or scheduled reviews.

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Employee

+ PERFORMANCE NOTE

Employee	Note type	Title	Severity	Visible to employee	Created at	Actions
Manager Manager	Review	not safisfied with perfoamcne	Low	Yes	2026-06-29 14:58	

<<<>>>

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Performance notes tab.

Performance note form

1. Choose employee, type, title, and body text.
2. Set severity for incidents and warnings.
3. Toggle visible to employee if staff may view the note in self-service.
4. Save to append the note to the HR file.

Fields

- **Employee** — Subject of the note.
- **Type** — Warning, compliment, review, or incident.
- **Title** — Short summary in lists.
- **Content** — Full narrative of the event or review.
- **Severity** — Low, medium, high, or critical — mainly for warnings and incidents.
- **Visible to employee** — When enabled, the note may be shown to the employee user.

The screenshot shows a mobile application interface with a sidebar menu on the left containing icons for Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, and Tip Dist. At the bottom of the sidebar are icons for a wrench, a person, a lock, and a power button. A modal dialog titled "Add performance note" is open in the center. The dialog has a close button (X) in the top right corner. Inside the dialog, there are the following fields: "Employee" (a dropdown menu with "Select..." text), "Note type" (a dropdown menu with "Review" selected), "Title" (a text input field), "Content" (a text input field), "Severity" (a dropdown menu with "Select..." text), and a checkbox labeled "Visible to employee". A "SAVE" button is located at the bottom left of the dialog. In the background, a "Performance" tab is visible at the top right, and a "PERFORMANCE NOTE" button is visible below it. An "Actions" section with a pencil icon is also visible on the right side of the background interface.

Performance note form.

Tip distribution

Tip distribution calculates how pooled tips for a shift should be split across staff using configured weights, then saves an official distribution record. Managers often use the same screen from Tip distribution in the sidebar.

Tip distribution screen

1. Tap Tip distribution in the sidebar.
2. Select a shift and business date at the top.
3. Load tips calculates totals from paid orders in that shift window.

Tip distribution screen.

Shift and date

1. Choose the shift from the dropdown.
2. Pick the date — cannot be in the future.
3. Tap Load tips to fetch tip totals and build the distribution table.

Shift, date, and load controls.

Distribution table

1. Total tips shows the pooled amount for the shift.
2. Each row lists user, role, weight, and calculated share.
3. Submit saves the distribution after you review the shares.

Total tips: Rs 0			
User	Role	Weight	Amount
No distribution calculated yet.			

Totals and per-user distribution table.