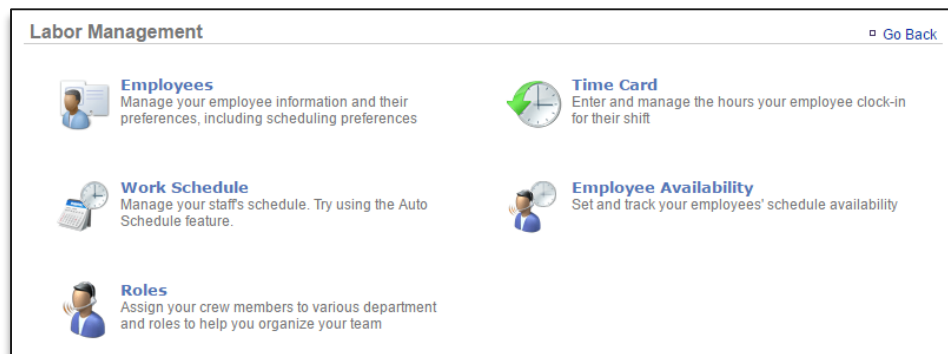## LABOR MANAGEMENT FEATURES

Effective labor management can help to reduce the overhead of daily administrative tasks by quickly managing your human resources needs, staff scheduling, labor tracking, payroll processing and integration through the NCR Console platform.

LABOR FEATURES

Employees*: Allows you to create new users (employees), manage existing users, assign user permissions, assign users to departments, positions and tasks, and manage employee information

Time Card: Tracks clock-ins and clock-outs for your employees. Also provides you the ability to export time card information for payroll purposes.

Work Schedule*: Allows you to create works schedules, add notes to the work schedule and communicate those schedules out via email and/or texts. The work schedule feature also includes estimated labor percentages based on sales and/or goals that are set

Employee Availability*: Allows you to manage employee availability and time off requests

Roles: Allows you to create various departments, positions and tasks that can be assigned to your employees

HOW NCR SILVER AND CONSOLE WORK TOGETHER

NCR Silver is the Point of Sale (POS) that is used to process orders for your business. It also provides the portal that your employees will use to clock in and out for their shifts.

HOW THE INFORMATION GETS TO CONSOLE

Once an employee completes a shift, those hours are sent to your NCR Silver and Console back offices. Within Console, you can use that information:

- To generate labor and pay period costs
- View estimated and actual labor percentages
- Manage labor costs via the work schedule
- View discrepancies between hours scheduled versus hours worked

Employee hours are reported to Console via an API

GETTING STARTED WITH LABOR MANAGEMENT

Complete the below checklist to get the most out of what the Labor Management platform has to offer.

GETTING STARTED CHECKLIST

1. Complete the **Unrecognized User training module**, which will provide step by step instructions for processing employee hours that we have collected for those employees that complete their shifts

    a. Process the Unrecognized User alert within the alerts box of your Dashboard

2. Complete the **General Settings training module**

    a. Adjust your store settings to set payroll information

3. Complete the **New User training module** for modifying employee information

    a. Enter pay rate information for your employees

    b. Enter contact information for your employees. At a minimum, we recommend entering an email address and mobile phone number so that you can communicate work schedules

4. Complete the **Employee Availability training module**

    a. Enter employee availability

5. Complete the **Creating a Work Schedule training module**

    a. Create a work schedule and communicate that schedule out