

USING OVER TIME ALERTS

If you are using the NCR Console Employee Management module or Console Core you can activate overtime warnings to help identify which of your employees are at risk of working overtime, as well as how much their overtime will be.

To activate the overtime alerts

1. Log into NCR Console and go to the **store tab**
2. Click on **Labor**
3. Click on **Work Schedule**
4. Click **More Options** at the top right of the calendar to open the drop down menu.
5. Click **Schedule Options**
6. Scroll to the bottom of the page. Underneath the list of your employees, you will see **Other Options**. Make sure **Display Schedule Warnings** and **Overtime** are both checked.

Other Options

- Display Employee Positions
- Display Position Colors
- Display Detailed Labor Costs
- Display Schedule Warnings
- Overtime

7. Overtime warning will now display on the work schedule as a yellow caution side next to the employee name.

Work Schedule (Cashier - Books) Go Back More Options

3/27/2017 - 4/2/2017 Next >>

| | 3/30 Thu | 3/31 Fri | 4/1 Sat | 4/2 Sun | Total | | | |
|--------------------------------|--------------------|-----------------------|--------------------|------------------------------|-------------------------------|-----------------------|--------------------|------------|
| Don Davis (Cashier - Cafe) ⚠ | Unavailable | 8am - 2pm 3 - 10pm | 10am - 2:30pm | 11am - 4pm | 28:30 Hrs \$299.25 | | | |
| Janet Jones (Cashier - Cafe) ⚠ | Unavailable | Unavailable | 8 - 8:45am | 9:30am - 8pm | 38 Hrs \$475.00 | | | |
| Sammy Smith (Manager) ⚠ | 10am - 7pm | Unavailable | 10am - 10pm | | 30 Hrs \$472.50 | | | |
| Don Davis (Cashier - Cafe) ⚠ | 8am - 12pm | 9 - 12am | 8am - 7pm | 8:45am - 9pm 11 - 11:30pm | 11am - 2pm | 45:45 Hrs \$461.94 | | |
| Janet Jones (Cashier - Cafe) ⚠ | 9am - 5pm | 9am - 5pm | 9am - 5pm | 9am - 5pm | Unavailable | 48 Hrs \$520.00 | | |
| Sammy Smith (Manager) ⚠ | Unavailable | 9:30am - 10pm | 2 - 10pm | 3 - 10pm | 9:30am - 3pm 9:30am - 10pm | 45:30 Hrs \$627.25 | | |
| Daily Total | 23 Hrs \$275.00 | 41:15 Hrs \$528.88 | 41 Hrs \$451.50 | 35 Hrs \$388.00 | 33:45 Hrs \$347.13 | 33:45 Hrs \$450.38 | 28 Hrs \$346.25 | 235:45 Hrs |

Total Labor Cost: \$2,855.94

Estimated Labor Percentage: 71.1% based on past 30 days

Auto Schedule this Week
 Clear this Week's Schedule
 Copy Previous Week's Schedule
 Add Note for this Week