ADDING ADDITIONAL INFORMATION

In this module, you will learn:

- How to add additional information to an employee record
- How to view or edit additional information that has already been created

To add additional information to an employee record you will need to navigate to the **Labor Management** module and click **Employees**.

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Assign your crew members to various department					
		department			

ADDING ADDITIONAL INFORMATION

1. Select the employee you wish to add additional information for (*this can also be done curing the creation of a new employee*)

Employee Management 🄍		= Go Back	More Options
Name	Contact	Email Address	
Aaron Smith			
Amber Delcid			

2. Click Edit Employee Information

Employee: Aaron Smit	th			Go Back	 More Options
Employee Information –					
Name:	Aaron Smith		Department:		
Location:	PTC Concierge Support		Position:		
			Task:		
				Edit Employee	Information 🕨
Notes on this Employee Date		Note			Туре
New Note				View All for th	is Employee >>
- Additional Information >	Show				
	GIUW				

3. Click the Additional Information tab

Employee Inform	Additional Infor	mation	Site Access
First Name (Required): Aaron Last Name (Required): Smith Status: Active ▼ Location (Required): NCR Silver Caté One Stop Silver Shop ♥ PTC Concierge Support Silver Caté & Deli (Store 1) Silver Caté & Deli (Store 2) Silver Gift Shoppe Silver Shopping	Department: Concierge Support [Create New Department]	Position: GM Host Level 1 Level 2 Level 3 Server [Create New Position]	Task: Chat MGMT Supervisor Technician [Create New Task]

4. Enter the additional information you wish to add in the open fields to the right of each item. At a minimum, we recommend that you add

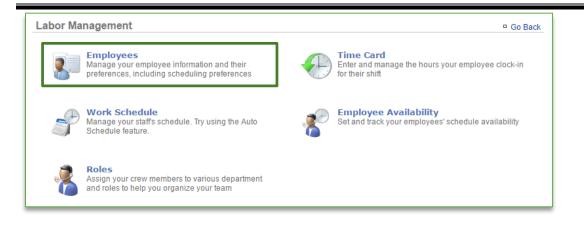
- a. Mobile Phone Number and Mobile Service Provider (enables text messaging to communicate the work schedule)
 - i. Standard messaging rates will apply to the employee
- b. Email Address (allows you to communicate the work schedule)
- c. Pay Rate Information (allows you to track labor costs)
 - i. You will have the option to enter it based on hourly rate or salary
 - Keep in mind that if you have a salaried employee that works at more than one of your locations, for reporting purposes, their salary will be evenly distributed across all locations based on the number of locations you have
- d. *Transaction to Employee Ratio* is the number of customers an employee can serve per hour
 - i. Ratio is used to help the system forecast labor and the ratio you enter will vary by employee and job performance
 - ii. You can use a starting point of 10-20 and adjust as needed

Employee Information	Additional Information	Site Access
Phone: Mobile Phone: Mobile Service Provider: Select Provider ▼ Email Address: Street Address Line 2: City: Zip: 	Employee #: Birthday: Start Date: Pay Type: Hourly Rate: Transaction to E Notes: Emergency Cont Contact Relation	Effective Date: mployee Ratio: tact: iship:

5. Click Save

VIEW OR MODIFY ADDITIONAL INFORMATION

To view or modify additional information for an employee record you will need to navigate to the **Labor Management** module and click **Employees**.



ADDING ADDITIONAL INFORMATION

1. Select the employee you wish to view or modify additional information for

Employee Management 🌵		Go Back Go More Options
Name	Contact	Email Address
Aaron Smith		
Amber Delcid		

2. Click Show to the right of Additional Information

Employee: Aaron Smit	th			Go Back	More Options
Employee Information –					
Name:	Aaron Smith	De	partment:		
Location:	PTC Concierge Support		Position:		
			Task:		
				Edit Employee	Information 🕨
Notes on this Employee		Note			Туре
New Note				View All for this	s Employee ₩
Additional Information	Show				

- 3. This will expand the window to show any additional information that you have entered for your employee
 - a. Click **Hide** to the right of **Additional Information** to collapse the window
 - b. Click **Edit Additional Information** at the bottom right of the window to edit information for the employee

	Save		
Additional Information Hide]		
Phone:		Employee #:	123456
	555-555-5555	Start Date:	123430
Mobile Provider:			\$35,000 / Year
	asmith@console.com		••••,••••
Address:	-		
Birthday:		Emergency Contact:	
Transaction to Employee Ratio:	20	Contact Relationship:	
Ratio:	20	Emergency Phone:	
			Edit Additional Information 🕨
Phone: Mobile Phone: 555-555-5555 Mobile Service Provider: AT&T ▼ Email Address: asmith@console.com		Employee #. 123456 Birthday: Start Date:	
Street Address:		Pay Type: Hourly Salary Yearly Salary: Effective Date: 35000 1/1/2016	
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Street Address: Street Address Line 2: City: State	K	Yearly Salary: Effective Date: 35000 1/1/2016 Transaction to Employee Ratio: 20	