

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**.

The screenshot shows the NCR Silver dashboard for the store 'PTC Concierge Support'. The top navigation bar includes 'Dashboard', 'Store', 'Reports', and 'Resources'. The 'Store' dropdown menu is open, showing options: 'Day-to-Day', 'Labor', 'Planning', and 'Product'. The 'Labor' option is highlighted with a green box. A green arrow points from this box to the 'Employees' option in the 'Labor Management' module below. The 'Labor Management' module contains several options: 'Employees' (highlighted with a green box), 'Time Card', 'Work Schedule', 'Employee Availability', and 'Roles'. The 'Employees' option is described as 'Manage your employee information and their preferences, including scheduling preferences'.

Month	Progress (\$K)
May 16	\$45.8K
Jun 16	\$52.8K
Jul 16	\$1.7K

ADDING ADDITIONAL INFORMATION

1. Select the employee you wish to add additional information for (*this can also be done during 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 Smith
Go Back More Options

Employee Information

Name: Aaron Smith
Location: PTC Concierge Support

Department:
Position:
Task:

Edit Employee Information >>

Notes on this Employee

Date	Note	Type
New Note View All for this Employee >>		

Additional Information ▶ Show

3. Click the **Additional Information** tab

Edit Employee: Aaron Smith

Employee Information
Additional Information
Site Access

First Name (Required): Aaron
Last Name (Required): Smith
Status: Active
Location (Required):
☐ NCR Silver Café
☐ One Stop Silver Shop
☒ PTC Concierge Support
☐ Silver Café & Deli (Store 1)
☐ Silver Café & 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]

Save Cancel

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
 - ii. 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

Edit Employee: Aaron Smith

Employee Information	Additional Information	Site Access
<p>Phone: <input type="text"/></p> <p>Mobile Phone: <input type="text"/></p> <p>Mobile Service Provider: <input type="text" value="Select Provider"/></p> <p>Email Address: <input type="text"/></p> <p>Street Address: <input type="text"/></p> <p>Street Address Line 2: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text"/></p> <p>Zip: <input type="text"/></p>	<p>Employee #: <input type="text"/></p> <p>Birthday: <input type="text"/></p> <p>Start Date: <input type="text"/></p> <p>Pay Type: <input checked="" type="radio"/> Hourly <input type="radio"/> Salary</p> <p>Hourly Rate: <input type="text"/> Effective Date: <input type="text"/></p> <p>Transaction to Employee Ratio: <input type="text"/></p> <p>Notes: <input type="text"/></p> <p>Emergency Contact: <input type="text"/></p> <p>Contact Relationship: <input type="text"/></p> <p>Emergency Phone: <input type="text"/></p>	

Save Cancel

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**.

Labor Management

Go Back

Employees
Manage your employee information and their preferences, including scheduling preferences

Time Card
Enter and manage the hours your employee clock-in for their shift

Work Schedule
Manage your staff's schedule. Try using the Auto Schedule feature.

Employee Availability
Set and track your employees' schedule availability

Roles
Assign your crew members to various department and roles to help you organize your team

ADDING ADDITIONAL INFORMATION

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

Employee Management

Go Back More Options

Name	Contact	Email Address
Aaron Smith		
Amber Delcid		

2. Click **Show** to the right of **Additional Information**

Employee: Aaron Smith

Go Back More Options

Employee Information

Name: Aaron Smith

Location: PTC Concierge Support

Department:

Position:

Task:

Edit Employee Information

Notes on this Employee

Date	Note	Type
New Note		

View All for this 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

i. Click **Save**

Additional Information [▶ Hide](#)

Phone:	Employee #: 123456
Mobile Phone: 555-555-5555	Start Date:
Mobile Provider: AT&T	Pay: \$35,000 / Year
Email Address: asmith@console.com	Notes:
Address:	
Birthday:	Emergency Contact:
Transaction to Employee Ratio: 20	Contact Relationship:
	Emergency Phone:

[Edit Additional Information ▶▶](#)

Edit Employee: Aaron Smith

Employee Information **Additional Information** Site Access

Phone:	Employee #:
	123456
Mobile Phone:	Birthday:
555-555-5555	
Mobile Service Provider:	Start Date:
AT&T	
Email Address:	Pay Type: <input type="radio"/> Hourly <input checked="" type="radio"/> Salary
asmith@console.com	Yearly Salary:
Street Address:	35000
	Effective Date:
Street Address Line 2:	1/1/2016
City:	Transaction to Employee Ratio:
	20
State:	Notes:
Zip:	
	Emergency Contact:
	Contact Relationship:
	Emergency Phone:

[Save](#) [Cancel](#)