



# **“HOW TO” CREATE A ROSTER**



### Enter a Staff Member's Roster

#### **Option A – Copy Existing Roster (recommended)**

**If a previous weeks Staff Roster is the same or close to the same as the new week then you can copy a previous week's staff roster instead of starting a new staff roster.**

1. Log in to BOSSII Admin
2. Click Management
3. Click Staff Rosters
4. Click Copy
5. Click Week ending date and choose the week ending date required
6. All active "paid" staff names will now appear on the roster.
7. Click the first day of the week and choose the first staff members Roster Area and place them on the roster by clicking on the start time and dragging to the finish time. The hours and the wage cost will now update accordingly.
8. Review the process for all staff required for each day of the week
9. Once roster is completed you can choose to "release" (ticking the Release box) the roster meaning the roster is then live and allows staff to log in and also to have their roster sent to them
10. Choose Print to print the Roster or to Email the Roster to the staff individually
11. Choose Save

#### **Option B – Brand New Roster**

**If you are entering a brand new roster entirely from scratch, the following steps apply:**

1. Log in to BOSSII Admin
2. Click Management
3. Click Staff Rosters
4. Click New
5. Click Week ending date and choose the week ending date required
6. All active "paid" staff names will now appear on the roster.
7. Click the first day of the week and choose the first staff members Roster Area and place them on the roster by clicking on the start time and dragging to the finish time. The hours and the wage cost will now update accordingly.
8. Repeat process for all staff required for each day of the week
9. roster meaning the roster is then live and allows staff to log in and also to have their roster sent to them
10. Choose Print to print the Roster or to Email the Roster to the staff individually
11. Choose Save



## “HOW TO” CREATE A ROSTER

---

### **Tips**

- a) If you double click on the time bar you can change the Job Role colour and add free form notes that will appear on the printed roster
- b) If you wish to remove a time bar then you can click the coloured time bar and press Delete from the top of page choices.
- c) You can view or add people to the roster by viewing the roster by particular job positions or by Employee Name or by Employees Working.
- d) Best practice is to choose “Recalculate Staff Cost” before exiting/saving in case any hourly wages or salaries have changed recently.
- e) If the employees are unable to log in to the POS on a particular day the reason for this would be that
  - the employee is not rostered
  - no roster for that day / week exists
  - the roster for that day / week has not been “released”