



# Employee Setup How To's



## Setting up Rostered Areas

Nb: Rostered Areas are the coloured bars that are located at the top of the Roster. These areas are the job positions that an employee will be rostered to be completing when working at the venue

1. From the Home Admin screen
2. Go to Setup
3. Go to Setup Employees
4. Go to Rostered Areas
5. Click New
6. In "Description" box enter the name of the Rostered Area
7. Decide which display position this new Rostered Area should appear as
8. Change the Bar Colour to be the colour you require to appear in the Roster
9. Change the Fore Colour to be the colour you require any words associated within the bar to appear in the Roster
10. Choose which Cost Centre Group this Rostered Area will be associated with.

NB: The rostered area can be linked to multiple Cost Centre Groups.

11. Select "Save"

## Setting up Payroll Rate Types

Nb: Payroll Rate Types are the different rates that are applicable to your relevant Award or payroll agreement. Payroll Rate types include Base Rates, Casual Rates, Overtime Rates, Late Work Allowances and Leave Rates.

1. From the Home Admin screen
2. Go to Setup
3. Go to Setup Employees
4. Go to Payroll Rate Types
5. Click New
6. In "Description" box enter the name of the Payroll Rate type
7. In Base Rate Loading, enter the amount of loading to be applied, if applicable
8. In Late Work Allowance, choose if applicable
9. In Split Shift Allowance, choose if applicable

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10. In Leave, choose if applicable
11. In Unpaid, choose if applicable
12. In Minimum Daily Amount, enter the amount of minimum hours this rate type applies to.
13. Choose Start Time and enter the time of day this rate type will start to be applied. Leave blank if applies all day.
14. Choose Finish Time and enter the time of day this rate type will stop being applied. Leave blank if applies all day.
15. In Rate / Hour, enter the rate that applies to this payroll rate type
16. In Hours / Day, enter the amount of hours from the Start time that this rate will apply for
17. Select "Save"

## Setting up Pay Rates

Nb: Pay Rates are the overall rates that are applicable to an individual Employee or group of Employees.

1. From the Home Admin screen
2. Go to Setup
3. Go to Setup Employees
4. Go to Pay Rates
5. Click New
6. In "Description" box enter the name of the Pay Rate
7. Choose the Cost Centre the Pay Rate is to be linked to.
8. Choose the Access level that all Employees linked to this Pay Rate will be applicable
9. Tick "Paid" if this Pay Rate is to be attributed to Employees that will receive a monetary amount at end of pay period.
10. Tick "Contractor" if this pay rate is to be attributed to a Contractor rather than an employee
11. Tick "Salary" if employees linked to this pay rate will receive a Salary. Also enter the per week Gross amount to be paid and which days the Salary will be attributable to.
12. Tick "Superannuation" and enter the amount of Superannuation that the employees linked to this pay rate will receive
13. "Max Weekly Hours" allows you to cap the amount of hours that employees linked to this pay rate can be rostered for.
14. "No Overtime" allows you to choose days that employees linked to the pay rate will not be able to be rostered if the roster creates potential overtime exposure.

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15. "Base Hourly Rate" is the rate per hour less any casual loading that employee linked to this pay rate will receive
16. "Pay Casual Loading" is only applicable if employees linked to this pay rate are to be receiving Casual loading.

NB: The "Recalculate" button is used when a change to the base hourly rate is made or deciding to add casual loading

17. The Daily Rates require the user to setup the way the Mon-Fri normal hours are calculated, the Sat normal hours are calculated and the Sunday normal hours are calculated. Additionally how the public holiday hours are calculated.
18. Click "New" and choose Mon-Fri first.
19. Click "Rate" and choose which rate will be applicable for normal hours for mon-fri, type in the rate/hour that the employee will receive for these hours. Repeat the process for Saturday and also for Sunday normal hours determination. Repeat process for also Public Holidays.
20. Weekly Overtime Rates is how we define what is overtime (if applicable) for employees linked to this Pay Rate.
21. Click "New" and choose the applicable rate for the fields "Mon-Fri", "Sat", "Sun" and enter the rate that they employee will receive for Overtime.

NB: There may be instances, depending on your award where multiple overtime rates kick in ie: for anything over 38hours up to 40 hours is one overtime value and anything over 40 hours is another overtime value. In this case multiple lines will be required here

22. Late Work Allowances only need be setup for the employees that receive Late Work Allowances.
23. Click "New" and choose what day of week, the allowances will apply to, which Payroll Rate Type, what the start and finish times of this allowance will be and what the amount of each unit of this allowance will be.
24. Split Shift Allowance applies for only employees who receive an allowance when their shift has a break greater than a number of hours in the single day.
25. Click "New" and choose the day of the week that this split shift allowance will apply to. Also choose the hours per day and enter the hours that the break must be of a minimum to attract such an allowance. Lastly enter the rate of the allowance.
26. Select "Save"





## Setting up Staff Accessibility

Nb: The Staff Accessibility is a crucial setup issue as it addresses the features and viewings that an employee can make in bossii POS and bossii Admin.

1. From the Home Admin screen
2. Go to Setup
3. Go to Setup Employees
4. Go to Staff Accessibility
5. Click New
6. In "Description" box enter the name of the Accessibility level
7. In "Access Level", choose a numeric value to be applied to the access level being designed herein
8. Go through each feature and each module and choose which features will be accessible by this access level.
9. Select "Save"

## Setting up Cost Centre Groups

Nb: The Cost Centre Groups appear on the Roster and allow the user to design a roster based on the created Cost Centre Groupings.

1. From the Home Admin screen
2. Go to Setup
3. Go to Setup Employees
4. Go to Cost Centre Groups
5. Click New
6. In "Description" box enter the name of the Cost Centre Group
7. Decide which display position this new Cost Centre Groups should appear as
8. Select "Save"





## Setting up Cost Centres

Nb: The Cost Centres allow the user to define a more detailed label that are linked to the Cost Centre Groups.

1. From the Home Admin screen
2. Go to Setup
3. Go to Setup Employees
4. Go to Cost Centres
5. Click New
6. In "Description" box enter the name of the Cost Centres
7. Decide which display position this new Cost Centre Groups should appear as
8. Select "Save"

## Setting up Job Positions

Nb: Job Positions allows the user to setup a predetermined default setup for particular job positions that are commonly to be used for Employees.

1. From the Home Admin screen
2. Go to Setup
3. Go to Setup Employees
4. Go to Job Positions
5. Click New
6. In "Description" box enter the name of the Job Positions
7. Payroll Setup tab defines what the payroll defaults will be for employees linked to this Job Position.
8. Choose the Cost Group to be linked to this Job Position
9. Choose the Pay Rate to be linked to this Job Position
10. Choose the Access Level to be linked to this Job Position
11. Choose "No Mass Emails" if the employees linked to this job position will not require any internal mail communication.
12. Pricing Policies/ Coupons tab defines what default pricing employees linked to this Job Position will be receiving when they purchase an item from the business. Additionally, this tab defines what default coupons or discounts they will receive when purchasing items from the business.
13. Select "Save"

