



HOW TO
STAFF PROCEDURES



BOSSII STAFF PROCEDURES

Tasks pertaining to the management of your staff and their time & attendance

Adding a New Employee into the POS

1. From the sales screen
2. Go to Options
3. Go to Manager Options
4. Select "Employee Time Clock"
5. Select "New Employee"
6. Add First and Last Name
7. Choose a Position, Pay Rate and Access Level to link to this employee
8. POS Name is the name that appears on customer receipts
9. Fill in all remaining required fields including contact number in Phone field that will appear in Employee Time Clock
10. If using finger scanning, Press "Fingerprint". At this point the new employee will be required to scan their fingerprint. The new employee will be required to scan a second time to verify their fingerprint
11. Select "Save"
12. If using login numbers enter a log in number for employee
13. Select "Save"

Adding a New Employee to the roster for the day

1. Choose Options
2. Choose Manager Options
3. Choose Employee Time Clock
4. Within the Tab labelled "Employees Not Started or Rostered" the employee you wish to add needs to be highlighted and choose "Add Edit Roster"
5. Select "New Roster"
6. Select the "Area" the employee will work in
7. Select "Start Time" for the starting time the employee will start work and the same for "Finish Time" for the time the employee will finish work
8. Select "OK"
9. Select "Finished"
10. From the Employee Time Clock screen you are able to Clock the employee On



Removing an Employee

Nb: In Bossii all records are stored therefore there is no delete options. What Bossii does is allow the user to activate/inactivate an employee

1. From the sales screen
2. Go to Options
3. Go to Manager Options
4. Select "Employee Time Clock"
5. Select the required Employee to be inactivated
6. Select "Edit Employee"
7. Remove the tick within the "Active" box
8. Select "Save"

Changing an Employees Actual Worked Time

Nb: This can be done once the employee has started or finished their shift

1. From the sales screen
2. Go to Options
3. Go to Manager Options
4. Select Employee time clock
5. Select "Employees Rostered and Started"
6. Select Change Times
7. Highlight the staff member to be edited
8. Change the actual times worked
9. Select "Save"
10. Select "Finished"

Clocking Off

1. From the sales screen
2. Go to Options
3. Go to Staff Options
4. Select Clock Off

Clocking On

1. Go to any terminal
2. Select Log in button
3. Scan your fingerprint/Enter Password
4. Press Yes to clock on



Starting a Shift Break

1. From the sales screen
2. Go to Options
3. Go to Staff Options
4. Press Start Break
5. Press yes to start your break
6. BOSSII automatically logs you out

Ending Staff Break

1. Go to any terminal
2. Select Log in
3. Message will appear "Are you returning from your break?"
4. Select "Yes"

Finding out information about the Staff Member

1. From the sales screen
2. Go to Options
3. Go to Manager Options
4. Select required employee
5. Select "Edit Employee"
6. Press cancel to exit

Printing My Roster

1. From the sales screen
2. Go to Options
3. Go to Staff Options
4. Press "Print this weeks roster" or
5. Press "Print next weeks roster"
6. Press "Close"

Sending a Message

1. From the sales screen
2. Go to Options
3. Go to Staff Options
4. Press "Messages"
5. Select "Mail that I've Sent"
6. Press "New"
7. Type in your message



8. Choose the recipients by pressing "To" and tag the selected recipients
9. Press OK
10. Press Send
11. Press Leave

Starting an Employee Who Was Not Originally On The Roster

1. From the sales screen
2. Go to Options
3. Go to Manager Options
4. Select "Employee Time Clock"
5. Choose the employee to be placed onto the roster
6. Select "Add/Edit Roster"
7. Select "New Roster"
8. Select "area"
9. Select the appropriate Start Time and Finish Time
10. Press "Save"
11. Select "Finished" to exit

Nb: Should you wish to start the employee immediately, Select "Clock on"

Reviewing Staff times post Close Shift

1. BOSSII Admin
2. Select "Management"
3. Select "Reports"
4. Select the report, "Employee Shift Summary". This report lists all staff and their current final finish times.
5. This Report gives a detailed analysis on the hours worked. It allows the user the ability to check the hours the staff worked, tick if correct and sign the report ready for payroll officer to accept as correct.
6. Should you wish to Edit any times
7. Select "Management"
8. Select "Shift Info"
9. Choose the Shift to be edited
10. Choose the Tab "Change Staff Times"
11. Find the staff member to be edited and highlight and Edit the times. Any edits herein will overrule any previous times saved.



Sending final Wage Report for Payroll Preparation

1. BOSSII Admin
2. Select "Management"
3. Select "Reports"
4. Select the report, "Wages Report". This report gives a detailed analysis on the hours worked and broken up in Award category format allowing payroll to prepare and enter simply and quickly.
5. Change the Week Ending date
6. Select "Refresh Details". Every time the details are refreshed bossii will update the award category columns for any changes made since last run.
7. A message will appear to confirm that you wish to refresh all new details. Select "Yes"
8. Should any final changes wish to be made, the user has the ability to double click each persons name and change the field required by double clicking the line to be edited.
9. Choose "OK"
10. Choose "Save"
11. Choose the Open button and this will Close the Wage preparation for that week and allow a "Print" button to appear
12. Select "Print", if you have contractors, tick the appropriate box and click "OK"
13. From here you are able to email the wages file or print file as the user wishes.