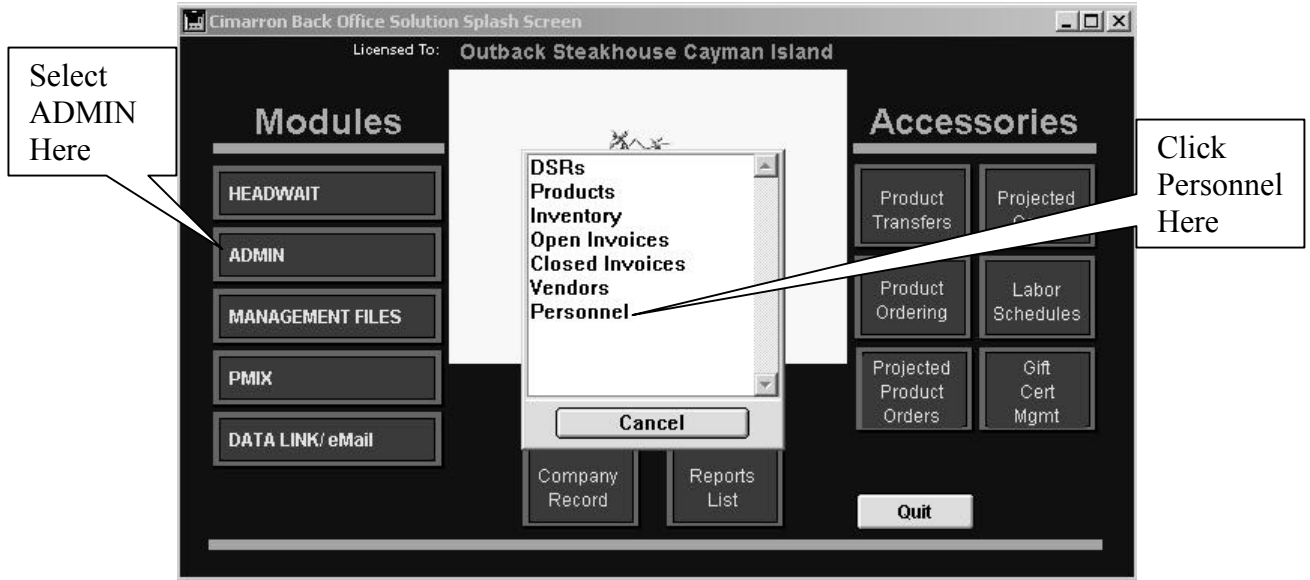
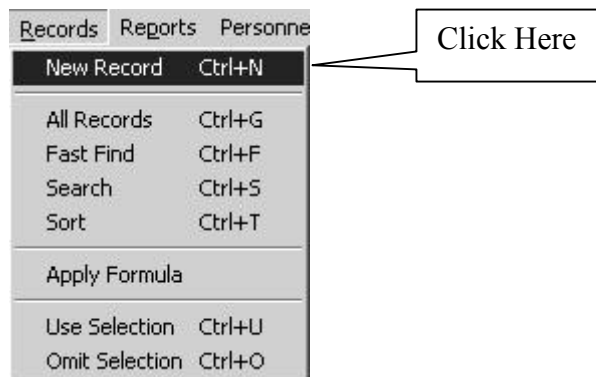


How to Add A New Personnel Record

1. Go into “Admin” and select “Personnel”.



2. Go into Records and select “New Record” or simply type “Ctrl N”.



3. A “Personnel: Adding New Record” screen will appear. It is imperative that you enter a First Name, Last Name, Register/Emp #, Payroll #, and Department/Job Code/ and Rate. This is also where you will enter all personal information: address, phone #, marital status, tax information, date of birth, social security #, etc. (See picture on following page.)

Personnel: Adding New Record

Inactive **Personnel Record**

Name, F/L

Address

City St/Prov

Zip/Cedex Country

Phones

Dt of Employ Gov't ID

Dt of Birth Anniversary

Gender

Marital Status

Exemptions

State For SUTA

Resident State

Resident County

Register No

Register/Emp No

Payroll No

Hourly Employee

Salary Employee

Does NOT Share Tips

Departments/Jobs/Rates

Dept	Code	Rate	OT Rt

Adjustments Amount

	Adjustments	Amount
1)	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>
4)	<input type="text"/>	<input type="text"/>

Here is where you enter Personal Info.

Register/Emp #, and Payroll # Entry

Department /Job/Pay Rate Entry

- After you have completed the Personnel record, use the check save button at the top of your screen to return you to the Personnel File. Here you will now find the Personnel record you just completed.
NOTE: This Personnel File is where you will make changes to any employee's Personnel Record, whether it be a pay raise, a tax exemption change, a phone # change, etc.
- Also, if an employee is no longer employed at your store, simply go into the Personnel Record and click on the "Inactive" Box. This will allow the use of that employee # by a new hire.