



Upgrade Notice

xx-12-2009 11pm AEST Automatic upgrade

The upgrade will be performed automatically.

For queries relating to this upgrade, please email help@clickpos.com

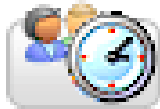
NOTE: this notice is confidential and only to be viewed by clients that are actively using ClickPOS.

If you have received this notice in error, or no longer use ClickPOS, please email to help@clickpos.com advising removal of your details from our mailing list.

Maintain | Timesheets (Additional Features)

Impact: Moderate

Affected: Management



Timesheets

Improved Features:

Time Sheet Categories
Employee Pay Rate Management
Employee Pay Summary

Navigation:

Maintain → Time sheet

Instructions for use:

[Maintain Time Sheet Categories](#)

Add New Category & Assign Pay Rates to Employees

1. Navigate to Categories Tab
2. Select Add New
3. Enter Category Name
4. Click OK to Save
5. Assign Pay Rate
6. Tick Relevant Employee
7. Click Apply
8. Apply new pay rate and re-select employees for additional rates for other employee groups.

Employee Timesheet Maintenance

1. Add New
2. Enter Category Name
3. Click Ok to Save
4. Assign Pay Rate
5. Tick Applicable Employees
6. Repeat Steps 4 & 5 for additional payrates for other employees

Categories: Add New --> Fictional Category OK [checked]

Pay Rate: 18.25 Apply [checked] Clear [triangle]

[View Employee Pay Rates](#)

Select Employee

Adam N Ali Muha Ariel Berg Bill Bixby Chi Quan
 Don King Ishari Piyumsiri John User2 John Walters Kumar John
 Mike King Sam Bloggs Samantha User6 Test Rep tjs test

Employee Timesheet Maintenance

Add Hours | Verify Hours | Delete Hours | **Categories**

Time Sheet - Worked Category Maintenance

Categories: Normal Hours Normal Hours Edit Delete

Pay Rate: 18.25 Apply Clear [View Employee Pay Rates](#)

Select Employee

Adam N Ali Muha Ariel Berg Bill Bixby Chi Quan
 Don King Ishari Piyumsiri John User2 John Walters Kumar John
 Mike King Sam Bloggs Samantha User6 Test Rep tis test

Edit Category Name

1. Navigate to Categories Tab
2. Select Category to Edit
3. Edit Name
4. Click Edit

Employee Timesheet Maintenance

Add Hours | Verify Hours | Delete Hours | **Categories**

Time Sheet - Worked Category Maintenance

Categories: Roster Day Off Roster Day Off Edit Delete

Delete a Category

1. Navigate to Categories Tab
2. Select Category
3. Click Delete

Employee Timesheet Maintenance

Add Hours | Verify Hours | Delete Hours | **Categories**

Time Sheet - Worked Category Maintenance

Categories: Roster Day Off Roster Day Off Edit Delete

Pay Rate: 18.25 Apply Clear

Select Employee

Adam N Ali Muha Ariel Berg Bill Bixby Chi Quan
 Don King Ishari Piyumsiri John User2 John Walters Kumar John
 Mike King Sam Bloggs Samantha User6 Test Rep tis test

Edit Employee Pay Rate Method 1

1. Navigate to Categories Tab
2. Select Category
3. Assign Pay Rate
4. Tick Relevant Employee
5. Click Apply

Employee Pay Rates

[View Employee Pay Rates](#)

Employee Name	Annual Leave	Normal Hours	Over Time	Roster Day Off	Sick Leave	Sunday 18
Adam N	15.00	18.50	32.00	18.50	18.50	32.00
Ali Muha	18.50	18.50	32.00	18.50	18.50	32.00
Ariel Berg	18.50	18.50	32.00	18.50	18.50	32.00
Bill Bixby	18.50	18.50	32.00	18.50	18.50	32.00
Chi Quan	18.50	18.50	32.00	18.50	18.50	32.00
Don King	18.50	18.50	32.00	18.50	18.50	32.00
Ishari Piyumsiri	18.50	18.50	32.00	18.50	18.50	32.00
John User2	18.50	18.50	32.00	18.50	18.50	32.00
John Walters	18.50	18.50	32.00	18.50	18.50	32.00
Kumar John	18.50	18.50	32.00	18.50	18.50	32.00
Mike King	18.50	18.50	32.00	18.50	18.50	32.00
Sam Bloggs	18.50	18.50	32.00	18.50	18.50	32.00
Samantha User6	18.50	18.50	32.00	18.50	18.50	32.00
Test Rep	18.50	18.50	32.00	18.50	18.50	32.00
tis test	18.50	18.50	32.00	18.50	18.50	32.00

Apply Print

Edit Employee Pay Rate Method 2

1. Navigate to Categories Tab
2. Click View Employee Pay Rates
3. Assign Pay Rate Manually
4. Click Apply & Close Window

Added Time Sheet Details

Date	Start Time	End Time	Branch	Category	Lunch (Mins)	Total	Total - Lunch Hrs	Pay Rate/hr	Total Amt
<input type="checkbox"/> Mon 7/12/2009	9:00 AM	5:30 PM	Head Office	Normal Hours	00:30	8.5	8	18.5000	148.0000
<input type="checkbox"/> Tue 8/12/2009	9:00 AM	5:30 PM	Head Office	Normal Hours	00:30	8.5	8	18.5000	148.0000
<input type="checkbox"/> Wed 9/12/2009	9:00 AM	5:30 PM	Head Office	Normal Hours	00:30	8.5	8	18.5000	148.0000
<input type="checkbox"/> Thu 10/12/2009	9:00 AM	5:30 PM	Head Office	Normal Hours	00:30	8.5	8	18.5000	148.0000
<input type="checkbox"/> Fri 11/12/2009	9:00 AM	5:30 PM	Head Office	Normal Hours	00:30	8.5	8	18.5000	148.0000

Delete

Description	Total Worked Hrs	Total Lunch (Minutes)	Total - Lunch Hrs	Pay Rate/hr	Total Amt
Normal Hours	42.5	2.5	40	92.5000	740.0000

Add Hours – Visible Pay Rates

ClickPOS will now compile hours whilst calculating expected hours against pay rate for a bottom line total. You will still need to follow local tax laws.

This is only a reference and will not replace your payroll system.

Verify Hours

Delete Records

Removed ability to delete verified records. All verified records must be deleted from the Add hours tab or in bulk from the delete hours tab.

Employee Record

(Pay Slip – No Tax Information)

1. Select Employee and enter date range
2. Click "View selected employee records for this period" hyperlink
3. Print or Export (If required)

You may also view all by clicking "View all employee records for this period"

Date	Worked At Branch	Worked Category	Verified	Verified By	Start Time	End Time	Lunch (M)	Total (Hrs)	Total - Lunch (Hrs)	PayRate/Hr	Amount
11/12/2009	Head Office	Normal Hours	No		11/12/2009 9:00 AM	11/12/2009 5:30 PM	30	8.50	8.00	\$18.50	\$148.00
10/12/2009	Head Office	Normal Hours	No		10/12/2009 9:00 AM	10/12/2009 5:30 PM	30	8.50	8.00	\$18.50	\$148.00
9/12/2009	Head Office	Normal Hours	No		9/12/2009 9:00 AM	9/12/2009 5:30 PM	30	8.50	8.00	\$18.50	\$148.00
8/12/2009	Head Office	Normal Hours	No		8/12/2009 9:00 AM	8/12/2009 5:30 PM	30	8.50	8.00	\$18.50	\$148.00
7/12/2009	Head Office	Normal Hours	No		7/12/2009 9:00 AM	7/12/2009 5:30 PM	30	8.50	8.00	\$18.50	\$148.00
Description		Worked Hrs	Lunch (M)	Total - Lunch (Hrs)		Amount					
Normal Hours		42.5	150	40		\$740.00					
Total		42.50	150	40.00		\$740.00					
Grand Total		42.50	150	40.00		\$740.00					

Please login to the test site to verify and test overall functionality of the new features and recent changes

<http://www.clickpos.net/login>

Company & User Login

Company login

Company:

Password:

User login

Username:

Password:

Login using barcode scanner & Staff ID

Enter your password, then use your barcode scanner to scan your staff ID card.

Password:

Scan Staff ID:

Company: myco
 Company Password: myco
 User: myco1 (through to myco9)
 Password: password