Job Position Setup

Employees / Job Position Setup

Before adding employees, you need to set up job positions. Default job positions have already been created for you. However, you can change or create new ones to suit your needs.

Position Title
Name of the job position.

Department Description
The department this position belongs to. See "Department Setup" for more information about departments.

Security Level For Position
A numeric value that represents the authority available to this position. The higher the number, the greater the authority this position holds. See "Security Level Definitions" for more information.

Enforce Declared Cash Tips
You can use the options here to require employees with this job position to declare their cash tips. By default, 'Do not Enforce' is selected.
- **Do Not Enforce:** Employees are not required to declare cash tips.
- **On Cash Out:** Employees must declare cash tips when they cash out.
- **On Clock Out:** Employees must declare cash tips when they clock out.

When declaring cash tips is enforced, the system displays a window requiring employees to enter cash tips; they will be prevented from cashing out or clocking out (depending on which option is selected) until they declare their tips.

Do Not Send POS Announcements
Prevents messages about changes concerning products (such as "Sold Out" or "Sold In") and other things typically relayed to all current POS users from displaying for people in this job position.

Job Position Setup Advanced Tab

Employees / Job Position Setup / Advanced

This tab contains additional settings and fields for the job position.

Initial Float
This area enables you specify the float that employees with this job position start with. There are three options:
- **Don't Prompt:** Does not prompt for float declaration and assumes no float.
- **Prompt:** Prompts for float declaration when employees clock in.
- **Start With:** Does not prompt for float declaration, but automatically assumes a float of the amount indicated within the adjoining field.

Employee Cash Out Report
This enables you to apply a cash out report that is specific to this job position.

This is useful, for example, if the establishment uses cashiers; because the person who closes the check gets credit for the sale, servers do not get credit for sales when cashiers are working—the regular cash out report shows zero values for servers. Changing the Employee Cash Out Report for the server job position to show sales based on Employee Who Started would enable you to see servers' activity.

% of Tip Out Received

The percentage of the tip pool that employees with this job position receive as a group. If the establishment does not pool tips, do not enter any value here.

So, if this field is set to 25% for the Bartender job position, then the bartenders will share 25% of the tip pool. This 25% will then be broken down based on the hours each bartender worked. For example, if Tom worked 8 hours, Sue worked 2 hours and Fred did not work at all that day, then Tom will get 80%, Sue will get 20% and Fred will get 0% of the bartender portion of the total tip pool.

Shift Rules

The set of shift rules that apply to this job position. You can override this setting for a specific employee through the Employee Setup Advanced Tab. See "Shift Rules" for more information about Shift Rules.

Biometric Authentication Required

This area enables you to set when employees with this job position need to use fingerprint scanning in order to clock in or out. You must have a biometric system installed for this to apply.

- **Never:** Employees never need to scan their fingerprint to log in.
- **Clock In/Out:** Employees need to scan their fingerprint at the beginning and end of their shift.
- **Clock In/Out and Breaks:** Employees need to scan their fingerprint at the beginning and end of their shift, as well as when they go on or come back from taking a break.

Min/Max Pay Rate

This enables you to set a minimum and maximum allowable pay rate for this job position. This prevents the 'Pay Rate/Hour' field (on the Employee Info Tab) for employees with this job position from being outside the range these settings define.