

# Time & Attendance

## Comprehensive labor management tools

The Time & Attendance feature gives managers the tools they need to analyze the efficiency of their work staff and create a streamlined productive labor force. Employees can clock in and clock out at any workstation, while being exact to the minute or rounded to the nearest configured interval, thus eliminating the need for time clocks.

T&A provides individual employee files that accurately log details for payroll calculation, labor scheduling and even tip declaration. Information gathered from POS terminals reporting all employee activity allows users to benefit from tighter control over labor management and reduced labor costs.

### Indispensable labor management tools

Maitre'D offers multiple ways to configure employees, which provides a great deal of flexibility and limitless possibilities when customizing an employee record. The T&A module stores all employee information such as birth date, hiring date, emergency contact information, social security number, and more. The default employee language can be configured to reflect an employee's preferred language. This feature also provides the ability to import Time & Attendance employees' profiles from a third party application to reduce data entry and errors.

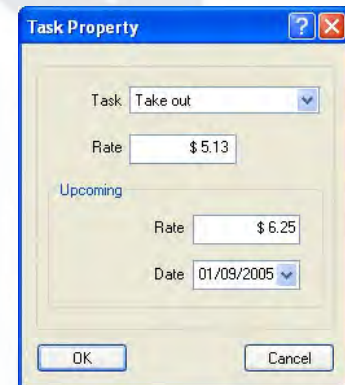
Maitre'D allows to assign 10 different job codes for each employee with different rates. Job categories can have minimum and maximum wage amounts attached to them to prevent underpaying or overpaying an employee when assigning a particular pay rate. Furthermore, a raise can be entered with a pending date so that it automatically goes into effect at the desired time, thus eliminating the possibility of forgetting to change the rate at the beginning of the pay period.

- Ability to print essential employee information forms for new hires or for employees with changes in status (W-4 and P13-P14 forms)
- Provides number of hours worked per employee in real time and calculates the number of hours worked per week as well as weekly wages to provide more control over labor costs
- Estimate labor cost in relation to sales, provides a total labor cost report
- Set up paid or unpaid coffee breaks, with the ability to print a coupon when employees take a break
- Avoid labor disputes: When your employees clock out for a break or lunch, they are "locked out" of the POS for the configured amount time
- Grant and revoke access to a group of employees in one operation
- Tip declaration features with the ability to transfer tips to another employee
- Flexible configuration of overtime salary



### Increased Security.

Employees can login using a password, a magnetic card or even biometric devices for more security.



### Automatic.

Enter a raise with a pending date, and it will automatically be applied without user intervention.

### Email

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### Simplified scheduling

The T&A module includes a graphical schedule that employers and employees can both use to get a global view of who is scheduled to work during the week. By using color coded bars to represent different tasks and by relating the colors to the various tasks at the bottom of the schedule, employers can determine right away whether they have sufficient staff for any given moment of the week. If it is not modified, the current weekly schedule will be automatically transferred to the following week.



Easy to use.

With a simple graphical interface, schedules can easily be modified on the fly.

### Exporting T&A information to third party software

Maitre'D can be configured to export T&A information to third party payroll processors such as Paychex® and Automatic Data Processing (ADP)®. This practical feature eliminates the need for manual data entry and helps ensure better accuracy.

### Reports

Multiple pre-configured reports are available to view employee performance and other sales information. Restaurants can customize each employee to only have access to the reports he or she needs. Many reports can be accessed directly from the POS workstation screen while others must be generated using the Maitre'D Back-Office.

- Sales per division and sales per category
- Activity report
- Open table report
- Workstation report
- Labor cost report
- Current shift and previous shift reports
- Provides a variety of ratio reports: sales per hour, meals per hour, and clients per hour



Better control.

Monitor paid & unpaid coffee breaks for each employee for more control over labor costs.

### Multi level password protection

The Maitre'D employee management system offers a multi level password system, allowing one password to be created for employees when they want to access regular POS functions, and another if they want to access management level functions. Although login validation can be done by entering the employee number and password on a POS workstation, Maitre'D can also validate users using magnetic cards or biometric devices.

### More from Maitre'D...

Frequent Diner - Inventory & PO management - IP credit & debit card processing - Accounting & Payroll Interfaces - Gift Card Interface - and much more!

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