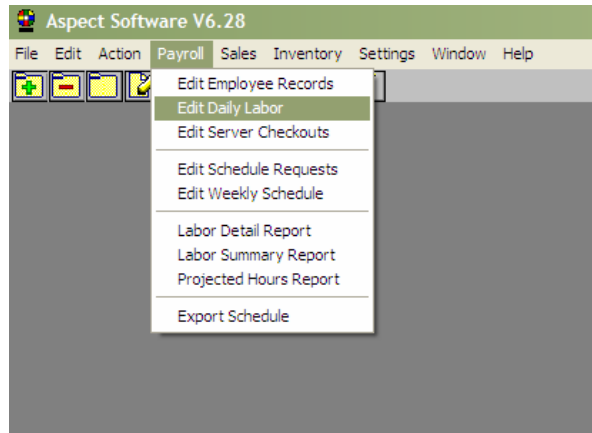




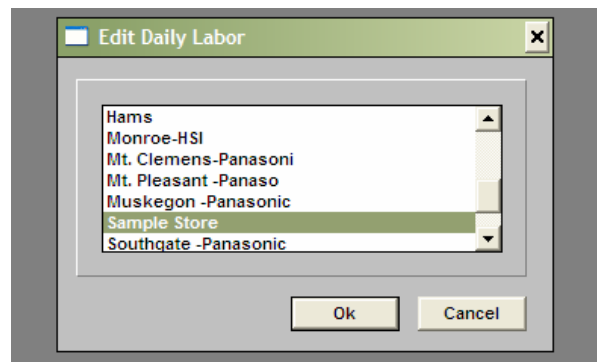
# Aspect Software, Inc.

## Edit Daily Labor

1. Under the Payroll Menu, Choose the option for “Edit Daily Labor”.



2. Select the Store you are entering information for (ie..Villa San Diego)



- a. Click on “OK”.
- b. This will show your Daily Labor “by date”

Aspect Software V6.28 - [Daily Labor, Sample Store]

File Edit Action Payroll Sales Inventory Settings Window Help

Date	Day	No. Emp
03-01-97	Sat	49
03-02-97	Sun	46
03-03-97	Mon	48
03-04-97	Tue	45
03-05-97	Wed	47
03-06-97	Thu	48
03-07-97	Fri	55
03-08-97	Sat	49
03-09-97	Sun	44
03-10-97	Mon	43
03-11-97	Tue	46
03-12-97	Wed	49
03-13-97	Thu	44
03-14-97	Fri	53
03-15-97	Sat	49
03-16-97	Sun	38

**3. To Review Daily Labor, Make Time Clock Adjustments and Sales/Tips Adjustments:**

- a. Chose the date that needs adjustments.
- b. Right Click and chose "Edit Record"

Sample Store - Sun, Mar 16, 1997								Schedule	All	Job Code	All
Job Code	Employee	Time In	Time Out	Regular Rate	Regular Hours	Overtime Hours	Total Pay				
Bar	Anderson, Pete	05:30p*	11:20p	3.75	5.83		21.88				
Bar	Ernst, Chris	10:21a	09:22p	3.75	11.02		41.31				
Tti Bar	Tti Bar				18.85		63.19				
Checkout	Spangler, Brian	10:00p*	01:00a*	5.00	3.00		15.00				
Tti Checkout	Tti Checkout				3.00		15.00				
Hostess	Drogos, Jennifer	05:45p	10:28p	7.00	4.72		33.02				
Hostess	Drogos, Jennifer	11:19a	04:01p	7.00	4.70		32.90				
Hostess	Starks, Robert	04:00p*	09:30p*	7.50		5.50	61.88				
Hostess	Starks, Robert	10:50a*	02:38p	7.50	2.90	0.90	31.88				
Hostess	Trencher, Craig	05:30p	08:39p	8.00	3.15		25.20				
Tti Hostess	Tti Hostess				15.47	6.40	184.87				
Kitchen	Acuna, Edward	04:36p	11:00p	8.25		6.40	79.20				
Kitchen	Acuna, Edward	06:42a	04:35p	8.25	9.08	0.80	84.84				
Kitchen	Alejos, Michael	04:43p	12:58a	8.00	8.25		66.00				
Kitchen	Enriques, Chaz	09:00a*	04:17p	6.50	7.28		47.34				
Kitchen	Ferguson Iii, Chris	10:08a	04:03p	10.75	5.92		63.60				
Kitchen	Jackson, Kevin	05:22p	11:28p	12.75	6.10		77.78				
Kitchen	Montgomery, Teributi	05:08p	11:22p	10.50	6.23		65.45				
Kitchen	Robinson, Met	09:07a	04:06p	12.75	6.98		89.04				
Kitchen	Rowe, Patricia	04:05p	11:25p	13.50	7.33		99.00				
Kitchen	Salazer, Christian	05:12p	12:51a	9.50	7.65		72.68				
Kitchen	Sams, Ali	08:20a	04:07p	12.50	7.48	0.30	99.17				
Tti Kitchen	Tti Kitchen				72.32	7.50	844.09				
Wait	Adams, Stefanie	11:19a	10:44p	2.15	11.42		24.55				
Wait	Bettes, Tara	10:28a	04:13p	2.15	5.75		12.36				
Wait	Bretzlaff, Lisa	10:38a	10:45p	2.15	12.12		26.05				
Wait	Dalcerro, Granver	04:04p	11:21p	2.15	7.28		15.66				
Wait	Fisher, Candice	10:39a	10:00p*	2.15	5.35	6.00	30.85				
Wait	Knuckles, Eduardo	04:27p	10:42p	2.15		6.25	20.16				
Wait	Knuckles, Eduardo	10:40a	03:25p	2.15	3.95	0.80	11.07				
Wait	Marino, Amber	11:38a	10:30p	2.15	10.87		23.36				
Wait	Morgan, Jessica	12:04p	12:45a	2.15		12.68	40.90				
Wait	Spangler, Brian	04:45p	10:00p*	2.15	5.25		11.29				
Wait	Swain, Michelle	03:59p	11:51p	2.15	7.87		16.91				
					210.33	54.25	1,462.35				

- c. To make time clock adjustments, simply chose the employee and click on "Edit".

Edit Labor Record						
Name	Anderson, Pete			Sales		
Position	Bar			Ok		
Job Code	Bar			Cancel		
Pay Type	Hourly					
	Time In	Time Out	Rate	Regular Hours	Overtime Hours	Total Pay
Approved	05:30p	11:20p	3.75	5.83	0.00	21.88
Break Time	12:00a	12:00a		0.00	<input type="checkbox"/> Deduct from pay	
Scheduled	05:30p	10:30p	3.75	5.00	0.00	18.75
Time Clock	05:29p	11:20p	3.75	5.85	0.00	21.94

- d. On this screen you can change the "Time In", "Time Out", "Rate" and "Break-Times".

e. To Change the Employee's Sales and/or Tips, chose "Sales".

**Edit Labor Record**

Name: Anderson, Pete  
 Position: Bar  
 Job Code: Bar  
 Pay Type: Hourly

Sales  
 Ok  
 Cancel

	Time In	Time Out	Rate	Regular Hours	Overtime Hours	Total Pay
Approved	05:30p	11:20p	3.75	5.83	0.00	21.88
Break Time	12:00a	12:00a		0.00	<input type="checkbox"/> Deduct from pay	
Scheduled	05:30p	10:30p	3.75	5.00	0.00	18.75
Time Clock	05:29p	11:20p	3.75	5.85	0.00	21.94

**Edit Labor Record**

Gross Cash Sales: 56.94  
 Gross Charge Sales: 276.63  
 Cash Tips: 11.15  
 Charge Tips: 45.76  
 Discounts:   
 Covers: 35  
 Check Count: 15  
 Table Count: 12  
 Entree Count: 0  
 Tax Collected:   
 Tip Transfer:   
 Tip Adjustment:

Ok Cancel

f. Here you can make adjustments to sales, tips, covers and counts.

g. After you complete the pages chose "OK".