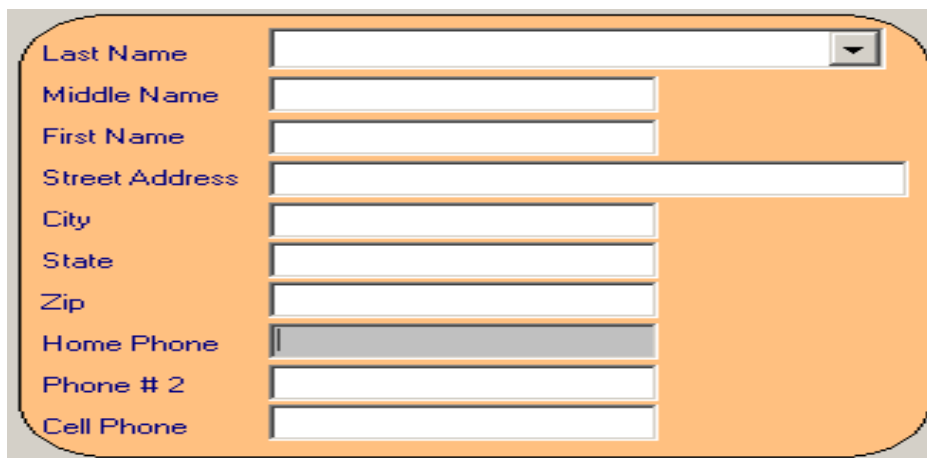


2.0 Employee Maintenance

General Information

This chapter of the manual is about employee record keeping. MicroSale has a system for storing all employee information. To get to the Employee Maintenance screen, touch the *Employee Maintenance* button on the Managers Menu. The Employee Maintenance Menu is set up with tabs. To move from one tab to another, touch the tab with the name of the section you want to access.

The General Information section is the first section you will see. To **enter a new employee**, touch the box labeled Last Name. This will put a cursor in the box. Type the employee's last name and touch *Enter*. The cursor will drop down to the next box.



The screenshot shows a form with the following fields:

Last Name	<input type="text"/>
Middle Name	<input type="text"/>
First Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Home Phone	<input type="text"/>
Phone # 2	<input type="text"/>
Cell Phone	<input type="text"/>

Enter the rest of the information: phone numbers, address, etc. in the same manner. After you have entered that information, go down to Security Access. Click the arrow key to



The screenshot shows a form with the following fields:

Security Access Level	
Access Level	<input type="text"/>
Access Number	<input type="text"/>

scroll through the access levels, and select the appropriate level. Enter the access number in the Access Number box and touch *Enter*. It is suggested that you use the last four digits of the employees' social security numbers, and the last six digits of the managers' social security numbers as access numbers. If your store is using **Magnetic Stripe ID cards**, touch the Access Number box to put the cursor there, and swipe the card through the card reader. The card's number will be assigned to that employee. Touch the *Save* button at the bottom of the screen and the information will be entered into the system.

Important: If you exit without saving, your information will be lost.

To **alter an existing employee's file**, use the arrow key next to the Last Name box to scroll through the list, and select the employee's last name. This will bring up all of that employee's information. Touch the box to be altered, and type in the new information. Touch the *Save* button at the

bottom of the screen and the new information will be entered into the system.

If you change an employee's Name or Job title(s) in the middle of a pay period, the system will lose the time records for that employee!

At any time, you can clear the information that is on the screen. Touch the *Clear* button at the bottom of the screen, and all information will be removed from the screen.

To **delete an employee from the system**, use the arrow key next to the Last Name box to scroll through and highlight the employee's name. This will bring that employee's information up on the screen. Touch the *Delete* button at the bottom of the screen.

Micro\$ale will ask if you are sure. Touch the *Yes* button, and that employee's file will be deleted from the system.

2.1 Payroll Information

Once you are on this screen you can enter the payroll information for an employee the same way you entered the general information. When you are entering Sex, Marital Status, Ethnic, Federal Exemptions, State Exemptions, and Job Titles use the arrow keys located next to each box to scroll through the list to highlight the appropriate choice. An employee can have up to three different job titles and three different pay rates. The Paid Hourly box is checked by default. If an employee or manager is paid salary, enter the weekly salary in the Pay Rate box and uncheck the Paid Hourly box. If the position is a tipped position, touch the *Tipped* box. When you have finished entering all of the information, touch the *Save* button at the bottom of the screen.

If you change an employee's Name or Job title(s) in the middle of a pay period, the system will lose the time records for that employee!

2.2 Notes, Information

By touching the *Notes, Information* tab, Micro\$ale will take you to the Misc. Information screen. This feature allows you to enter miscellaneous notes into an employee's file. For example, if you hire an employee with a history of back problems, you could enter that information on this screen.

To **enter a note into the file**, touch the white box to insert a cursor. Type the information you want to record and then touch the *Save* button at the bottom of the screen. The information will then be recorded in the system.

To clear the box of all text, touch the *Clear* button at the bottom of the screen and text will be erased.

2.3 Write Up Information

By touching the *Write Up* tab on the Employee Maintenance Menu, you will enter the Corrective Action screen. This screen is similar to the Misc. Information screen discussed earlier. This feature lets you list any write up or disciplinary action taken against an employee. Entering the information into the file is done the same way as entering information on the Misc. Information screen.

2.4 Termination Information

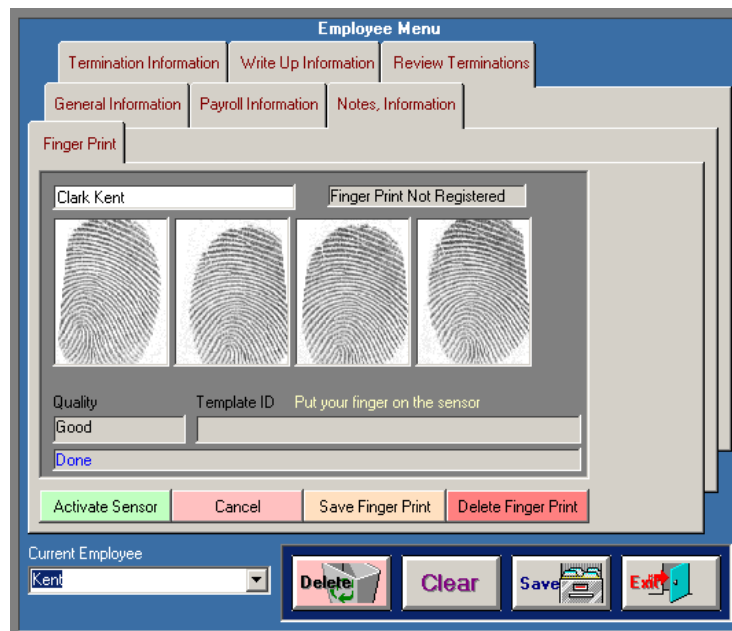
To keep records of your terminated employees, touch the *Termination Information* tab. This will take you to the Termination Information screen. On this screen, you can enter the termination date and the reason. Touch the Termination Date box and type in the date the employee was terminated. Touch the Reason for Termination box and type in the reason of termination. Touch the *Save* button to record the information in the system. To clear the screen of all information, touch *Clear* button on the bottom of the screen.

2.5 Review Termination

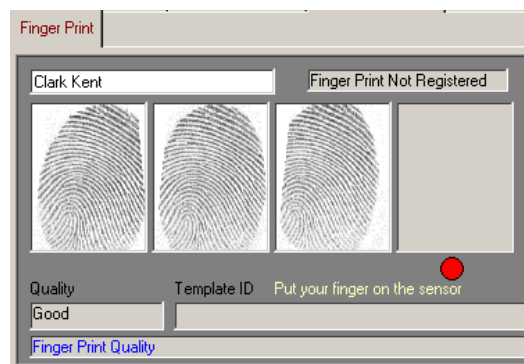
This screen will let you review all information regarding a previous employee. Date hired, date terminated, reason and job titles.

The screenshot displays a user interface for entering termination information. At the top left, there is a label "Select Year to View" above two empty rectangular boxes. Below these are two input fields: "Termination Date" and "Hire Date". To the right of these fields is a yellow rounded rectangle titled "Termination Data" containing five horizontal bars representing data fields. At the bottom, there are two side-by-side input fields labeled "Job Titles" and "Termination Reason".

2.6 Fingerprint



You must select an employee from the General Information tab. Then select the fingerprint tab. The selected employee will show up in the Employee Name area of the screen. Touch *Activate Sensor* and the screen states to place finger on the fingerprint device. Any finger is acceptable, but usually the index finger is used. A red circle will appear in the first box. The **same** finger is placed 4 times on the device. If the reading is good each time, a Template ID will be made after the 4th time. Touch *Save Finger Print* or *Save* and that employee's information will be updated.



If the system says Registration failed, Touch *Delete Finger Print* and start over with that employee. This occurs when all 4 boxes do not match.