

Create an Attestation Clause

Setup Guide

Document Details

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Overview

This guide shows you how to create questions that are presented to employees at the start or end of their shift in Teamworx. We refer to these questions as Attestation Clauses.



Download the latest version of this document here:

<https://links.crunchtime.com/EMSG-CreateAttestationClause>

... or scan the QR code to the left.

Related User Group Permissions

Screen Name	Control Name	Description
Attestation Clauses	Add/Delete/Save	Add or delete an Attestation Clause, make and save changes to existing clauses.
Attestation Clauses	View	Access the screen in view-only mode.



Create an Attestation Clause

Use Cases for Attestation Clauses

- Regional laws may require employees to confirm their actual working hours are accurate and/or that they're taking all their required breaks.
- You may want to receive feedback from employees so you can better improve performance at a particular location or for a certain role.
- You may need employees to confirm things like break waivers before the breaks actually occur.

Getting Started

Enterprise Manager > Labor: Attestation Clauses

crunchtime ENTERPRISE MANAGER

Attestation Clauses

Name	Active	Begin Date	End Date	#Locations
Unforeseen Circumstances	✓	07/08/2024	12/31/2999	7

- 1 From the Attestation Clauses screen, select the *Plus* (Add) icon.

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Create an Attestation Clause

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Add Questions

Enterprise Manager > Labor: Attestation Clauses: Add

The screenshot shows the 'Add' form for an Attestation Clause in the Crunchtime Enterprise Manager. The breadcrumb trail is 'Attestation Clauses > Break Confirmation - Summer Schedules'. The form includes the following fields and sections:

- Attestation Name***: Break Confirmation - Summer Schedules (marked with a red '2').
- Begin Date***: 08/02/2024 (marked with a red '3').
- End Date***: 09/02/2024 (marked with a red '4').
- Active**: ☒ (marked with a red 'A').
- Pre-Shift**: ☐ (marked with a red 'A').
- Question**: Attestation Question* Did you take your breaks in accordance with your schedule / state law? (marked with a red 'X').
- Answers**:
 - Answer 1*: Yes, I took all my breaks (marked with a red 'X'). Value: Positive.
 - Answer 2*: No, I opted to skip one or more of my breaks (marked with a red 'X'). Value: Neutral.
 - Answer 3: No, I was prevented from taking all of my breaks (marked with a red 'X'). Value: Negative.
- Preview**: A preview of the question and answers as they will appear to employees, including a 'Submit' button.

- 2 Use the *Attestation Name* field to add a brief description.
- 3 Enter a *Begin Date* for when this question will go into effect.
- 4 (Optional) Adjust the *End Date*.

A *Pre-Shift* – If not checked (default), this question will be presented to employees when punching out after their shift; check the box if the question should be presented to employees when punching in.



Note: The *End Date* defaults to 12/31/2999, which is so far in the future it's effectively "no end date".

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Create an Attestation Clause

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Add Questions (Continued)

Enterprise Manager > Labor: Attestation Clauses: Add

crunchtime ENTERPRISE MANAGER

Attestation Clauses > Break Confirmation - Summer Schedules

Attestation Name*
Break Confirmation - Summer Schedules

Begin Date*
08/02/2024

End Date*
09/02/2024

☒ Active ☐ Pre-Shift

Question Locations Positions

Question

Attestation Question*
Did you take your breaks in accordance with your schedule / state law?

Answers

Answer	Value
Answer 1* Yes, I took all my breaks	Positive
Answer 2* No, I opted to skip one or more of my breaks	Neutral
Answer 3 No, I was prevented from taking all of my breaks	Negative

Preview

Did you take your breaks in accordance with your schedule / state law?

☐ Yes, I took all my breaks

☐ No, I opted to skip one or more of my breaks

☐ No, I was prevented from taking all of my breaks

Submit

- 5 Enter the *Question* you would like to ask employees at the end of their shift.
- 6 Add 2-3 *Answers* the employee can choose from.
- 7 (Optional) Set the *Value* to reflect if the answer is a Positive, Neutral, or Negative response.



Tip: A preview of the question and answers will appear on the right of the screen, so you'll know exactly how it will appear in Teamworx.

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Create an Attestation Clause

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Add Locations

Enterprise Manager > Labor: Attestation Clauses: Add

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Attestation Clauses > Break Confirmation - Summer Schedules

Attestation Name*
Break Confirmation - Summer Schedules

Begin Date*
08/02/2024

End Date*
09/02/2024

Active ☒ Pre-Shift ☐

Question Locations Positions

Select	Location Name	City	State/Province	Active
☒	201 - Tampa	Tampa	FLORIDA	✓
☒	202 - Dallas	Dallas	TEXAS	✓
☒	203 - Nashville Commissary	Nashville	TENNESSEE	✓
☒	301 - Cardiff	Cardiff	WALES	✓
☒	302 - Dubai	Dubai	UAE	✓
☒	303 - Naples	Naples	ITALY	✓
☒	304 - Portland	Portland	MAINE	✓
☒	401 - London	London	SURREY	✓
☒	402 - Paris	Paris	ILE DE FRANCE	✓

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8 Choose the *Locations* tab.

9 Check the *Select* box for each Location that should see this question, or check the box in the column header to choose them all.



Tip: Want to make sure all locations in a particular region are asked this question? Use the filter to see all locations in a certain City or State/Province!

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Create an Attestation Clause

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Add Positions

Enterprise Manager > Labor: Attestation Clauses: Add

crunchtime ENTERPRISE MANAGER

Attestation Clauses > Break Confirmation - Summer Schedules

Attestation Name*
Break Confirmation - Summer Schedules

Begin Date*
08/02/2024

End Date*
09/02/2024

Active ☒ Pre-Shift ☐

Question Locations **Positions**

Select	Code	Position	Subject To Tips
☒	41	BARTENDER	✓
☐	42	BOH TRAINING	
☒	43	CASHIER	
☒	44	COOK	
☒	45	DISHWASHER	
☐	46	FOH TRAINING	
☐	47	FRONT PARKING STAND	
☐	48	MANAGER	
☐	49	PICK UP	
☐	50	RUNNER/PORTER	

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- 10 Select the *Positions* tab.
- 11 Check the *Select* box for each Position for which employees will have to answer this question, or check the box in the column header to choose them all.
- 12 Select the *Disk* (Save) icon to save the question.



FAQ's

Q: Can employees opt out of providing feedback?

A: No, employees will be required to answer all questions they are asked at the end of their shifts.

Q: Can I link an Attestation Clause to a shift?

A: Attestation Clauses are linked to a particular date, rather than a particular shift.

Q: Why is the Begin Date automatically changing to tomorrow's date?

A: Users will only be able to set the Begin Date to today's date when they are creating an Attestation Clause for the first time. Once a clause has been saved, the earliest Begin Date that can be saved for this clause is tomorrow's date. This prevents any conflict between the updated clause and the question employees may currently be using to provide feedback.



Tip: By toggling the filter to show "all" clauses, you will see an audit trail of all changes made to current and past questions.