



Optimize Labor Costs

Quick Start Guide

Document Details

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System Requirements

- CES Version 10.00.00 or higher



Be sure to grab the latest version of this document here:

<https://links.crunchtime.com/NCQS-OptimizeLaborCosts>

OR by scanning the QR code to the left.

Related User Group Permissions

Screen Name	Control Name	Description
NC-View Reports	Employee Time Detail	Enables this report on the Labor Reports menu.
NC-View Reports	Labor Productivity	Enables this report on the Labor Reports menu.
NC-View Reports	Projected Overtime	Enables this report on the Labor Reports menu.



Optimize Labor Costs

Getting Started

Reviewing labor reports will help you keep your labor spending under control. Here are three key reports to get you started: *Employee Time Detail*, *Labor Productivity*, and *Projected Overtime*.

The screenshot shows the CrunchTime! Net-Chef dashboard. A green arrow points to the 'Net-Chef > Reports: Labor' breadcrumb. The left sidebar contains a 'Reports' menu with 'Labor' highlighted. A dropdown menu for 'Labor' is open, showing options: 'Employee Time Detail' (A), 'Labor Productivity' (B), and 'Projected Overtime' (C). The main content area displays a 'Daily Sales Trend' chart and a 'Today's Tasks' list. The bottom of the dashboard shows a calendar view for the week of January 2, 2023.

- 1 Open the *Reports* menu.
- 2 Select *Labor*.
3. Then choose the report you would like to view:
 - A Employee Time Detail
 - B Labor Productivity
 - C Projected Overtime

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Optimize Labor Costs

Employee Time Detail

Overview

The Employee Time Detail report allows you to track payroll usage for each employee, including how many hours an employee worked, overtime incurred, and other premiums.

How to Use the Employee Time Detail Report

Net-Chef > Reports: Labor > Employee Time Detail

Employee Time Detail

Summarize By: N/A

Begin Date: 11/07/2022

End Date: 11/10/2022

☒ Exclude Managers

☒ Include Alternate Locations

A Employee Sign Off

Retrieve

Date	Time In	Time Out	Total Time	Rate (\$)	Regular Hours	Regular Wages (\$)	Overtime Hours	Overtime Wages (\$)	Total Wages (\$)
Barakat, Mohammad - 200002EMP1030									
11/07/2022	11:30	22:00	10.50	15.50	8.00	124.00	2.50	58.13	182.13
11/09/2022	12:45	21:00	8.25	15.50	8.00	124.00	0.25	5.81	129.81
11/08/2022	11:30	22:32	11.03	15.50	8.00	124.00	3.03	70.45	194.45
Position Totals				29.78	15.50	24.00	5.78	134.39	506.39
Employee Totals				29.78	24.00	372.00	5.78	134.39	506.39
Carter, Mateo - 200002EMP1032									
11/07/2022	07:45	16:30	8.75	15.00	8.00	120.00	0.75	16.88	136.88
Position Totals				8.75	8.00	120.00	0.75	16.88	136.88
Employee Totals				8.75	8.00	120.00	0.75	16.88	136.88

- 1 Select the *Begin* and *End Dates* for the time frame you want to review.
- 2 Select *Retrieve*.
- 3 Review the payroll information. If necessary, use the *Labor Summary* screen to edit any incorrect time punches.

A



Tip: Select *Employee Sign Off* to print a copy of each employee's time punches for the week, which they can then review and approve by signing. This is a good way to confirm all time-clock data is accurate before paychecks are distributed!

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Optimize Labor Costs

Employee Time Detail (Continued)

Review Payroll Information



Exercise: Using the report below, can you figure out which *Position* had the highest *Overtime Wages* on Monday?

Net-Chef > Reports: Labor > Employee Time Detail

CrunchTime! Net-Chef		Kim	304 - Portland					
Employee Time Detail								
Summarize By:	1	Begin Date: 11/07/2022	Exclude Managers					
Day by Position		End Date: 11/10/2022	Include Alternate Locations					
		2 Employee Sign Off						
		Retrieve						
Date	Weekday	Position	Total Time	Regular Hours	Regular Wages (\$)	Overtime Hours	3 Overtime Wages (\$)	Total Wages (\$)
11/07/2022								
11/07/2022	Monday	Cashier	14.52	14.52	217.80			217.80
11/07/2022	Monday	Cleaning Crew	8.75	8.00	120.00	0.75	16.88	136.88
11/07/2022	Monday	Cook, Prep	10.50	8.00	124.00	2.50	58.13	182.13
11/07/2022	Monday	Server	10.75	8.00	120.00	2.75	61.88	181.88
Date Totals:			44.52	38.52	581.80	6.00	136.89	718.69
11/08/2022								
11/08/2022	Tuesday	Cashier	8.83	8.00	120.00	0.83	18.68	138.68
11/08/2022	Tuesday	Cleaning Crew	7.00	7.00	105.00			105.00
11/08/2022	Tuesday	Cook, Prep	11.03	8.00	124.00	3.03	70.45	194.45

- 1 Select *Day by Position* from the *Summarize By* drop-down menu.
- 2 Select *Retrieve*.
- 3 Review the *Overtime Wages* column for Monday.
 - A When reviewing this column, you'll see that the 'Server' position had the highest *Overtime Wages* for this date.

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Optimize Labor Costs

Labor Productivity

Overview

The Labor Productivity report shows you what you *planned* to spend on labor vs how much you *actually* spent on labor. You can also see how many dollars of sales were handled per each hour of labor.

How to Use the Labor Productivity Report

Net-Chef > Reports: Labor > Labor Productivity

CrunchTime! Net-Chef KP Kim 304 - Portland

Labor Productivity

Summarize By: N/A View By: ☒ Hours ☐ Value

1 **Begin Date:** 11/07/2022 **End Date:** 11/13/2022

2 **Retrieve**

Employee Name	Date	Regular Hours				Overtime Hours			Total Variance
		Scheduled	Actual	Variance	Variance %	Scheduled	Actual	Variance	
Barakat, Mohammad	11/07/2022	8.00	8.00	0.00	0.00	0.00	2.50	-2.50	-2.50
Barakat, Mohammad	11/08/2022	8.00	7.03	0.97	21.89	1.00	0.00	1.00	1.97
Barakat, Mohammad	11/09/2022	0.00	8.00	-8.00	***	0.00	0.25	-0.25	-8.25
Barakat, Mohammad	11/10/2022	4.50	0.00	4.50	100.00	0.00	0.00	0.00	4.50
Barakat, Mohammad	11/13/2022	8.00	0.00	8.00	100.00	0.00	0.00	0.00	8.00
Benson, Marisa	11/10/2022	8.00	0.00	8.00	100.00	1.50	0.00	1.50	9.50
Benson, Marisa	11/11/2022	5.50	0.00	5.50	100.00	0.00	0.00	0.00	5.50
Benson, Marisa	11/12/2022	5.50	0.00	5.50	100.00	0.00	0.00	0.00	5.50
Benson, Marisa	11/13/2022	6.00	0.00	6.00	100.00	0.00	0.00	0.00	6.00

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	Ideal	Scheduled	Actual	Scheduled Variance	Actual Variance
Front of House					
Hours:	133.00	86.00	47.78	47.00	85.22
Productivity:	413.53	639.53	295.73	-226.00	117.80
Back of House					
Hours:	133.00	142.50	85.56	-9.50	47.44
Productivity:	413.53	385.96	165.15	27.57	248.39
Total Labor					
Hours:	371.00	290.00	151.09	81.00	219.91
Productivity:	148.25	189.66	93.52	-41.41	54.73
Actual Sales (\$):	14130.00				
Forecasted Sales (\$):	55000.00				
Average Hourly Wage (\$):	15.70				

- 1 Select the *Begin Date* and *End Date* for the desired period.
- 2 Select *Retrieve*.

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Optimize Labor Costs

Labor Productivity (continued)

How to Use the Labor Productivity Report (continued)

Net-Chef > Reports: Labor > Labor Productivity

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Labor Productivity

Summarize By: N/A View By: ☒ Hours ☐ Value Retrieve

Begin Date: 11/07/2022 End Date: 11/13/2022

Employee Name	Date	Regular Hours				Overtime Hours			Total Variance
		Scheduled	Actual	Variance	Variance %	Scheduled	Actual	Variance	
Barakat, Mohammad	11/07/2022	8.00	8.00	0.00	0.00	0.00	2.50	-2.50	-2.50
Barakat, Mohammad	11/08/2022	8.00	7.03	0.97	21.89	1.00	0.00	1.00	1.97
Barakat, Mohammad	11/09/2022	0.00	8.00	-8.00	***	0.00	0.25	-0.25	-8.25
Barakat, Mohammad	11/10/2022	4.50	0.00	4.50	100.00	0.00	0.00	0.00	4.50
Barakat, Mohammad	11/13/2022	8.00	0.00	8.00	100.00	0.00	0.00	0.00	8.00
Benson, Marisa	11/10/2022	8.00	0.00	8.00	100.00	1.50	0.00	1.50	9.50
Benson, Marisa	11/11/2022	5.50	0.00	5.50	100.00	0.00	0.00	0.00	5.50
Benson, Marisa	11/12/2022	5.50	0.00	5.50	100.00	0.00	0.00	0.00	5.50
Benson, Marisa	11/13/2022	6.00	0.00	6.00	100.00	0.00	0.00	0.00	6.00

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Front of House					
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Hours:	133.00	142.50	85.56	-9.50	47.44
Productivity:	413.53	385.96	165.15	27.57	248.39
Total Labor					
Hours:	371.00	290.00	151.09	81.00	219.91
Productivity:	148.25	189.66	93.52	-41.41	54.73
Actual Sales (\$):	14130.00				
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Average Hourly Wage (\$):	15.70				

- A** This section shows the scheduled and actual shifts for all employees, both regular and overtime.
- B** This section shows the labor productivity [Sales ÷ Hours], which is how many dollars of sales were handled with each hour of labor. The higher the productivity the better!
- Ideal** – The optimal number of hours based on Ideal Staffing Templates
 - Scheduled** – The expected number of hours based on the TeamworX schedule.
 - Actual** – The actual number of hours worked.



Tip: Negative values appear in **red text**, indicating shifts where more hours were worked than expected. This quickly shows you where you're spending extra money!

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Optimize Labor Costs

Labor Productivity (continued)

Determine Labor Productivity



Exercise: While viewing the report below, can you determine if labor this week was *more* or *less* productive than expected?

Net-Chef > Reports: Labor > Labor Productivity

CrunchTime! Net-Chef

Search: ? KP Kim 304 - Portland

Labor Productivity

Summarize By: N/A View By: ☒ Hours ☐ Value Retrieve

Begin Date: 11/07/2022 End Date: 11/13/2022

Employee Name	Date	Regular Hours				Overtime Hours			Total Variance
		Scheduled	Actual	Variance	Variance %	Scheduled	Actual	Variance	
Barakat, Mohammad	11/07/2022	8.00	8.00	0.00	0.00	0.00	2.50	-2.50	-2.50
Barakat, Mohammad	11/08/2022	8.00	7.03	0.97	21.89	1.00	0.00	1.00	1.97
Barakat, Mohammad	11/09/2022	0.00	8.00	-8.00	***	0.00	0.25	-0.25	-8.25
Barakat, Mohammad	11/10/2022	4.50	0.00	4.50	100.00	0.00	0.00	0.00	4.50
Barakat, Mohammad	11/13/2022	8.00	0.00	8.00	100.00	0.00	0.00	0.00	8.00
Benson, Marisa	11/10/2022	8.00	0.00	8.00	100.00	1.50	0.00	1.50	9.50
Benson, Marisa	11/11/2022	5.50	0.00	5.50	100.00	0.00	0.00	0.00	5.50
Benson, Marisa	11/12/2022	5.50	0.00	5.50	100.00	0.00	0.00	0.00	5.50
Benson, Marisa	11/13/2022	6.00	0.00	6.00	100.00	0.00	0.00	0.00	6.00

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Productivity:	413.53	385.96	165.15	27.57	248.39
Total Labor					
Hours:	371.00	290.00	151.09	81.00	219.91
Productivity:	148.25	189.66	93.52	-41.41	54.73
Actual Sales (\$):	14130.00				
Forecasted Sales (\$):	55000.00				
Average Hourly Wage (\$):	15.70				

1 Review the *Labor Productivity* summary.

A The *Actual Productivity* is lower than the *Scheduled* and *Ideal Productivity*, indicating that labor was *less* productive than planned. In other words, there were too many people working for the amount of actual sales earned.

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Optimize Labor Costs

Projected Overtime

Overview

The Projected Overtime report makes it easy to identify employees who will go into overtime during their upcoming shifts. Completed shifts will appear in **black text** and upcoming shifts will be in **red text**, so you can see which shifts can be changed at a glance!

How to Use the Projected Overtime Report



Exercise: Looking at the report below, can you determine which shift should be adjusted to avoid further overtime?

Net-Chef > Reports: Labor > Projected Overtime

CrunchTime! Net-Chef

End Date: 11/13/2022

Date	Location	Time In	Time Out	Total Time	Position	Rate (\$)	Regular Hours	Regular Wages (\$)	Overtime Hours	Overtime Wages (\$)	Total Wages (\$)
200002EMP1030 - Barakat, Mohammad											
11/07/2022	304 - Portland	11:30	22:00	10.50	Cook, Prep	15.50	8.00	124.00	2.50	58.13	182.13
11/08/2022	304 - Portland	11:30	22:32	11.03	Cook, Prep	15.50	8.00	124.00	3.03	70.45	194.45
11/10/2022	304 - Portland	08:00	12:30	4.50	Cook, Prep	15.50	4.50	69.75			69.75
11/10/2022	304 - Portland	08:00	12:30	2.50	Cook, Prep	15.50	2.50	38.75			38.75
Position Totals				28.53	Cook, Prep	15.50	23.00	356.50	5.53	128.58	485.08
Employee Totals				28.53			23.00	356.50	5.53	128.58	485.08
200002EMP1036 - Benson, Marisa											
11/07/2022	301 - Cardiff	08:45	18:35	9.83	Manager	15.00	8.00	120.00	1.83	41.18	161.18
11/10/2022	304 - Portland	08:30	18:30	9.50	Manager	15.00	8.00	120.00	1.50	33.75	153.75
Position Totals				19.33	Manager	15.00	16.00	240.00	3.33	74.93	314.93
Employee Totals				19.33			16.00	240.00	3.33	74.93	314.93
200002EMP1032 - Carter, Mateo											
11/07/2022	304 - Portland	07:45	16:30	8.75	Cleaning Crew	15.00	8.00	120.00	0.75	16.88	136.88
11/11/2022	304 - Portland	18:00	22:00	4.00	Cleaning Crew	15.00	4.00	60.00			60.00

- 1 Select the current period's *End Date*.
 - 2 Review the *Overtime Hours* column for any hours in **red text**. These are hours of overtime that will occur if the employee works the entirety of their scheduled shift.
- A There is only one future shift that will incur overtime. To prevent further overtime, Marisa's shift on 11/10/2022 should be reduced by 1.5 hours.



Tip: Shifts worked at an alternate location will be *italicized*. Use the "Location" column to see where the employee was working for that shift!

