



Review Daily Labor

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-ReviewDailyLabor>

OR by scanning the QR code to the left.



Watch the tutorials on MainCourse:

<https://links.crunchtime.com/NCL104lmbz>

Related User Group Permissions

Screen Name	Control Name	Description
NC-Labor Detail	Edit	Make and save changes to a labor detail record using the <i>Edit</i> link in the “Action” column on the Labor Detail screen.
NC-Labor Details	Review	Allows a user to flag labor shift records as “Reviewed” in the Labor Detail screen.
NC-Labor Details	Edit Labor Rule Adjustments	Allows a user to edit labor data in the Labor Rule Violations Alert.
NC-Labor Details	Supplemental Wages - View	Enables this tab in the Labor Detail screen to allow the user to only view supplemental wage entries.
NC-Labor Details	Supplemental Wages - Edit	Enables this tab in the Labor Detail screen to allow the user to enter, edit, and retrieve supplemental wage entries.
NC–Labor Details	Scheduled Shifts tab	Enables this tab in the Labor Detail screen to allow the user to view the scheduled shifts and compare them to the actual shifts worked.



Edit Labor Actuals

Getting Started

Net-Chef > Labor > Labor Summary

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Labor Summary

Fiscal Year: 2022

Week Ending Date	Last Import Date	Last Edit Date	Last Edit User	Status	Action
09/04/2022	09/04/2022	09/06/2022	RIMPOSSIBLE	Reviewed	Edit View
09/11/2022	09/11/2022	09/11/2022	KPOSSIBLE	Reviewed	Edit View
09/18/2022	09/13/2022			Not Reviewed	Edit View
09/25/2022				No Data	Edit
10/02/2022				No Data	Edit

1. Select *Labor Summary* from the Labor menu.

2. Select *Edit* for the appropriate week.

Net-Chef > Labor > Labor Summary: Edit

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Labor Detail

[Labor Actuals](#) [Supplemental Wages](#) [Scheduled Shifts](#)

Business Operating Hours: 06:00 - 05:59 09/12/2022 - 09/18/2022

[View By Date](#) [View By Employee](#) [Summarize By Shift](#)

Mon, 09/12 ! **Tue, 09/13** **Wed, 09/14** **Thu, 09/15** **Fri, 09/16** **Sat, 09/17** **Sun, 09/18**

Review All	Employee	Position	Actual Time		Adj. (mins.)	Act... Total (hrs)	Actual Paid (hrs)	Adjusted Time		Adj. Total (hrs)	Adj. Paid (hrs)
			In	Out				In	Out		
☐	Abdallah, Omar - 200001EMP1001	Cashier	06:02	12:35	0	6.55	6.55	06:02	12:35	6.55	6.55
☐	Brewster, Deirdre - 200001EMP1003	Cook, Line	08:32	12:58	0	4.43	4.43	08:32	12:58	4.43	4.43
☐	Hamad, Ahmed - 200001EMP1002	Cook, Prep	08:59	16:02	0	7.05	7.05	08:59	16:02	7.05	7.05
☐	Morgan, Derek - 200001EMP1005	Expo	15:45	20:03	0	4.30	4.30	15:45	20:03	4.30	4.30
☐	Wehite, Matthew - 200001EMP1004	Server	12:24	20:00	0	7.60	7.60	12:24	20:00	7.60	7.60
Totals:						29.93	29.93			29.93	29.93

3. Choose the date you'd like to edit. You'll see an exclamation (!) on dates with shifts that have not been reviewed.

A



Warning: Time punches are not editable when the *Summarize by Shift* feature is enabled. To disable this feature, just click or tap on the *Summarize by Shift* button.

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Edit Labor Actuals

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Edit a Time Punch

- A Actual Time:** These are the time punches recorded by your POS system. If no time punches are imported from your POS system or corporate team, these fields will be blank. These fields are never editable.
- B Adjusted Time:** These are the manually corrected time punches. These fields will default to the *Actual Time In/Out* values if available.

Net-Chef > Labor > Labor Summary: Edit

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Labor Detail

• **Labor Actuals** Supplemental Wages Scheduled Shifts

Business Operating Hours: 06:00 - 05:59 10/24/2022 - 10/30/2022

View By Date View By Employee Summarize By Shift

Mon, 10/24 Tue, 10/25 Wed, 10/26 Thu, 10/27 Fri, 10/28 Sat, 10/29 Sun, 10/30

Review All	Employee ↑	Position	Actual Time		Adj. (mins.)	Act. Total (hrs)	Break Type	Adjusted Time		Adj. Total (hrs)
			In	Out				In	Out	
☐	Abdallah, Omar - 200001EMP1001	Cashier	06:02	12:35	0	6.55		06:02	12:35	6.55
☐	Brewster, Deirdre - 200001EMP1003	Cook, Line	08:32	23:59	0	15.45		08:32	16:30	7.97
☐	Hamad, Ahmed - 200001EMP1002	Cook, Prep	08:59	16:02	0	7.05		08:59	16:02	7.05
☐	Morgan, Derek - 200001EMP1005	Expo	10:45	20:11	0	9.44		10:45	20:11	9.44
☐	Wehlte, Matthew - 200001EMP1004	Server	11:24	20:11	0	8.79		11:24	20:11	8.79
Totals:						47.28				39.80

- 1 Update the *Adjust Time In/Out* fields to edit the time the employee started and ended their shift. All times must be entered in 24-hour format.



Super User Tip: If a shift has started (it has a clock-in time) but is not yet complete (does not have a clock-out time), it will be highlighted as an incomplete shift. These incomplete shifts will automatically set a placeholder *Actual Time Out* equal to the Create Time of the most recently processed time clock File for this labor date and location. The *Actual Time Out* will only be updated once a time clock file containing a clock-out time for this shift is processed successfully.

If necessary, the *Adjusted Time Out* can be updated to the correct clock-out time.

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Edit Labor Actuals

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Add a New Time Punch

Net-Chef > Labor > Labor Summary: Edit

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Labor Detail

• Labor Actuals Supplemental Wages Scheduled Shifts

Business Operating Hours: 06:00 - 05:59 10/24/2022 - 10/30/2022

View By Date View By Employee Summarize By Shift

Mon, 10/24 Tue, 10/25 Wed, 10/26 Thu, 10/27 Fri, 10/28 Sat, 10/29 Sun, 10/30

Review All	Employee ↑	Position	Actual Time		Adj. (mins.)	Act. Total (hrs)	Break Type	Adjusted Time		Adj. Total (hrs)
			In	Out				In	Out	
☒	Kozume, Kenma - 200001EMP10	Server						13:00	19:00	
☐	Abdallah, Omar - 200001EMP1001	Cashier	06:02	12:35	15	6.55		06:02	12:35	6.30
☐	Brewster, Deirdre - 200001EMP1003	Cook, Line	08:32	23:59	0	15.45		08:32	16:30	7.97
☐	Hamad, Ahmed - 200001EMP1002	Cook, Prep	08:59	16:02	0	7.05		08:59	16:02	7.05
☐	Morgan, Derek - 200001EMP1005	Expo	10:45	20:11	0	9.44		10:45	20:11	9.44
☐	Wehlte, Matthew - 200001EMP1004	Server	11:24	20:11	0	8.79		11:24	20:11	8.79
Totals:						47.28				39.55

Page 1 of 1

Displaying 1 - 5 of 5

- 1 Select the *Add (+)* icon.
- 2 Choose an *Employee* from the dropdown menu.
- 3 Select the *Position* worked from the drop-down menu.
- 4 Enter when the employee clocked in and out for their shift in the *Adjusted In/Out* fields.
5. Click or tap outside of the current line to add this shift.

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Edit Labor Actuals

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Add a Break

There are two ways to record a break:

Net-Chef > Labor > Labor Summary: Edit

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Labor Detail

• Labor Actuals | Supplemental Wages | Scheduled Shifts

Business Operating Hours: 06:00 - 05:59 | 09/05/2022 - 09/11/2022

View By Date | View By Employee | Summarize By Shift

Mon, 09/05 | Tue, 09/06 | Wed, 09/07 | Thu, 09/08 | Fri, 09/09 | Sat, 09/10 | Sun, 09/11

Revi...	Employee	Position	Actual Time		Adj. (mins.)	Act. Total (hrs)	Break Type	Adjusted Time		Adj. Total (hrs)
			In	Out				In	Out	
☐	Cook, Jennifer - 200001EMP1006	Expo	06:00	12:30	30	6.50		06:00	12:30	6.00
☐	Delko, Erik - 200001EMP1007	Cook, Prep	08:00	16:00	0	8.00		08:00	16:00	8.00
☐	Garcia, Jose - 200001EMP1012	Cook, Line	16:00	19:40	0	219.68		16:00	20:00	4.00

- Ⓐ Enter the amount of time (in minutes) the employee took for their break in the *Adjustment* field. This time will be subtracted from the employee's total hours worked that day, as seen in the *Adjusted Total (hrs)* column.

OR

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Labor Detail

• Labor Actuals | Supplemental Wages | Scheduled Shifts

Business Operating Hours: 06:00 - 05:59 | 09/12/2022 - 09/18/2022

View By Date | View By Employee | Summarize By Shift

Mon, 09/12 | Tue, 09/13 | Wed, 09/14 | Thu, 09/15 | Fri, 09/16 | Sat, 09/17 | Sun, 09/18

Review All	Employee	Position	Actual Time		Break Type	Adj. (mins.)	Adjusted Time		Adj. Total (hrs)
			In	Out			In	Out	
☐	Abdallah, Omar - 200001EMP1001	Cashier	06:02	12:35		0	06:02	12:35	6.55
☐	Abdallah, Omar - 200001EMP1001	Cashier			Paid	0	12:35	13:05	0.50
☐	Abdallah, Omar - 200001EMP1001	Cashier				0	13:05	14:00	0.92

- Ⓑ Indicate this shift is a paid or unpaid break by selecting the appropriate Break Type.



Setup: The *Break Type* column is only available when the “Display Break Type on Labor Details” labor preference is enabled for the location.

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Edit Labor Actuals

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Enter Sales and Tips

Some employees may receive tips during their shift. In this case, values for *Sales Charge/Cash* and *Tip Charge/Cash* will populate automatically when labor data is imported. If this data is not imported or needs to be changed, the correct values can be entered manually.



Setup: The *Sales Charge* and *Tips Charge* fields are required for all positions that are subject to tips. This setting is controlled for each position by the 'Subject to Tips' flag in Enterprise Manager.

Net-Chef > Labor > Labor Summary: Edit

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Labor Detail

Labor Actuals | Supplemental Wages | Scheduled Shifts

Business Operating Hours: 06:00 - 05:59 10/24/2022 - 10/30/2022

View By Date | View By Employee | Summarize By Shift

Mon, 10/24 | **Tue, 10/25** | Wed, 10/26 | Thu, 10/27 | Fri, 10/28 | Sat, 10/29 | Sun, 10/30

Review	Employee	Position	Actual Time		Adj. (mins.)	Act. Total (hrs)	Adjusted Time		Adj. Total (hrs)	Sales (£)		Tips (£)	
			In	Out			In	Out		Charge	Cash	Charge	Cash
☐	Abdallah, Omar - 200001EMP1001	Cashier	06:02	12:35	0	6.55	06:02	12:35	6.55	53.95	10.79	36.48	5.75
☐	Brewster, Deirdre - 200001EMP1003	Cook, Line	08:32	23:59	0	15.45	08:32	23:59	15.45				
☐	Hamad, Ahmed - 200001EMP1002	Cook, Prep	08:59	16:02	0	7.05	08:59	16:02	7.05	68.24	13.75	26.92	6.53
☐	Morgan, Derek - 200001EMP1005	Expo	10:45	20:03	0	9.30	10:45	20:03	9.30				13.75
☐	Wehlte, Matthew - 200001EMP1004	Server	11:24	15:28	0	76.07	11:24	15:28	76.07				
Totals:						114.42			114.42	122.19	24.54	63.40	12.28

- 1 Enter the sales earned during this employee's shift in the *Sales Charge/Cash* fields.
- 2 Enter the amount of tips earned by this employee in the *Tips Charge/Cash* fields.



Warning: *Sales* and *Tip Charges* are required for all positions that are subject to tips. Users will be unable to navigate to another date if this data is missing.



Note: *Cash Tips* may be entered for all positions, even if the position is not subject to tips, but it is not required.

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Edit Labor Actuals

Review Time Punches

Net-Chef > Labor > Labor Summary: Edit

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Labor Detail

• Labor Actuals Supplemental Wages Scheduled Shifts

Business Operating Hours: 06:00 - 05:59 09/12/2022 - 09/18/2022

View By Date View By Employee Summarize By Shift

Mon, 09/12 Tue, 09/13 Wed, 09/14 Thu, 09/15 Fri, 09/16 Sat, 09/17 Sun, 09/18

Review All	Employee ↑	Position	Actual Time		Adj. (mins.)	Act. Total (hrs)	Break Type	Adjusted Time		Adj. Total (hrs)
			In	Out				In	Out	
☒	Abdallah, Omar - 200001EMP1001	Cashier	06:02	12:35	0	6.55		06:02	12:35	6.55
☒	Brewster, Deirdre - 200001EMP1003	Cook, Line	08:32	12:58	0	4.43		08:32	12:58	4.43
☒	Garcia, Jose - 200001EMP1012	Cook, Line			15			10:00	14:30	4.25
☒	Hamad, Ahmed - 200001EMP1002	Cook, Prep	08:59	16:02	0	7.05		08:59	16:02	7.05
☒	Morgan, Derek - 200001EMP1005	Expo	15:45	20:03	0	4.30		15:45	20:03	4.30
☒	Wehlte, Matthew - 200001EMP1004	Server	12:24	20:00	0	7.60		12:24	20:00	7.60
Totals:						29.93				34.18

- 1 Check the box in the *Review* column to confirm the time clock information is accurate.
- 2 Select *Save*.



Reminder: All shifts must be reviewed before labor can be posted for the period.



Important: The time punches in this screen may now come in via POS/CDP integration OR the Time Clock feature in Teamworx. Customers should use one method or the other, but NOT both.





Supplemental Wages

Enter Additional Wages

Supplemental Wages are entered to account for additional payment that employees receive outside of their worked shifts. These wages can be entered in lump sum dollar amounts or hourly amounts.

Net-Chef > Labor > Labor Summary: Edit > Supplemental Wages

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Labor Detail

Labor Actuals • Supplemental Wages Scheduled Shifts

Employee ↑	Position	Supplemental Wage	Lump Sum	Hours							Review	
				Sat.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.		
3 Cook, Jennifer - 200001EMP1006	4 Expo	5 Sick Leave	0.00	0.00	0.00	B 8.00	8.00	0.00	0.00	0.00	0.00	✓
Willows, Tanesha - 200001EMP1010	Cook, Prep	QA Award	A 100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	✓

- 1 Select the *Supplemental Wages* tab.
- 2 Click or tap the *Add (+)* icon.
- 3 Select an *Employee*.
- 4 Select the *Position* that the employee would have worked.
- 5 Pick a description from the *Supplemental Wage* drop-down list.
6. Indicate how much compensation the employee will receive.
 - A Enter a dollar amount in the *Lump Sum* field.
 - B Enter the number of hours the employee would have worked in the *Hours* fields for the appropriate week days.



Setup: The Supplemental Wage settings in Enterprise Manager controls whether the Lump Sum and/or Hours field will be editable for the selected wage type in Net-Chef.

- 7 Select *Save*.





Scheduled Shifts

Review Schedule Variance

Net-Chef > Labor > Labor Summary: Edit > Scheduled Shifts

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Labor Detail

Labor Actuals Supplemental Wages **Scheduled Shifts**

Business Operating Hours: 06:00 - 05:59 09/12/2022 - 09/18/2022

View By Date View By Employee

Mon, 09/12 Tue, 09/13 Wed, 09/14 Thu, 09/15 Fri, 09/16 Sat, 09/17 Sun, 09/18

Employee	Schedule				Actual (Adjusted)			Variance from Schedule	
	Position	In	Out	Total Hours	In	Out	Total Hours	Total Hours	Paid Hours
Abdallah, Omar - 200001EMP1001	Cashier	11:00	15:00	4.00	06:02	12:35	6.55	2.55	2.55
Brewster, Deirdre - 200001EMP1003	Cook, Line	11:00	15:00	4.00	08:32	12:58	4.43	0.43	0.43
Cook, Jennifer - 200001EMP1006	Expo	11:00	17:00	6.00			0.00	-6.00	-6.00
Delko, Erik - 200001EMP1007	Cook, Line	12:00	16:00	4.00			0.00	-4.00	-4.00
Garcia, Jose - 200001EMP1012	Cook, Line	11:00	17:00	6.00			0.00	-6.00	-6.00
Hamad, Ahmed - 200001EMP1002	Cook, Prep	07:00	13:00	6.00	08:59	16:02	7.05	1.05	1.05
Kozume, Kenma - 200001EMP1008	Server	11:00	15:00	4.00			0.00	-4.00	-4.00
Morgan, Derek - 200001EMP1005	Expo	11:00	15:00	4.00	15:45	20:03	4.30	0.30	0.30
Proctor, Emma - 200001EMP1009	Manager	10:30	18:30	8.00			0.00	-8.00	-8.00
Stokes, Santiago - 200001EMP1011	Cashier	11:00	17:00	6.00			0.00	-6.00	-6.00
Wehlte, Matthew - 200001EMP1004	Server	12:00	16:00	4.00	12:24	20:00	7.60	3.60	3.60
Willows, Tanesha - 200001EMP1010	Manager	07:00	15:00	8.00			0.00	-8.00	-8.00
Totals:				64.00			29.93	-34.07	-34.07

- 1 Select the *Scheduled Shifts* tab.
- 2 Select either the *View by Date* or *View by Employee* option.
3. Use these columns to compare the scheduled shifts to the actual hours worked:
 - A *Schedule* – The shifts and hours each employee is scheduled to work in Teamworx.
 - B *Actual (Adjusted)* – The actual hours worked that day for each employee.
 - C *Variance from Schedule* – The difference between how many hours were worked and how many were scheduled (Actual Hours – Scheduled Hours).



Tip: A *positive* variance indicates that employees worked **more** hours than they were scheduled. A *negative* variance indicates that employees worked **fewer** hours than they were scheduled.

