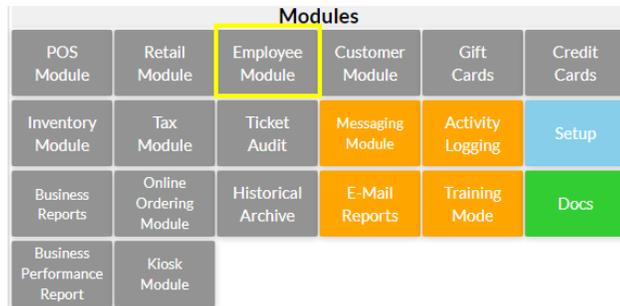
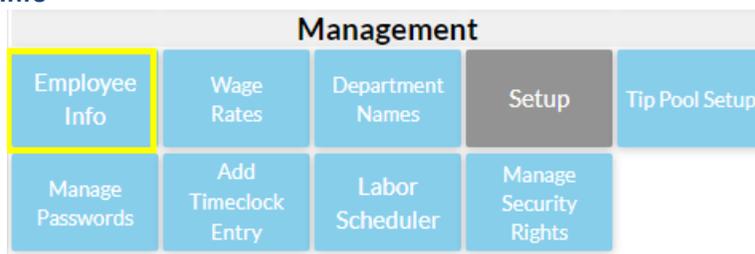


Adding an Employee

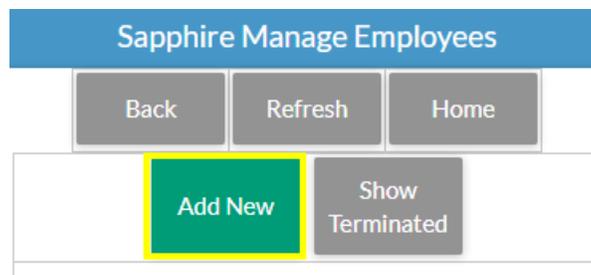
1. Sign into **Manage System**
2. Select the **Employee Module**



3. Select **Employee Info**



4. Select **Add New**



5. Add your new employee's information. Sapphire will only require that you enter in their first name and last initial. Do not forget to check the appropriate **Security Rights** for your employee. In order to access the **Orders Terminal** and take care of customers, an employee needs the "Emp" and "Server" right

Add New Employee

First Name <input type="text"/> MI <input type="text"/> Last Name <input type="text"/> Phone <input type="text"/> External Id <input type="text" value="0"/> Req. Tips <input type="checkbox"/> Emp. Handbook <input type="checkbox"/> Alcohol Policy <input type="checkbox"/> Policy A <input type="checkbox"/> Policy C <input type="checkbox"/> Harass. Policy <input type="checkbox"/>	Status <input type="text" value="Employed"/> SSN <input type="text"/> Alt/Emerg Phone <input type="text"/> Dept <input type="text" value="Unassigned"/> W-4 Exempts <input type="text" value="0"/> Single <input type="text"/> Addtl Withholding <input type="text"/> % I-9 Form <input type="checkbox"/> Policy B <input type="checkbox"/> Policy D <input type="checkbox"/>	Email <input type="text"/> Addr <input type="text"/> City <input type="text"/> State <input type="text"/> Zip <input type="text"/> DOB No ▾ / No ▾ / No ▾ Age Ignore <input type="checkbox"/>	Default Security Rights <input checked="" type="checkbox"/> Employee <input checked="" type="checkbox"/> Driver <input checked="" type="checkbox"/> Server <input type="checkbox"/> Super Server <input type="checkbox"/> No Discounting <input type="checkbox"/> Cash Drawer <input type="checkbox"/> Blind Drop <input type="checkbox"/> Shift Supervisor <input type="checkbox"/> Manager <input type="checkbox"/> Owner/Loc Mgr <input type="checkbox"/> Payroll Admin <input type="checkbox"/> See Payroll Data <input type="checkbox"/> Employee Module
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- Employee** - All employees should have employee rights.
- Driver** - Show up as a driver in the Delivery terminal.
- Server** - Show up on the front page and can sign in to the POS order entry area.
- Super Server** - Anyone with SuperServer rights sign in to any server's order entry area and assume their information.
- No Discount** - Non-manager employee cannot apply a discount.
- Cash Drawer** - Can open a cash drawer (depends on the Cash Drawer Rights configuration setting).
- Blind Drop** - The server cannot see their Server Report or Cash Drawer Checkout and certain sales totals are hidden.
- See Payroll Data** - Can see payroll data (e.g. timeclock, employee wages, labor reports).
- Payroll Admin** - Can alter timeclock entries.
- Shift Supervisor** - A manager with limited rights.
- Manager** - This is a general purpose Manager right.
- Owner/Location Manager** - This is the owner or location manager. Only this manager can give payroll rights to anyone.
- Administrator** - This is a limited right to help the Sapphire Installer initially set up Sapphire.
- Emp Mod** - This option restricts access to the Employee Module (does not affect Owners or Payroll Admins).

6. Enter a PIN that only the employee will know. This will be the number they use to clock in and to sign into the **Orders Terminal**

7. Now we need to add the employee's wage. Select their wage rate from the drop down box

Start Date	Rate	Wage
12/04/2019	BARTENDER	0.00
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-weight: bold;">Wage History</div> <div style="border: 1px solid black; padding: 2px;"> BARTENDER COOK DISH DR SUPRVISOR </div> <div style="border: 1px solid gray; padding: 2px; font-weight: bold;">New Wage</div> </div>		

8. Enter in the wage you'd like, and select **New Wage**

Start Date	Rate	Wage
A new entry with same rate will end old wage.		
12/04/2019	BARTENDER	0.00
New Wage		
Wage History		
<i>Current</i>		
12/04/2019	BARTENDER	5.00
End		

9. You can select different **Rates** with different **Wages** and the employee will choose what they are clocking in as

9. If you give your employee a raise, it will update the old rate automatically.

Start Date	Rate	Wage
A new entry with same rate will end old wage.		
12/04/2019	BARTENDER	0.00
New Wage		
Wage History		
<i>Current</i>		
12/04/2019	BARTENDER	5.50
End		
<i>Historical</i>		
12/04/2019	BARTENDER	5.00
Delete		