

Adjusting and Employee's Time

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

Sapphire Management Main Menu							
Report Range Daily Close							
Se Da	t Report te Range	'	∕lid-Day Close	Day-End Close			
		Mod	ules				
POS Module	Retail Module	Employee Module	Customer Module	Gift Cards	Credit Cards		
Inventory Module	Tax Module	Ticket Audit	Messaging Module	Activity Logging	Setup		
Business Reports	Online Ordering Module	Historical Archive	E-Mail Reports	Training Mode	Docs		
Business Performance Report	Kiosk Module						

3. Select Timeclock Report

Reports							
Timeclock Report	Employee Report	Employee Advanced Report Report		Tip Pool Distribution			
Labor Report	Daily Wage Report	Labor By Department Report	Overtime Report	Tip Pool Contribution			

4. Navigate to the date you would like to adjust

This report will use the payroll time boundary at the beginning and end of the selected period.							
First Day In Time Period 📷	12/06/2019	Last Day In Time Period 📷	12/06/2019	Refresh			

5. Select **Details** on the employee's time that you would like to adjust

Data from 12/06/2019 04:00 to 12/07/2019 04:00

Employee	SSN	Time Worked	Raw Hours	Wage	Tips	Rate	
Khamu		3 hrs, 36 min	3.60	\$36.00	\$0.00	Prep Cook	Details
Subtotal		3 hrs, 36 min	3.60	\$36.00	\$0.00		

6. Select Update

Work Times for Khamu								
Time In	Time Out	Unpaid Breaks	Time Worked	Rate	Wages			
12/06/19 8:01 am	12/06/19 11:37 am	0 hours, 00 minutes	3 hours, 36 minutes	Prep Cook	\$36.00	Update		
Total					\$36.00			

7. Here you can change their time in / out; wage rate used, breaks taken, and tips declared.

Time	e In	0		Time Out	2	Wage 3	
12/06/2019	8 •:	01 🔻 am	▼ 12/06/20 ⁻	11 🔹 : 37 🔹	am 🔻	Prep Cook (curr) (\$10.00) 🔹	
4 Unpaid Breaks						5 Declared Tips	
		0 min	Ŧ			0.00	
6	Update				De	lete	

Note: If you are unable to adjust the Time Out, it is because the employee is still clocked in