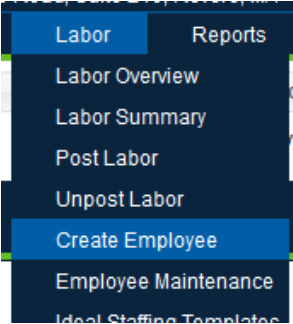


ADDING A NEW EMPLOYEE (FRANCHISE ONLY)

In order to hire a new employee, you must first add them into crunchtime and then they will automatically populate into your Time and Attendance and assign that employee a clock in number on POSi. The sync with Time and Attendance will happen within about 15-20 minutes.

- 1. In Crunchtime, under the **Labor** tab click on **Create Employee**



- 2. It will open up the New Employee Information Form to fill out. See below. The items with the red star (highlighted below) must all be filled out in order to successfully add the employee.

Employee Information

New Employee

Employee | Positions | Locations | Reviews | Employee Checklist | Employee Availability | Paid Time Off | Audit

Store Information

Employee Number: * 2 | Date Hired: * 12/30/2020

Primary Location: * 0224 Revere

Status: * Active

Personal Information

First Name: * | Middle Name: | Last Name: *


Address 1: | Address 2: | City: | State/Province: MA - Massachusetts | Postal Code: | Country: UNITED STATES | Email Address: | Emergency Contact Phone: | Nickname: |

Manager: | Sex: N/A | Ethnic Group: N/A | Phone Number: | Broadcast Schedule: | Emergency Contact Name: | Allergies: | Union Membership: N/A | Break Waiver: | Minor Labor Program: N/A


Payroll Information

Payroll ID Number: | Social Security Number: | Pay Type: * N/A | Primary Position: | State Marital Status: N/A | State Exemptions: | State Additional Withholding: | Uniform Deduction Amount: | Sick Leave Hours Available: | SUI/SDI Tax Jurisdiction Code: | Date of Birth: * | Salary: | Part Time: | Federal Marital Status: N/A | Federal Exemptions: | Federal Additional Withholding: | Meal Program Deduction: |

3. When you click on the dropdown menu next to **Pay Type** you will have the option to choose the position, and pay rate. See window below:


Pay Type: * 

- Hourly
- Salary
- Salary Exempt

Enter Primary Position 

POS Code: *

Position: *

Skill Level: 


GL Description:

GL Group:

GL Sub Group:

Rate: *

All Locations:



4. When you have entered in all of the correct information, click the save icon in the top right corner. If there are any errors here, it will give you an error box and tell you what needs to be adjusted.

IMPORTANT: The **Employee Number** is the person's alt number, and must be a unique number for each person in your franchise group. If you create a number that is the same as another employee in another store in your franchise group, this screen will not allow you to continue. Employee numbers created for a franchise new employee should always start with the first four digits as the store number, followed by 4 or 5 unique digits (for a total of 8 or 9 digits).