

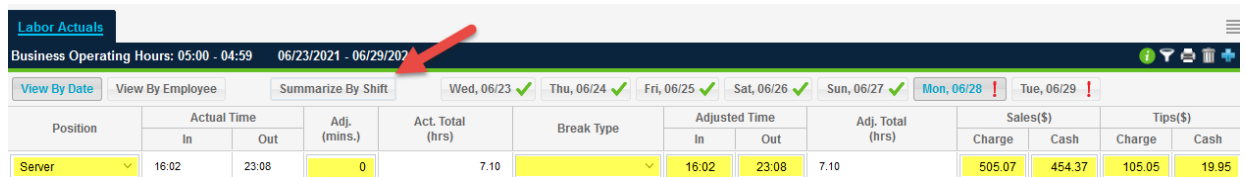
CRUNCHTIME LABOR BEST PRACTICES

How the Flow of the Labor Data Happens

1. Employees must punch in for their shifts everyday on the POSITOUCH terminals daily
2. Managers should review/verify all punches prior to the end of the day and be certain all employees are punched out by end of day
3. All POSi labor punches and related sales and tips data will load overnight into CrunchTime Net Chef
4. Net Chef loads the data into the Biz IQ report every morning at 6:30 am
 - a. This Biz IQ Report will be available for viewing by 6:40 am (WESP, DSR, Theo Cost Report, etc.)
5. Managers should review their labor from the previous day in Net Chef (see attached instructions)
6. At the end of the week, managers should post the labor in CrunchTime (at the same time you post your inventory)
 - a. Once labor is posted for the week, no labor adjustments can be made in CrunchTime

Punch Adjustments

- Payroll still runs from hours logged in Positouch, CrunchTime uses the information to calculate labor costs for analysis and reporting
- Punches adjusted in Positouch before the end of the day → CrunchTime hours will match Positouch hours
- Punches that need to be adjusted after end of day will not automatically be adjusted in Crunchtime and therefore needs to be adjusted in two places:
 - Positouch – at the POSi terminal or on the back office Time and Attendance
 - Crunchtime – under the Labor Review, by choosing EDIT to adjust a punch (When doing this, be sure the **Summarize by Shift** button is not highlighted so that you can make adjustments. You will see in the example below, all of the items that are highlighted in yellow can be adjusted from this CrunchTime screen.)



Position	Actual Time		Adj. (mins.)	Act. Total (hrs)	Break Type	Adjusted Time		Adj. Total (hrs)	Sales(\$)		Tips(\$)	
	In	Out				In	Out		Charge	Cash	Charge	Cash
Server	16:02	23:08	0	7.10	Server	16:02	23:08	7.10	505.07	454.37	105.05	19.95

FAQs about Labor Variances

- What if there are some issues with polling?
 - If this happens, the IT team will review the labor polling each morning and address any issues
 - Net-Chef will update when the polling is corrected and the Biz IQ Report will be re-loaded at 11:30 am
 - Biz IQ report will be available for viewing by 11:40 am with adjustments
- What if Positouch punches were not updated before the end of the night?
 - Managers should follow the above instructions for adjusting punches and make the adjustments in both Positouch and Crunchtime
 - Net-Chef will update when the polling is corrected and the Biz IQ Report will be re-loaded at 11:30 am
 - Biz IQ report will be available for viewing by 11:40 am with adjustments
- Why are the labor dollars higher in CrunchTime than in Positouch, but the hours match?
 - Overtime from Multiple Locations – If an employee works in multiple locations and hits overtime, Positouch will not recognize the overtime, it will only be updated in the payroll process. Crunchtime will recognize the overtime from a second location and this will cause a variance in the labor dollars between the two systems.

- CrunchTime Supports Multiple Labor Rules
 - For Example: If any employee gets sent home and only works 1 hour and the state requires a minimum 3 hour paid shift, CrunchTime will increase the employee's hours to 3 automatically
 - Managers will receive an alert regarding this change when reviewing labor daily in CrunchTime (see example below)
 - Example below, it shows both a cook and a host that worked for less than 3 hours in a state where a 3 hour minimum shift is required. On the right side of the screen, you will see the adjusted hours to account for the state requirements.

Labor Actuals Alert

The following employees are entitled to additional compensation based on labor rules:

Position	Date	Adj. Time In	Adj. Time Out	Adj. Total Ho...	Rule Type	Penalty				Memo
						Hours Calcula...	Hours Adjus...	Rate Calcul...	Rate Adjusted	
Cook	03/26/2021	17:07	17:30	0.39	Minimum Paid Shift	2.61	2.61	16.50		
Host	03/26/2021	16:28	17:30	1.04	Minimum Paid Shift	1.96	1.96	12.75		

Click Continue to save the Labor Detail records with these adjustments, or Back to return to the Labor Detail screen.

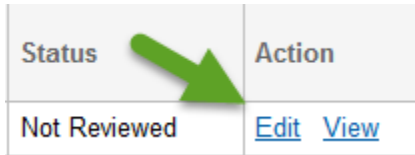
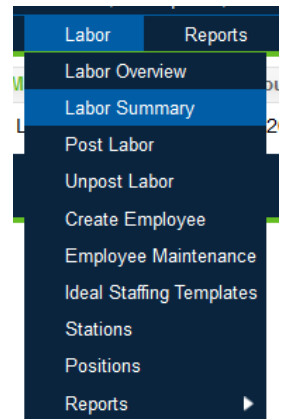
- Minimum Wage Tip Adjustments
 - If a FOH team member did not claim enough tips to reach minimum wage, CrunchTime will make the adjustment to the wages to hit the minimum wage requirement
 - Managers will receive an alert regarding this change when reviewing labor daily in CrunchTime

REVIEWING AND POSTING LABOR

Labor must be reviewed daily and posted each week to finalize all labor calculations.

DAILY LABOR REVIEW

- Each morning, you should review the labor from the day before. In order to do this, under the **Labor** tab on Netchef, you will click on **Labor Summary**.
- On the current week that you are in, click on **Edit** under the **Action** column.



- Be sure the fiscal year in the top left corner is correct!

Fiscal Year:

- Once you click on the **Edit** button, the screen will look like this:

Labor Actuals																
10/14/2020 - 10/20/2020																
View By Date View By Employee Summarize By Shift Wed, 10/14 Thu, 10/15 Fri, 10/16 Sat, 10/17 Sun, 10/18 Mon, 10/19 Tue, 10/20																
Review All	Employee	Position	Actual Time		Adj. (mins.)	Act. Total (hrs)	Actual Paid (hrs)	Adjusted Time		Adj. Total (hrs)	Adj. Paid (hrs)	Sales(\$)		Tips(\$)		
			In	Out				In	Out			Charge	Cash	Charge	Cash	
<input type="checkbox"/>	Begi, Joni - 51075	Cook	16:07	21:01	0	4.90	4.90	16:07	21:01	4.90	4.90	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	Contreras, Clara - 75165	Prep	09:01	13:59	0	4.97	4.97	09:01	13:59	4.97	4.97	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	Cruz, Lisa - 35693	Bar	11:25	16:42	0	5.28	5.28	11:25	16:42	5.28	5.28	156.91	0.00	35.55	0.00	
<input type="checkbox"/>	Familia, Maria - 69893	Cook	16:59	21:10	0	4.18	4.18	16:59	21:10	4.18	4.18	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	Kinser, Arielis - 55229	Server	15:08	20:26	0	5.30	5.30	15:08	20:26	5.30	5.30	259.48	0.00	66.50	0.00	
<input type="checkbox"/>	Lopez, Carlos - 71372	Cook	08:26	14:02	0	5.60	5.60	08:26	14:02	5.60	5.60	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	Pappalardo, Cassandra - 102429	Bar	16:05	21:52	0	5.78	5.78	16:05	21:52	5.78	5.78	206.58	0.00	45.73	0.00	
<input type="checkbox"/>	Skinner, Joshua - 102538	Cook	09:00	16:10	0	7.17	7.17	09:00	16:10	7.17	7.17	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	Soto, Daniela - 103002	Server	17:05	21:51	0	4.77	4.77	17:05	21:51	4.77	4.77	443.42	0.00	125.00	0.00	
			Totals:			47.95	47.95			47.95	47.95	1,066...	0.00	272.78	0.00	



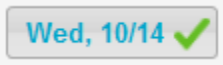
- At the top of each day, you will see a red exclamation point if the day has not been reviewed.
- If everything looks good, you will click on the check box to left of the employees name and click save in the top right corner.
 - If there is an employee highlighted in yellow, it means there is an issue with this time record.

Review All	Employee	Position	Actual Time		Adj. (mins.)	Act. Total (hrs)	Actual Paid (hrs)	Adjusted Time		Adj. Total (hrs)	Adj. P... (hrs)	Sales(\$)		Tips(\$)	
			In	Out				In	Out			Char...	Cash	Char...	Cash
<input type="checkbox"/>	Kinser, Arielis - 55229	Trainer	17:08	15:00	0	21.87	21.87	17:08	15:00	21.87	21.87	0.00	0.00	0.00	0.00

- If you need to make an adjustment to the time, you can make adjustments to the **Adjusted Time In and Out** columns.
- In order to be able to make adjustments, make sure that the **Summarize by Shift** option on the top row checked for you to be allowed to adjust those columns.



- If there are no errors or all errors have been fixed, you will see a check mark next to that day now.



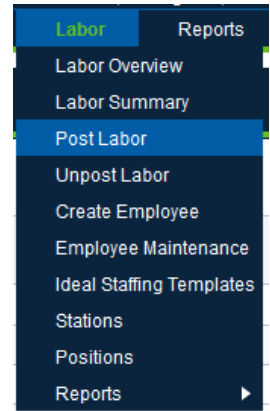
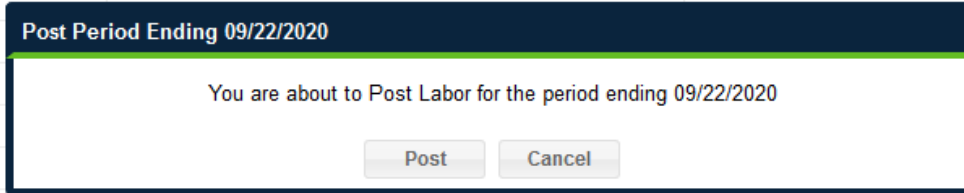
- If you are missing a time punch altogether, you will need to adjust in the POSi terminal. For missing punches on the current day, adjusting in POSi is all you need to do, as payroll pulls data directly from there. For prior days, you will need to also adjust in Crunchtime so that the labor calculations are accurate, as well as POSi for the employee to be paid accurately.

WEEKLY LABOR POSTING: should be done on Wednesday, by 6 pm.

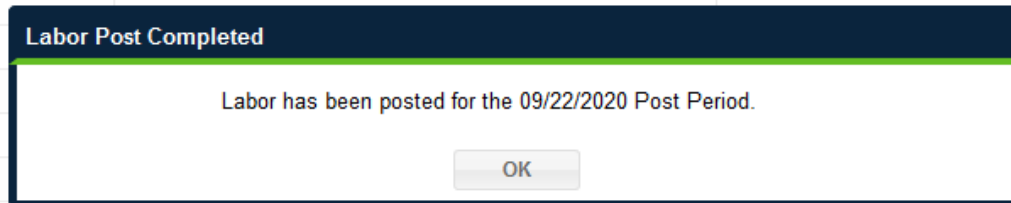
1. At the end of the week, the morning manager each day should have review labor from the prior day, and you should see check marks for every day:



2. Once you have checked to make sure this is correct, under the **Labor** tab, you will click on **Post Labor**.
3. A notification will pop up to let you know which pay period you are posting labor for:



4. If everything is completed, you will click **Post** and then receive a notification that it has been completed:



5. Once posted, that week will disappear and you can no longer go back and correct.

If for some reason you need to make corrections to a posted week, it needs to be un-posted. You must open a ticket with MIS for this to happen.