

# HOTSCHEDULES RELEASE 4.0.56.1

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## Table of Contents

<b>New Features &amp; Improvements   Web</b>	<b>2</b>
New Punch Edits Interface	2

# New Features & Improvements | Web

## New Punch Edits Interface

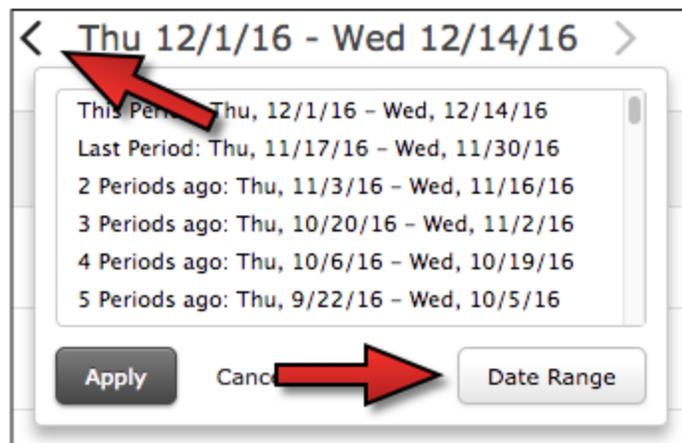
On Monday, January 9th, the Punch Edits screens began its transition to the new and improved Punch Records screen. Effective after this Release, customers with the standard punch edit permissions will have access to the new interface. Once the change is implemented, managers can click the **Punch Records** sub-tab of the Staff tab to view the new interface. Each row will display the following information:

- (1) The employee's name
- (2) The total number of paid hours the employee has worked for the displayed pay period
- (3) The total number of declared tips for the displayed pay period (for sites configured to support tips)
- (4) The total number of punches (i.e. shifts) the employee has in the displayed pay period
- (5) The different jobs that were worked for that pay period
- (6) The total number of Punch Records that were edited for the pay period

Punch Records						< Thu 12/29/16 - Wed 1/11/17 >		ADD	MORE		
1	2	3	4	5	6	NAME :	TOTAL HRS :	TIPS :	PUNCHES :	JOBS	EDITS :
						<a href="#">Alonzo Gato</a>	7.9 hrs	\$45.00	1	Dish	2
						<a href="#">Bombalurina Bushi</a>	13.79 hrs	\$30.00	2	Bartender, MGR	3
						<a href="#">Jennyanydots Shimii</a>	11.94 hrs	\$45.00	2	Dish, Host	3

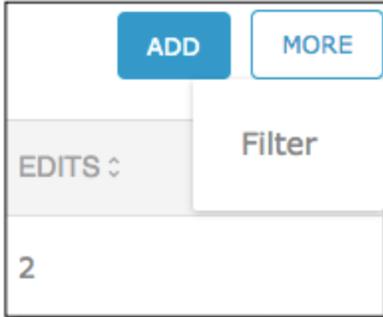
The landing page is the current pay period, but users can either click the arrow to the left of the date range to jump back to a previous pay period, click the pay period itself to reveal a list of pay periods to select, or click a Date Range in that list to view a specific date, or range of dates.

**NOTE:** Punch period navigation is driven by business date, and the listing of punches is driven by the calendar date.



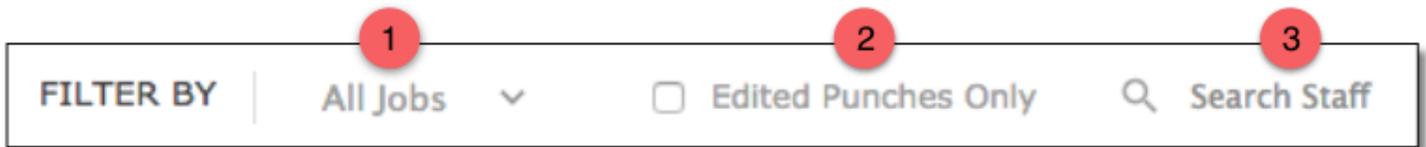
*It should be noted that you can NOT select a future date.*

Users can add a new punch record by clicking **Add** in the upper, right-hand corner, or they can click the **More** button to reveal the filter options.



*Additional options will be available within MORE in future Releases*

With the Filter options enabled, users can filter the list by employees with certain jobs **(1)**, view records that only contain edited punches **(2)**, or search the currently-displayed pay period of specific employees **(3)**.



Upon clicking **Add**, managers are able to configure new punch records by selecting the job **(1)**, time in/out and the date **(2)**, employee **(3)**, reason **(4)**, and by entering a declared tip amount **(5)**. The job and employee fields are dynamic, so selecting a job will only allow users to select employees with that job, and selecting an employee first will only allow the jobs the employee can be clocked in with to be selected.

A screenshot of a 'Create Punch Records' form. The form has a title bar with 'Create Punch Records' and a close button. The fields are: 1. 'Job:' dropdown menu with 'Cook' selected. 2. 'In:' date and time fields with '12/8/16' and '9:00 AM'. 3. 'Employee:' dropdown menu with 'Select Employee' selected. 4. 'Out:' date and time fields with '12/8/16' and '1:17 PM'. 5. 'Reason:' dropdown menu with 'Forgot to Punch In' selected. 6. 'Declared Tips (\$):' text input field with '0'. At the bottom are 'Save' and 'Cancel' buttons. Red circles with numbers 1 through 5 are placed above each of these fields.



Sites configured to use Meal & Break Planning will have an option to add meals and breaks to punches.

The screenshot shows the 'Edit Punch Record' window. At the top, there are fields for Job (Cook), In (1/3/17, 9:30 AM), Employee (Alonzo Gato), Out (1/3/17, 3:11 PM), and Reason (Other). Below these is a button labeled '+ Add Meal or Break' with a red arrow pointing to it. At the bottom, there is a 'Declared Tips (\$): 0' field and buttons for 'Save', 'Delete Record', and 'Cancel'.

Clicking **Add Meal or Break** will reveal configuration options for users to add a meal or break to the punch.

This screenshot shows the 'Edit Punch Record' window with the 'Add Meal or Break' section expanded. A new row is visible with 'Break: Meal - Unpaid', 'In: 1/3/17 10:30 AM', and 'Out: 1/3/17 10:30 AM'. The entire expanded section is highlighted with a red border. Below this, there is a 'Declared Tips (\$): 0' field and buttons for 'Save', 'Delete Record', and 'Cancel'. A red error message at the bottom reads: 'Meals cannot be zero length.'

*When adding meals and breaks "In" references the start of the break, and "Out" references when the employee clocks back in for his/her shift.*

Depending on how the rules are configured at the ASC level and what rules are assigned to the store, users will be able to select a meal or break to add from the dropdown menu, as well as select the start and end times of the break.

The following are scenarios that could arise when adding/editing punch records:

- Meals/breaks should occur during the duration of the punch being edited, and not before or after
- Meals/breaks cannot overlap one another
- Meal/break end time cannot occur before start time
- Out time cannot pass current time
- We will alert users of any shifts longer than 8 hours (this value can be configured)
- Alert user if they're editing a punch that is not the most up to date record
- Punches cannot be longer than 24 hrs
- Punches are not allowed to be added for a time that currently has an open punch record

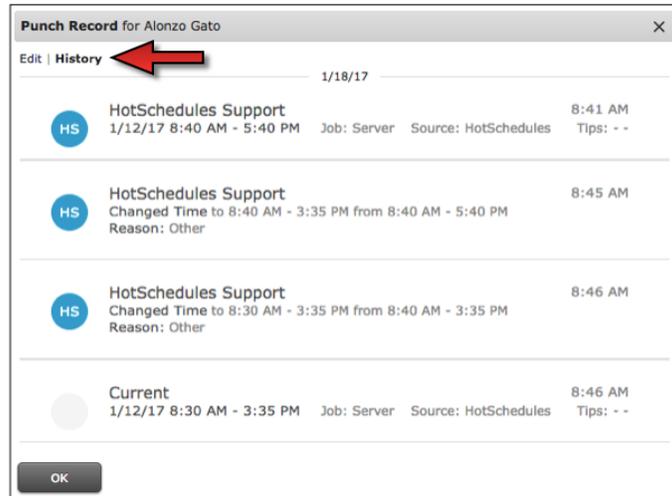
Managers are also able to view more information about an employee's punch record(s) for a selected pay period by clicking on an employee's name. Each row will display the following information:

- **(1)** - The date and clock in/out times of the punch
  - This is the calendar date that the punch was created
- **(2)** - What job was worked
- **(3)** - If there were any Meals or Breaks tied to the punch
  - Each punch record with an associated Meal or Break will contain an expand option at the end of the row to view the times of the Meal or Break.
- **(4)** - The amount of declared tips (for sites configured to support tips)
- **(5)** - The duration of the punch
- **(6)** - The number of edits made for each punch
- **(7)** - A trash can icon to delete the punch

The screenshot shows a user interface for viewing punch records for an employee named Bombalurina B. The interface includes a header with the employee's name, a date range selector (Thu 12/29/16 - Wed 1/11/17), and an 'ADD' button. Below the header is a table with columns for PUNCH, JOB, MEALS/BREAKS, TIPS, TOTAL HRS, EDITS, and a trash can icon. Red circles with numbers 1 through 7 are placed above the table to indicate specific data points: 1 points to the date, 2 to the job, 3 to the meals/breaks column, 4 to the tips, 5 to the total hours, 6 to the edits, and 7 to the trash can icon.

PUNCH :	JOB :	MEALS/BREAKS :	TIPS :	TOTAL HRS :	EDITS :	
1/4/17 9:00 AM - 2:47 PM	Bartender	0	\$25.00	5.79 hrs	2	🗑️
1/8/17 9:00 AM - 5:00 PM	MGR	0	\$5.00	8 hrs	1	🗑️

Each punch for the selected pay period of the employee will be listed by date. Clicking a date will allow managers to modify or view the history of the punch. Upon clicking the History tab within a punch, a list of changes to the punch will be displayed from oldest at the top to most recent at the bottom. The current punch will always display at the very bottom of the list.



When a punch record is added or edited for an employee, a notification in the form of a preload will be sent to the employee so that he/she must acknowledge it before entering the site. The acknowledgement will display the following information:

- (1) - Label to allow users to compare their original punch with the adjusted (or current) one
- (2) - Date and time of the punch
  - This is the calendar date that the punch was created
- (3) - What job was worked
- (4) - Total hours of each punch record
- (5) - Total amount to be paid based on the job and hours worked
- (6) - The adjustment type
  - This only applies to adjusted records; not original punches



**Punch adjustments were made.**

1	2	3	4	5	6	
PUNCH	DATE	TIME	JOB	TOTAL	PAY	CHANGE TYPE
Current	Tue, 1/31/17	8:45 AM - 4:52 PM	Dish	8.12 hrs	\$81.20	Adjusted
Original	Tue, 1/31/17	8:30 AM - 4:52 PM	Dish	--	--	--

ACKNOWLEDGE