

CONFIGURATION

Steps :

1. Open Veloce Back-Office
2. Click on Time and Attendance
3. Select the Configuration tab
4. Click on Configuration

Configuring a payroll period

1. Select the time at which the period renews every day
2. Enter the desired week count in a period
3. Select the current period start date

Configuration - Time and attendance

Configuration | Punches | Schedule | Reports | Interface | Messages

Payroll period

Start time: 12:00:00 AM

Week per period: 1

Current period start: 1970-01-01

☐ Cut the shift if it is spread between periods.

Regular time

☐ Hours per week: 0

☐ Days per week: 1

☐ Hours per day: 0

Options

☒ Active time and attendance

☐ Use manual tip amount

End of day procedure

☐ Punch out (time and attendance closing time)

☐ According to schedule

Save Exit

If an employee clocks in before the set period, their whole shift will be marked as having been completed under the day before.

Punchs (clock-ins) Tab

Print the worked hours receipt : Selecting this option will allow the employees to see a report of their worked hours. The following options can be selected if you need them :

- **Print the cumulative total:** The report will also show the cumulative total for hours worked during the current period.
- **Print cash advance:** If the employee has recieved cash advances, these will also print on the report.
- **Print charged meals :** Will add charged meals to the report.
- **Print breaks:** This option will add breaks to the report.
- **Administrative copy with signature:** A second copy will print with a line for the administration to sign for confirmation purposes.

Time adjustment: Allows for the employees to edit their clock-in hours.

Reason if adjusted : The employees will need to select a reason for which they adjusted their hours.

Task selection: Allows the employees to choose their task or leave it by default.

Time rounding: The employees' work shifts will be rounded according to your needs.

Button to print the time card: Gives permission to the employee to print their time card on the screen.

Under Options:

- **Access on punch-in:** Forces the employee to be clocked-in before they can use the workstation.
- **Punch-out when doing sales closure:** This option will automatically end the employee's shift when they close their sales (Z Report).
- **Use breaks:** If you want to use breaks in your workflow, you must check this box.
- **Can charge employees meals:** Check this box if you use charged meals.
- **Use cash advance:** If you use cash advances, check this option.



Configuration - Time and attendance

Configuration Punches **Schedule** Reports Interface Messages

Time card

☐ Print the worked hours receipt

☐ Print the cumulative total

☐ Print cash advance

☐ Print charged meal

☐ Print breaks

☐ Administrative copy with signature

☐ Time adjustment

☐ Reason if adjusted

Task selection According to schedule

☐ Maximum work shift time 1

☐ With reason

Time rounding 1 minute

☐ Button to print the time card

☐ With tips data

Options

Opening time 12:00:00 AM

Closing time 12:00:00 AM

☐ Access on punch-in

☐ Punch-out when doing sales closure

☐ Print the special inventory receipt

☐ Use the password

☐ Group time card using payroll code

☐ Use breaks

☐ Can charge employee meals

☐ Use cash advance

Save Exit

Schedule Tab

The Schedule tab allow you to choose from the following options :

Round to schedule (punch-in) delay : The clock-in time will be rounded according to your preferences. You can also choose when the rounding is active or not. For example, only if the person arrives early or only if the person arrives late.

Round to schedule (punch-out) delay : Same as the option before, except it applies to clock-outs.

Allowed punch-in delay before schedule: This option for an employee to clock-in a chosen number of minutes before what is scheduled.

Configuration - Time and attendance

Configuration Punches **Schedule** Reports Interface Messages

☐ Round to schedule (punch-in) delay 1

☒ If before

☒ If after

☐ Round to schedule (punch-out) delay 1

☒ If before

☒ If after

☐ Allowed punch-in delay before schedule 1

☐ With reason

☐ Late on schedule justification (punch-in) 1

☐ Adv. on schedule justification (punch-out) 1

☐ Late on schedule justification (punch-out) 1

☐ Mandatory authorization

Save Exit

Reports tab

Print the employee payroll code : The employee's code and name will appear on your reports.

Time using the decimal format (100th of an hour): If you want your hours to appear as decimals instead of hours on your reports.

Configuration - Time and attendance ✕

Configuration Punches Schedule Reports Interface Messages

☐ Print the employee payroll code
☒ Print 'SSN'
☐ Time using the decimal format (hundredth of an hour)
☒ Can print hourly rate into the time card report

Save Exit

Messages tab

This tab is useful if you want to leave messages to your employees. You can choose which employee will see these by department.

Use the electronic mail system: If you want to use the messaging service, you need to activate this.

Configuration - Time and attendance ✕

Configuration Punches Schedule Reports Interface Messages

☐ Use the electronic mail system
☐ Verify messages after logging on

DEPARTMENTS

To create or edit employee departments

1. In the top menu, click on Configuration
2. Click on Departments
3. Select the box you want
4. Enter/edit the information
5. Save

ADJUSTMENT REASONS

To create or edit adjustment reasons

1. In the top menu, click on Configuration
2. Select Adjustment reasons
3. Select the box you want
4. Enter/edit the information
5. Save

SHIFTS

To create or edit shifts

1. In the top menu, click on Configuration
2. Select Shifts
3. Select the box you want
4. Enter/edit the information you want
5. Save

EMPLOYEES

To create or edit employee

1. In the top menu, select Configuration
2. Click on Employees
3. You will then see the list of employees that already exist (if any)
4. Click on the Links tab and fill in the information
5. Fill the Function tabs you need with the appropriate information
6. Save



Note: Employees created with the Point of Sales Control module will automatically transfer to this menu, meaning you don't have to create them twice.

TASKS

To create or edit tasks

1. In the top menu, select Configuration
2. Click on Tasks
3. Select a box of your choice
4. Create/edit a task
5. Save

Note: Tasks created with the Point of Sales Control module will automatically be transferred to this list.

MEAL PLANS

To create/edit meal plans

1. In the top menu, click on Configuration
2. Select Meal plans
3. Click on a box
4. Create or edit the task you need
5. Save

BREAKS

To create/edit pauses

1. In the top menu, click on Configuration
2. Select Breaks
3. Select a box
4. Fill in the required information
5. Save

SCHEDULE TEMPLATES



VELOCE

To create/edit schedule templates

This menu gives you the opportunity to create templates for your schedules depending on what time of the year we're currently in, the number of customers you expect or even your needs in terms of workforce.

1. In the top menu, click on Configuration
2. Select Breaks
3. Choose a box
4. Enter the name of the template as well as which department it will affect

Schedule template#1 - ×

Configuration Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Description

☐ Department

5. Next, you will have to create a schedule for every day of the week. You need to indicate how many employees work on the same time range as well as which task they share.
6. Save

Schedule template#1 -

Configuration Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Task	Number	Begin	End
<input type="checkbox"/> WAITERS - [1]	1	12:00:00 AM	12:00:00 AM
<input type="checkbox"/> WAITERS - [1]	1	12:00:00 AM	12:00:00 AM
<input type="checkbox"/> WAITERS - [1]	1	12:00:00 AM	12:00:00 AM
<input type="checkbox"/> WAITERS - [1]	1	12:00:00 AM	12:00:00 AM
<input type="checkbox"/> WAITERS - [1]	1	12:00:00 AM	12:00:00 AM
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<input type="checkbox"/> WAITERS - [1]	1	12:00:00 AM	12:00:00 AM
<input type="checkbox"/> WAITERS - [1]	1	12:00:00 AM	12:00:00 AM
<input type="checkbox"/> WAITERS - [1]	1	12:00:00 AM	12:00:00 AM
<input type="checkbox"/> WAITERS - [1]	1	12:00:00 AM	12:00:00 AM

Delete Save Exit

Applying a schedule

1. In the top menu, click Utilities
2. Select Apply a schedule
3. Enter the number of weeks prior to the date to which you want to apply the schedule
4. Select the appropriate schedule and click OK
5. Fill in the schedule according to the day and availability of your employees
6. Select the required number of employees
7. Apply the schedule to every day of the week

Schedule apply - (5/05/19) ×

Sunday Monday **Tuesday** Wednesday Thursday Friday Saturday

Original template

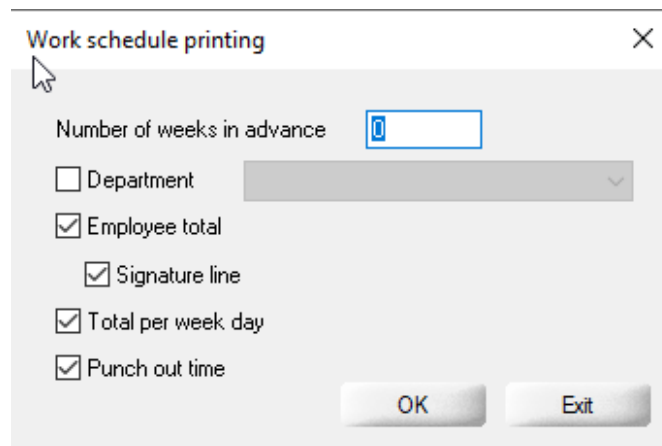
Begin	End	Required	Actual
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Copy schedule Save Exit

After you applied your schedule, all that's left is to print it (Next step)

Printing the schedule

1. In the top menu, click on Reports
2. Select Work schedule
3. Input the number of weeks in advance (0 weeks = this week)
4. Select the department
5. Choose if you want the schedule to appear with the employee's signature and/or the total of hours worked.



6. Click on OK to see a preview of the report
7. Print

Editing a work schedule/time card

1. In the top menu, click File
2. Select Time cards/schedules
3. Select the employee
4. Make the necessary modifications
5. Save

Accessing time cards/schedules :

1. In the top menu, select File
2. Select Time cards/schedules
3. You may now edit the employee's time card
4. Save

Messaging service

1. Click the Messaging tab at the top
2. Select new message
3. Enter the information (from/to, etc.)
4. Input the message
5. Click Send

REPORTS

The Time and Attendance module offers you many reports, such as:

Labor cost

Indicates the amount of worked hours and costs for each employee.

1. Click Reports in the top menu
2. Select Time sheets
3. Click on Labor cost
4. Select the options according to your needs

Labor cost

Coverage

☒ Current period

☐ Previous period

☐ Current week

☐ Previous week

☐ Range

From

To

Filter

☐ Department

Sort

☐ Payroll code

☐ Employee number

☐ SSN

Options

☒ Separated pages

☒ Summary per task

☒ Summary per department

OK Exit

Payrolls

A report indicating the amount of worked hours in regular and overtime, as well as some other useful information for each employee during a given time frame.

1. Click Reports in the top menu
2. Select Time sheets
3. Click on Payrolls
4. Fill the input fields according to your needs

Time cards (with/without payrolls)

A report that shows clock-ins/clock-outs for each employee.

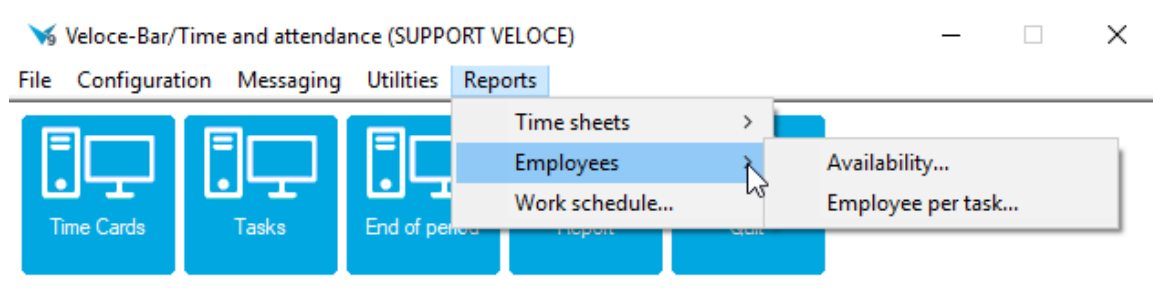
1. In the menu, select Reports
2. Click on Time sheets
3. Select Time cards with payroll or Time cards
4. Fill the input fields according to your needs

Absences

To obtain a report indicating all the absences for every employee

1. In the menu, select Reports
2. Hover over Time sheets
3. Click Absences
4. Fill the fields according to your needs

EMPLOYEES REPORTING



Availability

A report indicating an employee's availability given a time period.

1. Dans le menu Rapports, cliquer sur Employés puis Disponibilité
2. In the menu, select Reports
3. Hover over Employees
4. Click on Availability
5. Fill the input fields according to your needs

Employee per task

A report indicating the number of employees on the schedule for each task.

1. Dans le menu Rapports, cliquer sur Employés puis Employés par tâche
2. In the menu, select Reports
3. Hover over Employees
4. Fill the fields according to your needs for the report

END OF PERIOD PROCEDURE

1. In the menu, click on Utilities
2. Select End of period procedure
3. Click Yes or No, depending on if you're ready to do so

Note: It is important to do the procedure, since it archives the employees' shifts. If the procedures aren't done, the system will eventually fill up the reserved space and your new clock-ins/clock-outs won't work. **Also, before executing the procedure, make sure that all your data is correct, since it will be your last chance to make changes.**

OTHER OPTIONS

Making clocking-in/out mandatory for a group of employees

1. In Point of Sales module, select the Employee menu
2. Click on Employee functions
3. Click the box representing the group you want
4. Go in the Time and attendance tab
5. Check the Mandatory punch-in option

