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# 1 WageLoch Control

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	Pay levels
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## 1.1 Staff members

Code	Fint name	Sumane	Department	Pay group	Pay level	Age	Base rate	1
	Alce	Bloggs	Assistant	FT/PT Assist		39	19.1200	1
	Alce	Jordan	Assistant	Cas Assist		24	15,2900	
	Amy	Jordan	Assistant.	FT/PT Appint		23	18.3500	
	Athur	Smith	Phamacist	Cas Pham		77777	22,7700	
	Bil	Doe	Assistant	FT/PT Assist		52	19.1200	
	Christopher	Smith	Phamacist	Cas Pham		77777	22,2200	
	Edward	Dee	Assistant.	Cas Assist		22	17,7000	
	Bane	Smith	Assistant.	Cas Assist		23	15,2900	
	Fred	Kelly	Phamacist	FT/PT Pham		77777	31.5400	
	George	Smith	Phamacist	FT/PT Pharm		77777	25.5200	
	Georgina	Bloggs	Assistant	FT/PT Assist		23	18.3500	
	Harrish	Kelly	Assistant.	Cas Assist		22	17.7000	1
	Harry	Smith	Phamacist	Cas Pharm		22222	23.3200	
	Hugh	Jordan	Assistant	FT/PT Assist		46	19.1200	
	Jack	Doe	Assistant	Cas Assist		24	18.0200	
	Jack	Yelly	Assistant	Cas Assist		22	14.7500	
	Jane	Bloggs	Assistant	Cas Assist		21	18.0200	
	Jane	Jones	Assistant	Cas Assist		23	15.0200	
	Jenny	Kelly	Assistant	FT/PT Assist		23	18.0200	
	Jenny	Bloggs	Assistant	FT/PT Assist		77772	18.4600	
	Joe	Jones	Assistant.	Cas Assist		36	15.9400	

• All of your staff details are kept in the "Staff members" page; their name, age, pay group and base rate. This is where you can add an employee, change their details, or dismiss someone so that they don't show on the clock on system.

### 1.1.1 Creating a staff member

General				Teminate on
Payrol cod				Weinesday 5. October 2011 []-
First nam	•			
Suman	e:			
Display nam	e			
Date of bit	h.			
Pay details	Cas Assist		e Assistant	-
Paylevel.	-manual-	•		
	ert Assign	ed	Type	Rate
Pamace		3	Deer Yourky	

4

• To create a staff member, click the "Create" button down the bottom-left of the "Staff members" form. This will display a form which lets you add information about your new employee. Once you have finished click "OK" and the staff member will be added to WageLoch.

### 1.1.2 Terminating an employee

Payrol code Fest name Summe						
	(4) (4 + )				Monday , 10 Octob	x 2011 ⊡•
Samana	Alce					
	810ggs					
Deplay name						
Date of birth.	18/04/1972					
Pay details Ve						
Pay group:	FT/PT Asset	Department:	Assistant	•		
Pay level:	Level 1 ·		No. Concernance			
Department	Assigned		Type	R	de	-
Promocist			Date Houty	25.00	200	
1	1000		1	111	80	
				_		

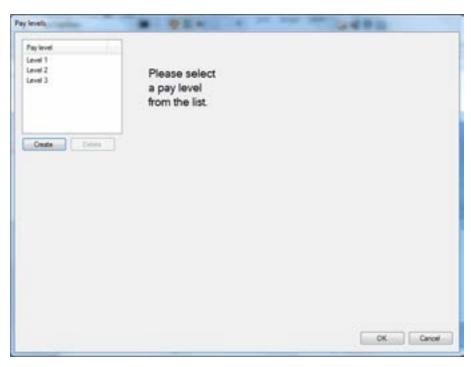
• To terminate an employee, click "Staff members" in <u>WageLoch Control</u>, and then double-click on the staff member you wish to terminate. In the top-right corner of the employee screen put a tick in the box next to the words "Terminate on", choose the date they have been terminated on, and then click OK. This staff member will remain in WageLoch as a terminated employee for 1 year from the termination date just in case you re-hire them.

#### 1.1.2.1 Re-activating a terminated employee

Code	First name	Sumane	Department	Pay group	Pay level	Age	Base rate	2
	Alce	Boggs	Assistant	FT/PT Assist		39	19.1200	1
	Alce	Jordan	Assistant	Cas Assist		24	15,2900	
	Amy	Jordan	Assistant.	FT/PT Assist		23	18.3500	
	Athur	Smth	Pharmacist	Cas Phom		77777	22.7700	
	64	Doe	Assistant	FT/PT Asset		52	19.1200	
	Christopher	Smth	Phamacist	Cas Pham		77777	22,2200	
	Edward	Doe	Assistant	Cas Assist		22	17,7000	
	Daine	Smith	Assistant	Cas Assist		23	15 2900	
	Fred	Kelly	Pharmacist	FT/PT Pham		77777	31,9400	
	George	Smith	Phamacist	FT/PT Phann		77777	25 5200	
	Georgina	Boggs	Assistant	FT/PT Assist		.24	18.3500	1
	Hamish	Kelly	Assistant	Cas Assist		22	17,7000	1
	Harry	Smth	Phamacist	Cas Pham		77777	23.3200	
	Hugh	Jordan	Assistant	FT/PT Assist		46	15 1200	
	Jack.	Doe	Assistant	Cas Assist		24	18 0200	
	Jack	Kelly	Assistant.	Cas Assist		22	14,7500	
	Jane	Boggs	Assistant	Cas Assist		21	18.0200	
	Jane	Jones	Assistant	Cas Assist		23	15.0200	
	Jenny	Kelly	Assistant	FT/PT Assist		23	18.0200	
	Jenny	floggs	Assistant	FT/PT Assist		77777	18.4600	
	Joe	Jones	Assistant	Cas Assist		36	15.9400	

• To re-activate a terminated staff member, open <u>Staff members</u> in <u>WageLoch Control</u> and put a tick in the "Show terminated" box at the bottom-left. This will then show all the staff members you have terminated within WageLoch. Double-click the staff member you wish to re-activate and remove the tick from the "Terminate on" box. This will put them back into WageLoch. Click "Save & close" when finished.

# 1.2 Pay levels



• On the "Pay levels" screen you can specify named rates of pay, which can also be specified according to the age of a person if necessary. These pay levels can then be <u>linked to your</u> <u>individual employees</u>. Selecting the option to "Use age-based rates" when you create a new pay level will allow WageLoch to automatically change the rate of a person when they have a birthday.

### 1.2.1 Creating a pay level

Paylened Lored 1 Lored 2 Lored 3	Please select a pay level from the list.
Ceda	Create pay level Pay level Use age based rates for the pay level OK Cancel
	Cancel

• To create a Pay level click the Create button in the <u>Pay levels</u> screen. You will then be prompted to name the Pay level (for example, Level 1, Level 2, etc.) Click "OK" to create the Pay level in the list. Once created you will have to click the name of the Pay level you created to bring up the list of rates to pay.

### 1.2.2 Deleting a pay level

vleveli		and the second se
Pay level Lavel 1 Lavel 2 Lavel 3 Lavel 4		
Create Dele Current rates Age Rate Digler 10 px	WageLoch® Control Please confirm that you want to delet	ete the Level 4" pay level.
15 yrs 16 yrs 17 yrs 18 yrs		OK Cancel
19 ym 20 ym Ovier 20 ym	19 yrs 20 yrs Owr 20	
		OK Caroli

• To delete an old Pay level, click on the Pay level you wish to delete and click the "Delete" button, then click "OK" when prompted for confirmation.

### **1.2.3** Automatically changing pay levels

Oracle         Defen           Current rates         If Ohange to Rese rates on Surday 1 January 2012           App         Rate           Under 15 ym         10 5000           15 ym         10 5000           15 ym         10 5000           15 ym         10 5000           16 ym         12 5000           17 ym         12 5000           19 ym         22 2500           19 ym         22 8000           19 ym         23 8000           19 ym         20 900           19 ym         20 900	Paylevel Level 1 Level 2 Level 3				
Under 15 yrs         17 9600         Under 15 yrs         18 000           15 yrs         19 5400         15 yrs         19 5400           16 yrs         19 5400         16 yrs         20 0000           17 yrs         12 2000         17 yrs         21 0000           18 yrs         22 3000         18 yrs         23 0000           19 yrs         22 800         18 yrs         23 0000           19 yrs         24 1200         20 yrs         25 0000	statement of the local division of the local	Celete	2 Darge to	here reten on Sunday , 1 January	2012 3
15 ym         32 2000           16 ym         15 ym         35 ym           16 ym         19 5400         16 ym         20 0000           17 ym         32 2000         17 ym         31 anno 1000           18 ym         22 2500         18 ym         23 0000           19 ym         32 anno 1000         17 ym         32 anno 1000           19 ym         32 anno 1000         17 ym         32 anno 1000           20 ym         24 1200         20 ym         25 0000	Age	Rate	Apr	Rate	
16 ym         15 5400         16 ym         20 0000           17 ym         17 ym         17 ym         17 ym           18 ym         22 2600         18 ym         23 0000           19 ym         22 8000         18 ym         23 0000           29 ym         24 1200         20 ym         25 0000	Under 15 yrs	17.9600	Under 15 yrs	18.0000	
17 yn 212000 18 yn 22 2600 19 yn 24 1200 20 yn 24 1200	15 ym	CALLER	15 ym	Wint .	
10 ym         22,2600         10 ym         23,0000           19 ym         26,0000         19 ym         26,0000           20 ym         24,1200         20 ym         25,0000	16 ym	19.5400	15 ym	29,0000	
19 ym 24 1200 19 ym 24 1200 20 ym 25 0000	17 yrs.	10.712	17 ym		
20 ym 24 1200 20 ym 25 0000	18 ym	22.2600	18 ym	23 0000	
		and the second se			
Over 25 ym 25 0000		And and a second se	and the second se	and the second sec	
	Over 25 yrs	25 0000	Over 20 yrs		
	9				
OK Cano					Centel

• You can have WageLoch change the rates of pay for a pay level on a specific date by ticking the "Change to these rates on" box and choosing the date that the new pay rates take effect. WageLoch will automatically change the rates of pay to those specified in the right-hand list, as long as the individual has been assigned to that Pay level.

### **1.2.4** Assigning a staff member to a pay level

General				Terminate on
Payrol code	c			Nonday , 13 October 2011
Fest name	E Alce			
Suman	. Biogga			
Deplay name	E			
Date of bits	18/04/1972			
Pay details		Depathent	Assistant •	
Paylevel	Level 1 -			
Paylevel	- Instusiv		Time	Res
Paylevel Departme			Type	Rate
Paylevel				Pata 5 0000
Paylevel Departme				and the second se
Paylevel Depatrie				and the second se

• To assign a staff member to a Pay level that you have created simply click the <u>Staff members</u> button and double-click the employee that you would like to assign the Pay level to. On the "Pay details" tab at the bottom, there is a box called "Pay level" which is set to "<manual>" by default. Click the word "<manual>" and choose one of the Pay levels that you have created. Notice the Base Hourly rate will automatically change based on what you have chosen.

# 1.3 Site settings

	Automatic pays		
Pr	st timesheet starts on: Mon	day .30 Juna 2008	
2	Show yesterday's end of day b	elore 12:00 PM	
	Enable rotating rosters	V Show sales	percentages
	Segin on 2/07/2007 -	and the second se	when wages are more than
	Retation length 2 4 fortra	ghta 25.00	percent of sales
	Roster by department		
	Department	MYOB job	
	Phamacial		
	Assistant		
		1.000	
	Delete Delete	Edt	

# 1.3.1 Roster by department

	Automatic pays				
F	nt timesheet starts on:	Monday .30	June	2008 •	
	Show yesterday's end of	day before	12:00 PM	E&E	
	Enable rotating rosters		17 Sto	w sales per	centages
	Singin on 2/07/2007	-			on wages are more than
	Retation length 2 4	forbrighta	8	25.00	percent of sales
	2 Roster by department				
	Department	MYOB jo	b		
	Phannacist				
	Assistant				
			_	_	
	Create Del	ete E	idt		

• To enable departments, put a tick in the box that says "<u>Roster by department</u>" and then follow the steps for <u>Setting up departments</u>

#### 1.3.1.1 Setting up departments

e settings	
General Automatic page	
First timesheet starts or. Monday .30 Arre .3000 • Ø Show yesteday's end of day before [12:00 PM ]5 Einstelle retiging states [22: Show sales percentag brunn = ] Create department	ta non Dari
Parameter Promo	of cales
Create Doleto Edt	OK Cancel

• To create a department, click the "Create" button. It will then prompt you for the name of the department (for example Assistant, Shop, Office, etc.) The MYOB job is only used if you are using MYOB and would like feed your departments in WageLoch through to corresponding Jobs in MYOB. If you are not using MYOB then you can simply leave that box blank. Choose the colour that you would like for your department by clicking on the "Background colour" button (this will be the colour that shows up in <u>WageLoch Roster</u>), and choose the text colour by clicking the button next to it. Click "OK" when you are done. NOTE: if you are going to use a dark coloured background, make sure to use a light coloured text.

# 1.4 Colours

Colours					
Accelet	- Test colour	Standard shift	<- Text colour :;;	PrinksWork	e- Test colour
Promociet	e- Text colour	Shift with error	c- Ted colour	Pactor	<- Test colour
		Namate rows		ANNUAL LVE	- Test colour
				SEXTEME	- Test colour
				COMPLEAVE	c- Text colour
				CARERS LVE	- Test colour
				0	Cancel

• To change the colours that are used in the <u>WageLoch Roster</u> program and also the <u>WageLoch</u> <u>Time</u> program click the <u>Colours</u> button in <u>WageLoch Control</u>. It will then show a screen that has different colours on it with the descriptions of what they are for. Click the button of the colour you wish to change and choose a colour. Please note that if you use a dark background colour, then you should change the text colour to a light colour so that it is legible.

# 1.5 Leave management

Filter (call staff)		*			E Rev	rense orde	1			
Name	Stat date		Mon.	Tue.	Wed.	Thu.	Fs.	Set.	Sun.	
Alce Bloggs	10/10/11	16/10/11	Yes	No	Patiel	Patial	Padel	No	Yes	

### 1.5.1 Adding leave entries

ber:	cal staff	ю;		*			🖂 Re	verse order						
Name		Stat d	de.	End date	Mon.	Tue.	Wed.	Thu	Fr.	Sat		sın.		
Aice B	loggs	10/10	11	16/10/11	Yes	No	Fatal	Patol	1.00	No		Yes		
		Create new leav	e en	try										
		Staff member					Between							
		Alce Boy	228			•	12/10	2011 -	and	12/10/2	2011	٠		
			1	-			-		-	_				
		No		No	No		6 <b>1</b>	No	Ne		No		E	
		No Monday	Т		No Wednesda			No Feday	Ne Satu		No Sunda			
		Monday	-	uesday							-	w		
		Monday	not a	uesday							-	v		
		Monday O Car	only	uesday							-	w.		
		Monday © Can © Can	only work	work c any time							-			
		Monday © Can © Can	only work	uesday ok.or of wok_							-	w		

- To enter a staff member who is going on leave or a staff member's availability times, click the "Create button". Once the form opens click the box just below "Staff member" to choose the
  - © 2011 WageLoch

staff member you wish to use. In the date area up the top-right corner, enter the dates that the leave is valid for. In the are below, choose which days they can and cannot work. When you are done, click "OK" and that staff member will be added to the <u>Leave management</u> screen.

- Cannot work at all If this option is set it means that the staff member can not work that day at all.
- ➤ Can only work... If this option is set you have the choice of selecting "Before", "After", "Between the hours of" and "Outside the hours of". This means that you can still roster this person to work the times that you specify. For example, when using the option "Between the hours of", if you try to roster the staff member to work 10am-3pm but have set the employee up in Leave management to only work between the hours of 9am-2pm then it will show the shift in an error colour.
- Can work any time If this option is set it means that the staff member can work any time on that day.
- Copy to other days If you want to copy the same option / times to other days to save time click this and choose the days you wish to copy it to.

### 1.5.2 Editing leave

Fiter: a	Chata la		•			E Re	verse order	68			
Name		Start date	End date	Mon.	Tue.	Wed	Thu.	Ĥ.	Set.	Sun.	11
Alce Bog	224	10/10/11	16/10/11	Yes	No	Patial	Patial	Patal	No	Yes	
		[Ed	t leave entry					-	-		-
			Stall member				Bet	ween			
			Alce Bog			+		/10/2011		and 16/	10/2011 -
			Yes	No	1.17	tai i	Partiel	Parts		No	Yes
						_					
			Monday	Tuesday	Wed	nesday	Thursday	Finde	v I	Saturday	Sunday
						nesday	Thursday	Fnda	v I	In the local division of the	and a second sec
			© Carr	not work at		nesday	Thursday	Fnde	w	In the local division of the	and a second sec
			© Carv © Can	not work at only work	4	resday	Thursday	Finde	n/	In the local division of the	and a second sec
			© Carv © Can	not work at	4	nesday	Thursday	Finda	w I	In the local division of the	and a second sec
			© Carr © Can	not work at only work	-	vesiday	Thursday	Finde	W I	In the local division of the	and a second sec
			© Carr © Can	not work at only work work any to	-	nesday	Thursday	Finde	W .	In the local division of the	and a second sec

• The "Edit" button will allow you to modify a person's leave/availability time. The staff member drop-down box will be greyed out, showing you which staff member you are modifying. In here you can extend/shorten the date length and change the days this particular employee is available.

# 1.5.3 Deleting leave

	stats:					E Rev	ense order	r			
Name		Start date	End date	Mon.	Tue.	Wed	Thu.	Fri.	Set.	Sun	
Nice Bi	999	10/10/11	16/15/11	Yes	No	Patial	Patial	Patal	No	Yes	
		Guine	och® Contro		_				X		
		waget	oche contre						-		
			S								
		- 4	Please	confirm t	hat you i	vant to de	slete the s	elected e	nbry.		
							ОК		ancel		
						-	372	. Ginet			
		-		-	_		_				

• To delete a leave entry out of <u>Leave management</u>, click the entry you wish to delete and click the "Delete" button down the bottom. Click OK to confirm the deletion.

# 1.6 Passwords

Change passwords
Current master or admin password:
Ounge master password (allows access to all functions) New password.
Confern password
Control password (allows access to everything except financials) New password Control password (allows access to all functions) New password Control password
f the master password is forgotten, email it to
"WARNING, anyone with access to this email account will be able to recover your master password"
OK Cancel

- Sensitive financial information in WageLoch is protected by a password so that only a manager or supervisor can view it. When the WageLoch system is first installed a WageLoch technician will assist you to set up your password. If at any time you need to change this password for any reason, click the "Password" button in WageLoch Control. The top box will ask for a master or admin password. Enter the password you have been given up the top and then tick the box for the password that you wish to change.
- > Master password Allows full access to the whole system
- Manager password Allows access to the whole system except pay rates, sales, changing passwords, modifying site settings
- Admin password Allows full access to the whole system, if you have multiple locations you can set up an admin password at all locations
- If the master password is forgotten, email it to Allows WageLoch to send an email to the specified email address with the master password in it (in the case that you forget your password)

### 1.7 Public holidays

Public holidays		4
Date		
Wednesday, 26 December 2012		
Tuesday, 25 December 2012	E	Add
Monday, 1 October 2012		
Monday, 11 June 2012		Delete
Wednesday, 25 April 2012		
Monday, 9 April 2012		
Saturday, 7 April 2012		
Friday, 6 April 2012		
Monday, 12 March 2012		
Thursday, 26 January 2012		
Monday, 2 January 2012		
Tuesday, 27 December 2011		
Monday, 26 December 2011		
Monday, 3 October 2011	-	
Download latest list	ОК	Cancel

### 1.7.1 Adding a public holiday

• To add a public holiday, simply click the "Add" button to the right of the screen. You will then be prompted for the date of the public holiday you want to create. Click "OK" when finished and that public holiday will be added. NOTE: be sure to choose the correct year when adding public holidays

### 1.7.2 Deleting an existing public holiday

Date		
Thursday, 26 January 2012		
Monday, 2 January 2012	1	Add
Tuesday, 27 December 2011		Delete
Monday, 26 December 2011		C-California (
Monday, 3 October 2011	20	
Tuesday, 26 April 2011		
Monday, 25 April 2011		
Saturday, 23 April 2011		
Friday, 22 April 2011		
Monday, 14 March 2011		
Wednesday, 26 January 2011 Monday, 3 January 2011		
Tuesday, 28 December 2010		
	1.00	
Monday, 27 December 2010	17	
Download latest lat	OK	Cancel

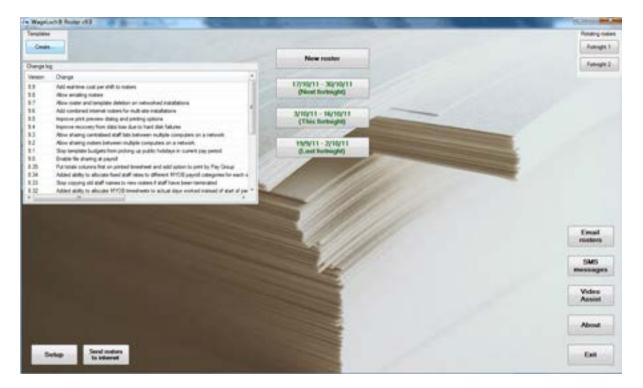
• To delete an existing public holiday, click on the public holiday and then click the "Delete" button to the right of the public holidays box. NOTE: if you want to delete multiple public holidays, simply hold down Ctrl and click on them one by one, or click the first public holiday that you want to delete, hold down Shift and then click the last public holiday. Hit the "Delete" button and then click "OK" to confirm the deletion.

1.7.3	Downloading	the latest	public	holiday	ist
-------	-------------	------------	--------	---------	-----

-	
	New South Wales
	Nothern Tentory (Alce Spitrigs)
	Nothern Tentory (Tennart Cresk)
	Queenaland (including Show day)
	Queensiand (excluding Show day)
	South Australia
	Tasnana Including Royal Hobart Regatta)
ļ	Taamania (sockuding Royal Hobart Regatta)
	Victorie
Western A	ustralia (public holidays failing on a weekend are observed on the weekend)
Western Aut	trails (public holidays failing on a weekend are observed on the ned weekday

• In <u>Public holidays</u>, click on the button that says "Download latest list", and then choose which State's public holidays are applicable to you and click "OK" when prompted. NOTE: please make sure that you check the list you have downloaded. These public holiday lists are gathered from government websites and are often changed at later dates. WageLoch accepts no liability for your failure to check your public holiday list.

# 2 WageLoch Roster



Creating a new roster Creating a template Setting up rotating rosters Emailing rosters SMS messages Video Assist Setup Change log

### 2.1 Setup

Format of names	General
Pirstname Sumame (eg. John Smith)	V Enable Internet roster
🕘 Sumame, Finstname (eg. Smith, John)	Allow rostering until 'close' or 'required'
Printing options Print daily notes on roster Print roster day by day	Do not print shifts on roster when no staff member has been assigned
Printing breaks  Print break length in hours  Print start and finish times for break  Do not print breaks	Print daily count of staff at bottom of roster  Add a 0.00      Add a 0.00
Sort printed roster by   First name   Sumame  Payroll code then first name  Payroll code then sumame  Department then first name	Minimum shift length: 30 + minutes
⑦ Department then sumame	

- Format of names This will change the way the names are shown in the roster by first name first or last name first.
- Printing Options
- Print daily notes on roster This will print any notes you enter into the daily notes box in the roster.
- Print roster day by day This will print out rosters as one page for each day broken down into hour brackets (this will allow you to write or assign jobs in each hour bracket) see example here
- Print break length in hours This will print the break in hours instead of the time. e.g. 30 minute break, 1 hour break, etc
- Print start and finish time for breaks This will print the time the staff member start and finish their breaks. e.g. 1pm - 1:30pm
- > Do not print breaks This stops breaks from printing on the roster.
- Sort printed roster by... This will sort how the staff on the final printed roster are arranged (first name, last name, department, payroll code)
- General
- > Enable internet roster This will allow you to send your rosters to the internet to be viewed by your staff members.
- Allow roster until close or required This will enable the right click options in the roster to roster your staff until close or required.
- > Do not print shift on roster when no staff member has been assigned This will only print the names of staff who have been assigned shifts on the roster.

- Always show all staff members on the roster This will show all staff members on the printed roster even if they have not been rostered on.
- Print daily count of staff at the bottom of the roster This will show a number of the total staff you have on.
- Add a % loading to budget figures This will allow you to add a percentage of loading to the <u>budget screen</u> in the roster
- Spread an extra \$ evenly across the fortnight If you have extra costs incurred and you want to include it in your budgets you can add the dollar amount you spend.
- Minimum shift length This allows you to set a minimum shift length so when you add a shift to the roster it is automatically created for that length of time
- Disable background image on main screen This will remove the image on the background of WageLoch Roster.
- Allow for extended notes in daily roster This will allow you to write large notes in the roster. If your notes are getting cut off you will want to use this option.
- Enter separate daily notes for each department Allows you to enter a different daily note for each department.
- Include all salary staff in per shift costing's This will include your salary staff's weekly rate of pay in the budget screen when this option is ticked

# 2.2 Emailing rosters

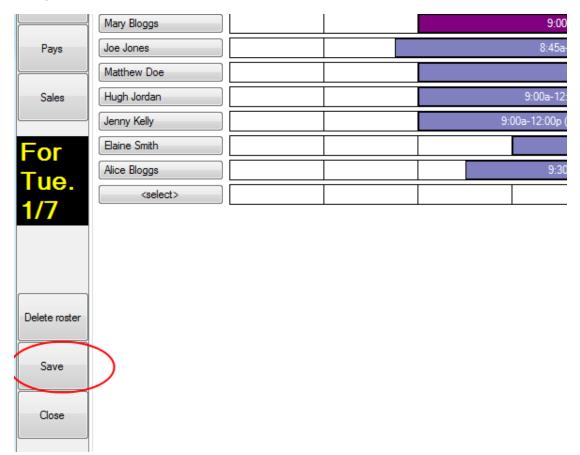
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• To email rosters, click the email rosters button on the right side of WageLoch Roster. In here you will have to enter staff email addresses in order to be able to send the rosters. Click the send a roster button and select the week or fortnight. It will now show the staff that are working this week. Tick the box for the staff member you wish to email the roster to.

> Request read receipt - This option will send a message along with the email asking them if they

have read the email. If they click yes it will send an email back to you letting you know.

# 2.3 Saving a roster



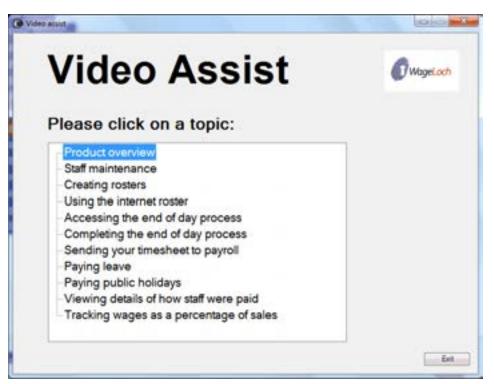
• To save a roster, there are two ways you can do it. In the roster that you have open you can click the Save button on the left side just under delete. You will also be prompted to save if you have modified the roster and click the close button

# 2.4 Deleting a previous roster

	Mary Bloggs		9:00
Pays	Joe Jones		8:45a-
	Matthew Doe		
Sales	Hugh Jordan		9:00a-12:
	Jenny Kelly		9:00a-12:00p (
For	Elaine Smith		
For Tue. 1/7	Alice Bloggs		9:30
	<select></select>		
1//			
Delete roster			
Save			
Close			

• To delete and old or incorrect roster, Click on the Delete roster button located inside the roster you wish to delete, then confirm the deletion

### 2.5 Video Assist



• The video assist program is very useful if you are not sure how to use certain parts of the software. Clicking the video assist button which is located on the right side of WageLoch Roster or at the bottom of WageLoch Time will show you a list of video's. Clicking the topic name will then open a media player and go into detail on how to do that specific topic. There is sound in all the videos but if you do not have speakers there is also text, explaining what is happening in the video.

# 2.6 Creating a new roster

• To create a new roster, Click the New roster button up the top of WageLoch Roster.

4		Nove	mber	2011			
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
31	1	2	3	4	5	6	
7	15	9 16	10 17	11 18	12	13 20	
21	22	23	24	25		27	
	29		1	2		4	
5	6	7	8 oday:	9	10/2011	11	

WageLoch will then ask you to select the date that you would like to start the roster on. If you
are fortnightly, you can only choose the fortnight you start on. Once you have chosen the date
click Next >

ease choose how to begin	for the new roster:
<ul> <li>Begin with a blank roster</li> <li>Begin with a copy of the roster from the fortnight starting:</li> </ul>	Begin with a copy from the rotating roster
October 31, 2011 October 17, 2011 October 3, 2011	
Copy staff me	embers' names as well

- You can then choose from a few options on how you would like to create your roster.
- > Begin with a blank roster Will create a blank roster.
- > Begin with a copy of a roster from the fortnight starting Will create a roster copying all the

hours from the one you choose from the list. This option will only be available when you have previous rosters created.

- > Begin with a copy from the rotating roster Will create a roster copying a rotating roster.
- > Begin with a copy of a roster template Will create a roster copying the template you choose.
- Once finished click the Create button to open the <u>roster screen</u>.

### 2.6.1 Roster

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#### 2.6.1.1 Rostering staff

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- To roster a staff member, choose which day you would like to add the staff member to and click the <select> button to bring up the list of staff members. Once you choose the staff member in the white boxes, click where you would like the shift to start and drag to where you would like the shift to finish.
- On the right side it will show how many hours you have rostered and below that will show how much it is costing you for that employee before tax. Right down the bottom will give you a total hours and cost for every employee rostered on that day.

#### 2.6.1.2 Roster by staff member

Roster	cliet by	• 0e	partment:	<a8< th=""><th></th><th></th><th></th><th>Park</th><th>Pette</th><th>delative</th><th>s. 18 1</th><th>late by a</th><th>of ranks</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></a8<>				Park	Pette	delative	s. 18 1	late by a	of ranks										
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Another way you may want to roster is by staff member. There is a tick box up the top of the
roster that when ticked will change the roster to display staff members names instead of days.
You may then select a staff member and follow the same process you used to roster a staff
member. Click where you would like the staff member to start and drag to where you would
like them to finish.

#### 2.6.1.3 Inserting a lunch break

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To insert a lunch break into WageLoch right click on the shift you would like to insert the break in. There is an option that says Insert into shift.. This will display a screen which will allow you to create an unpaid break. Choose how long you would like the break to be, e.g 15 mins, 30 mins, 45 mins, 60 mins. You may also want to change the starting at time, This will change where the break starts. Click unpaid break to insert the break.

#### 2.6.1.4 Hours

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• To have a more visual view of your roster you can scroll all the way to the end and click Hours This will show you how many hours each staff member has for each day and a total for the week. If you would like there is also a show times box down the button which will change the hours for each day into times they are working.

Conv from

٦

### 2.6.1.5 Copy from

Select an option
Copy from:
another day in this roster
a different roster
a roster template
a rotating roster
week 1 to week 2
week 2 to week 1
Swap week 1 and week 2
Cancel

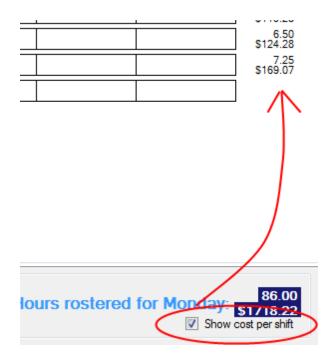
• Copy from allows you to copy the hours from a different roster, template, etc and insert them into any day you choose. This can make it easier if you have the same hours on other days. You can also choose to just copy the shifts or shifts with employees attached to it. Copying from will erase any of the current shifts entered and replace it with the new shifts

#### 2.6.1.6 Clear day



• Clear day will allow you to delete all the information in that current day to start fresh.

#### 2.6.1.7 Show cost per shift



• Removing the tick from this option will remove the dollar amount listed from your employees rostered hours.

#### 2.6.1.8 Daily notes

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• In Daily Notes you can write notes that you would like your staff members to see. You are able to write multiple notes, e.g. Staff Meeting at 8am, Stock take Tuesday, etc. This will then show up when you print the roster under the day you entered the note in.

#### 2.6.1.9 Departments

Roster	<sort by=""></sort>	nent: <all></all>	Print	Print by de	spartment 📄 🕅 Ro	ster by staff membe
RUSIE	Mon. 30/6 Tue. 1/7		1/7	Fri. 4/7	Sat. 5/7	Sun. 6/7
Budget	Count staff members.	Assistant Pharmacist	A	9.5 I	12   11A	12   12P
	Alice Jordan				8:45a-1:00p (Assis	tant)
Pays	Elaine Smth				8:45a-1:30p (/	osistant)
	Joe Jones				9:00a-1:00p (As:	iistant)
Sales	Fred Kelly				9:00a-1:30p	(Pharmacist)
	Jack Doe				10:00a-12:30	)p (Assistant)
For	Steven Smith			9:00a-1	2:00p (Assistant)	
	Alice Bloggs			9:00a-1	2:00p (Assistant)	
Mon.	Arthur Smith					
30/6	Jane Bloggs					
	Jenny Kelly					
	Jenny Bloggs					
	Hugh Jordan		1			

• If using <u>departments</u> in WageLoch you can use this drop down box to select a department and roster only those staff assigned to the department. This can make it easier to maintain how many staff from a particular department you have on shift.

#### 2.6.1.10 Count staff members

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	Jack Dan	The U.S. General	1 Dig 1 Dig 1 Dig 1 Dig Donalardj	
	Inverteel	Alle Cite	12 Xin 4 Ma	T T T T

• Count staff members will show you how many staff members you have on between the hours specified. For example, in the image above, between 11am - 12pm 8 staff members are rostered to work

#### 2.6.1.11 Printing

Pedar .	Department 4	E- Pet Pet in departs	Roder by staff member		
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Balget	Court staff monitors	85 675 8 8 45 54 104 114 09 1	6 75 8 45 3		
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	ank Dan	100000	100130		
		THE CONTRACTOR	1.00p-1.30p (Annulus)		

- When wanting to print a roster click the print button up the top, this will display a few options.
- When using departments you have the option to print by department. This will show you a different print out for the employees in each department.

#### 2.6.1.11.1 Printing options

Print Assistant roster	
to printer	Page setup
preview	Print compact roster
to file	Close

- To Printer This will print the roster out to the printer you choose.
- Preview This will preview the roster before printing to make sure everything is correct.
- To File This will allow you to save the roster to a file
- Page Setup This will allow you to change the page size.
- Print Compact Roster When there is a tick in this box it will change the print to portrait instead of landscape and will allow you to fit more employees into the print out.

### 2.6.2 Budget

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- The budget screen in WageLoch Roster will allow you to see how much you are spending on each staff member for the week or fortnight. It will show you a daily costing and a total for the week. This will also show you an average cost per hour based on how many hours you are open for and the base hourly on each employee. The total figures are a before tax amount and this does not include super or workcover, etc.
- You can switch between dollar amounts and show timesheet. This will show where the hours have fallen according to the award and the columns of the timesheet

#### Pays 2.6.3

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• The pays can come in handy if you have a staff member saying that they don't think they were paid correctly. This screen will show your staff member exactly how they have been paid. The black line up the top refers to the rostered time. The coloured bar refers to what they were paid and the red bars at the start and end of this shift are where they have clocked in and out. So it will show exactly how they have been paid. It will also show how many hours you have paid them for.

#### 2.6.4 Sales

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	Abathan	94.92	\$1.00	9.25	\$1.00	81.28	46.56		81.28	51.00	\$1.25	\$2.75	37.68	37.98		190.2
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• The sales screen can show you a projected and actual wage percentage based on sales and wages. To use this enter a projected sales amount into the Projected Sales boxes. This will then give you a projected Wage Percent based on what you have rostered. In the WageLoch Time screen when you confirm an end of day you will see a sales tab down the bottom left. This is for entering the actual sales which is then transferred into the roster to give you an actual Wage percentage.

# 2.7 Creating a roster template



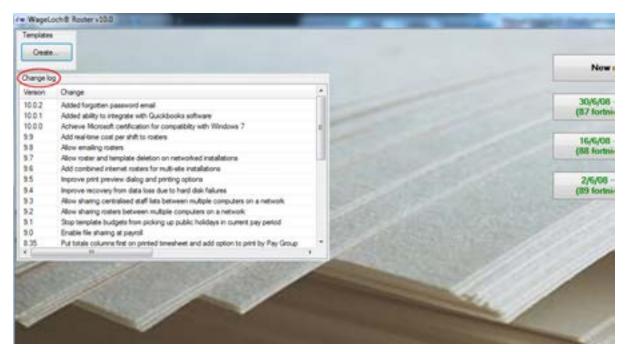
• To create a template roster click the Create button on the top left of WageLoch Roster. It will then ask you to enter a name you would like to call the template for example, Christmas Roster, Week 1, Week 2, etc. Once finished click OK and it will open the roster screen. Assigning shifts in here is the same as assigning them in <u>Rostering Staff</u>.

# 2.8 Rotating rosters



• If you have rotating rosters enabled from <u>WageLoch Control</u>, There is no need to use the new roster button. This is because your rosters are now stored in week 1, week 2 or fortnight 1, fortnight 2, etc. Rotating rosters will use each roster until it has reached the end and continue from the start again. So if you have a month rotating roster it will start from week 1 ending at week 4 and go back to week 1 in the 5th week. This is often used if your rosters do not change.

# 2.9 Change log



• The change log has been designed to inform you of any changes that have been made to the system. When there is an update to WageLoch it will show the new version number and what change has been made.

# 2.10 SMS messages

Name		Mobile number	
Alce Boggs			
Alice Jordan		2	
Amy Jordan		3	
Athur Smith			
Bill Doe			
Ovistopher Sm	éh.	1	
Edward Doe		2	
Baine Smith		2.	
Fred Kelly			
George Smth			
Georgina Blogg	p	2	
Hamish Kelly			
Harry Smith			
Check for replies	Send a roster	Send a message	Cancel

• The SMS message is a great feature allowing you to send your rosters to your staff's mobile numbers. This feature does cost per text message. The SMS feature allows you to recieve messages also so for example if you send Alice her roster she can reply Thanks. You can also send a regular text message so if you need to replace someone you can send out a text message to everyone or certain people.

# 2.10.1 Check for replies

Check SMS replie	6			- Da
Name	Number	Received	Nessage	
Selected mess	age			
Delete all mes	sages			Close

• Check for replies will show the name, number, time and the message they sent.

### 2.10.2 Send a roster

Send roster for the we	ek beginning November 7, 2011 •
taff member	Message text
Alce Bloggs	Roster 7/11/11:Mon 10:00a-5:00pTue 9:00a-4:00pWed 9:30a-4:3
Put a tick in the box next Select al Select	to the staff member's name to include them in the SMS send none OK Ca

• Send a roster will pull out all the hours for that specific date and add them to the message text for that particular employee. Tick the box for the staff members you wish to send your roster too and click OK.

### 2.10.3 Send a message

SMS message to ser	nd:	
		1 message 160 left
Raff member	Message text	

• In the first text box type the message you would like to send. In the box below tick the box you wish to send the text message too. Click OK when ready to send.

# 3 WageLoch Time

Complete Tex (22.)	
Dub your pane to dook on hit	
Alice Bloggs Joe Jones	
Alice Jordan John Kelly	
Amy Jordan Kenny Bloggs	
Arthur Smith Margaret Jones	
Bill Doe Mark Bloggs	
Christopher Smith Mary Bloggs	
Edward Doe Matthew Doe	
Elaine Smith Max Kelly	
Fred Kelly Olivia Jordan	
George Smith Peter Doe	
Georgina Bloggs Sally Doe Hamish Kelly Sandra Jones	
Herry Smith Steven Smith	
Hugh Jordan Susan Doe	
Jack Doe William Smith	
Jack Kelly	
Jane Bloggs	
Jane Jones	
Jenny Bloggs	
Jenny Kelly	
Dist Dick you name it implies you have provide Dimension Control of Distance and	
Friday, 14 Oct 2011	Renders .
11:28 AM	- Mine Asses -
11.20 AM	And Patistiches Shet medan
	Restored Restored Restored

Clocking In And Out Registering Fingerprints End Of Day Submit Timesheets Admin Video Assist Print Who's Here Fingerprint Privacy Policy

# 3.1 Registering a fingerprint



• To register a fingerprint click on you name from the list. It will prompt you on the box with what fingers to place on the scanner. The same finger has to be registered 4 times in order to move on to registering the next finger. You must register 4 fingers in order for the registration screen to go away. If you are having trouble registering one of your fingers there is a retake finger down the bottom right. Note you must make sure your finger is flat on the scanner and the top of your finger is all the way to the top of the scanning pad.

# 3.2 Clocking in and out



• To clock in or out click your name and place your finger on the scanner. If it does not recognize you it will flash red and say fingerprint unrecognized, otherwise if will change to green and say Welcome or Goodbye.

# 3.3 End of day

wate cousing the	COLUMN STATE STATE	worked for Wedn	estay's JA.							
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-	Personahaum	Permanen							1.44	DL Gene

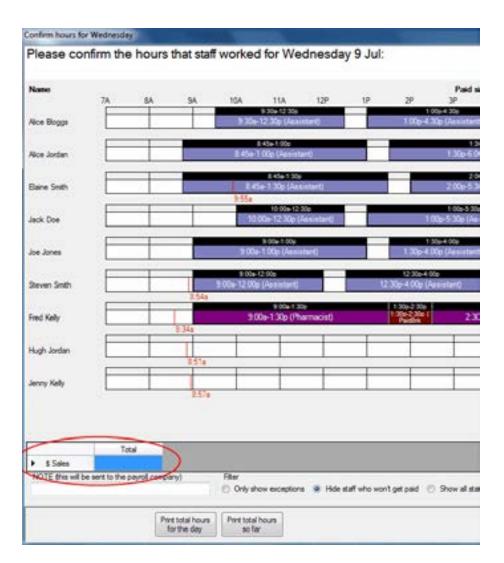
• End of day is used to determine each day how many hours your workers are paid for. You can edit these hours depending on what time they clocked in or out. You can also assign a shift as annual leave or sick leave. You can enter sales information for the day which then feeds through to the <u>sales</u> section in WageLoch roster. Adding notes will inform payroll of any allowances or special details they may need to be aware of.

## 3.3.1 Paid hours

							~
v 9	ø	79	1P	50	10P	118	Paid
						Ë	6.50
kantart)	- 5			-	-	E I	175
a nintant)				-		E	8.25
4	5 320			-		E	7.00
						3	6.50
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					1	ок	Cancel

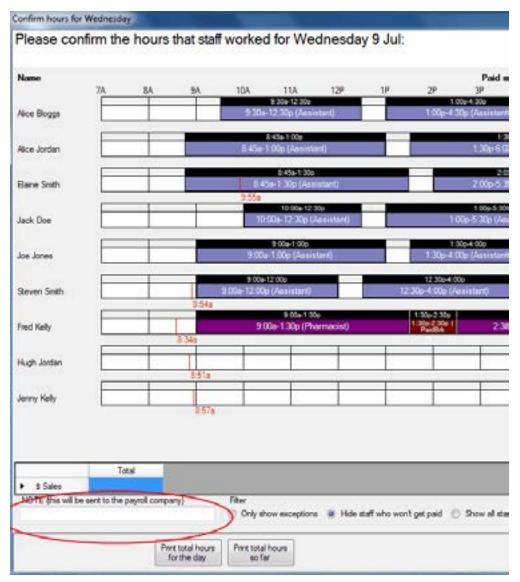
• Paid hours is the actual number of hours you are paying your staff for. This will change when you drag the coloured bar.

#### 3.3.2 Sales



• The Sales tab is used to confirm the sales for the day, this information is then fed back to the <u>sales screen</u> in WageLoch Roster. Note: this option is only available if you have it enabled from WageLoch Control.

### 3.3.3 Notes



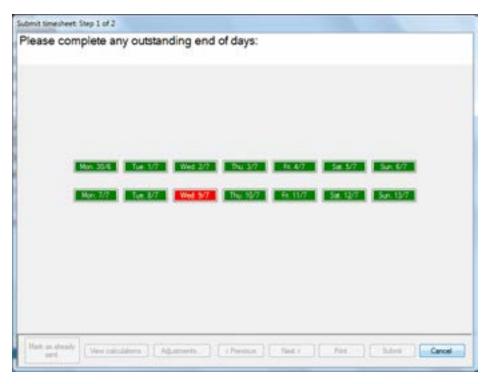
• The notes written in the note box get sent to the Payroll company, This can be used to account for travel kilometers and allowances

#### 3.3.4 Filter

8:54a			4:06p	
0.348	9:00a-1:30p 9:00a-1:30p (Pharmacist)	1:30p-2:30p 1:30p-2:30p ( PaidBrk	2:30p-6:00p 2:30p-6:00p 2:30p-6:00p (Pharma	acist)
8:34a	stood 1.56p (Fildmacisty	PaidBrk	2.50p 0.00p (Fildini	6:01p
8:51a				6:02p
8:57a			4:03p	
Total				
Total				
ent to the payroll company)	Filter Only show exceptions  Hide state	ff who won't get paid 🛛 Sh	ow all staff	
Print total hours for the day	Print total hours so far			

- The filter down the bottom is used to show different things,
- The only show exceptions option will only show staff that have clocked in or out earlier or later than they have been rostered. So for example if you have a staff member rostered to start 9am and they clock in at 9:10am then they will show up.
- Hide staff who won't get paid will only show the staff members that have either clocked in or out for the day and those who have been rostered. This makes it easier to confirm the hours for the staff members that were suppose to work.
- > The Show all staff will show every staff member.

# 3.4 Submit timesheets



• Submit timesheets gets done at the end of the week or fortnight. You can not submit your timesheets till all the days are green. Make sure when submitting your timesheets that all the days are correct before you click next. Note the next button will not light up untill all the days are green.

### 3.4.1 Sending timesheets to payroll

Name	Ord	0/T 1.1	0/7125	0/T15	0/T 1.75	0/120	0/T 1.5E	0/T 2	2.0E	ANNUAL	
Alce Boggs	6.50				-					1	
Rice Jordan	51.00						1.50				
Any Jordan	-		1000				1000		_	-	
Athur Smith Bill Doe	WageLoch®	Time					1				
Ovistopher Snith											
Edward Doe			bmit the tim								1
Baine Smith	1	imesheet o	t be able to i ince this has	been done	h	201121			9.25		
		And there are	e that the tir	nesheet is a	ready to be :	when it ed?					
Fred Kelly	1 3				10.00				_		
Fred Kely George Smith	1							1			
	-				OK		Cancel				
George Smith					ОК		Cancel				
George Smth Georgina Blogga					ОК		Cancel				
George Smith Georgina Blogga Hanish Kelly	32.00	- ju ie	7.00	6.00	ОК	1.00	Cancel				
George Smth Georgina Blogge Hanssh Kelly Hany Smth				6.00	ОК	1.00	Cancel				

• Once you are ready to Submit your timesheets, click the Submit button down the bottom right. It will prompt you with a box asking you if you are sure you want to send your timesheets as when they are sent there is no way to re-send them. Click OK when finished and the timesheets will be sent to Payroll ready for processing.

# 3.5 Print who's here

Ray Parker (1990) P. C.	- B - R -
G G Zeen + H 4 1 47 F H X Dee	
Clocked in at 14/10/11 2:13 PM Page 1	

• Print who's here will display a list of only the people that are currently clocked in. It will display their name and a time that they clocked in. This list is able to be printed.

## 3.6 Video Assist



 The video assist program is very useful if you are not sure how to use certain parts of the software. Clicking the video assist button which is located at the bottom of <u>WageLoch Time</u> and also in <u>WageLoch Roster</u> will show you a list of video's. Clicking the topic name will then open a media player and go into detail on how to do that specific topic. There is sound in all the videos but if you do not have speakers there is also text, explaining what is happening in the video.

### 3.7 Admin

Settings	
Format of	sames
@ Fed	name Sumame 💮 Sumame, Firstname
Time clock fo	rt size: 16 +
V Show last	clock time next to name
C Load Wa	geLoch® Time on Statup
Functions	
	Print Smesheet
	Vew timesheet calculations
	Resubmit timesheet
	Delete a staff member's fingeprints
	Vew suspect clock entries
	Compare clock times to pays
	Part dock times
Local setting	Mew/modify clock times OK

#### 3.7.1 Format Of names

Format of names	
<ul> <li>Firstname Sumame</li> </ul>	Sumame, Firstname
	Samane, manane

• Format of Names gives you the ability to change the way the names are shown in the <u>WageLoch</u> <u>Time</u> screen.

### 3.7.2 Time clock font size

Time clock font size:	16 🔻
-----------------------	------

• If staff are struggling to see where their name is you can modify the text size to make it larger and easier to see or smaller. Note if you make it really large there will be a scroll bar across the bottom of the page depending on how many staff members you have.

### 3.7.3 **Print timesheet**

Print a previous timesheet
Please select the fortnight to print:
June 30 to July 13
Print by pay group
Page setup To file Preview Print Cancel
Page setup To file Preview Print Cancel

• Print Timesheet allows you to save, view and print previous timesheets that have been sent to Payroll. Select the timesheet and hit one of the 3 buttons available.

#### 3.7.4 View timesheet calculations

Select a staff memb	er.		
Alice Blogge     Alice Jordan     Proce Smith     Proceed     Proceed			

• View Timesheet Calculations allows you to view how WageLoch has calculated the hours that have been sent in the timesheet. Choose the date you wish to view and double click an employee to see what hours have been paid and how it was calculated. This will show you a

break down of the hours in the timesheet on a daily basis.

- > Print summary will print a breakdown of the hours for all employees.
- > Print Timesheets will print a breakdown of the hours for individual employees.
- > Print Breakdowns will print the breakdown on a daily basis for individual employees.

#### 3.7.5 Resubmit timesheet

Resubmit timesheet	
Please select the fortnigh	it to resubmit:
June 30 to July 13	
	Resubmit Cancel

• Resubmit Timesheet will allow you to resubmit a previous timesheet, this is often used if there was a problem sending the timesheets to payroll. To resubmit the timesheet select the date you wish to resubmit and hit Resubmit.

3.7.6	Delete a staff member's fingerprints
-------	--------------------------------------

Se	elect staff member to delete fingerprints	
	Olivia Jordan	
	OK Cancel	

• If a staff member is having trouble clocking in and out, it could be because their fingerprints have changed since they first registered. To fix this deleting the fingerprint and re-registering usually solves the issue. Refer to <u>Registering A Fingerprint</u> if unsure on how to register a fingerprint.

### 3.7.7 Compare clock times to pays

Please	e select the week to comp	are:
	October 3 to October 9 September 26 to October 2 September 19 to September 25 September 12 to September 18 September 5 to September 11 August 29 to September 4 August 22 to August 28 August 15 to August 21 August 15 to August 21 August 8 to August 14 August 1 to August 7 July 25 to July 31	June 27 to Ji June 20 to Ji June 13 to Ji June 6 to Jur May 30 to Ju May 23 to M May 16 to M May 9 to Ma
	Image: Show people who didn't clock in a Allow a tolerance of:         0         +         mir	

• Compare clock times to pays is used to show if a staff member has been paid differently to how they have clocked in or out. If a staff member clock's in at 8:30am and clocks out at 5:30 but was rostered from 9am - 5pm and was paid for their 9am - 5pm shift it will show that there is a difference to what time they clocked in or out. It can also show staff members that might of forgot to clock in or out but were paid anyway.

### 3.7.8 Print clock times

Print clock times						
Staff member:	Alice Bloggs 🔹					
All availa	ble					
Between dates						
From:	Friday , 14 October 2011					
To:	Friday , 14 October 2011					
_						
	times instead of clock times					
📃 Adjust start	time forward to nearest 15 minutes					
	OK Cancel					

• Print Clock Times gives you the ability to print a list of the clock times for an individual employee for a specific date or all the clock times this particular staff member might have. You can also print the times that they were paid for instead of the clock times.

### 3.7.9 View/modify clock times

Date: Friday . 14	October 2011	- c-Previoue d	ey Next day -> Tod	W miles
Name	h .	Out		
Alce Bogge Alce Jordan Any Jordan	9.00s 5.00s 9.00s	5.00p		

• View clock times allows you to view the clock in and out times in a daily view. You can scroll through the days with the previous day or next day buttons. You can also print the times for that

particular day. There is a Create button down the bottom and does allow you to create a time for an employee, however you can not modify any times. This is usually used if an employee forgets to clock in or out.

# 3.8 Fingerprint Privacy Policy

# **Fingerprint privacy**

WageLoch software never stores an image of your fingerprint. Several reference points from your fingerprint are stored in the system, which are used to identify you when your finger is placed on the scanner in the future. This information is stored in an encrypted database that resides only on the computer that has the fingerprint scanner attached. Your fingerprint information will never be shared by WageLoch with any other party.