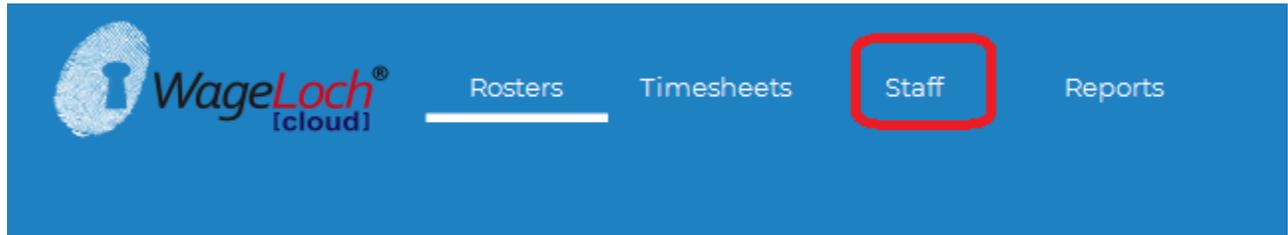




EDITING/CREATING STAFF INFORMATION

- Staff Cards are now accessed via the header menu in **WageLoch Cloud Roster**



- To open a staff card for editing, simply double click the card, or select and click "Edit"
- Staff's name, email, mobile and DOB are located at the top of the card
- You can tab through the sections on the lower half to edit as needed for Rostering, Payroll, Accruals, Leave etc
- Click 'DONE' to save changes

The screenshot shows the WageLoch Cloud Roster interface. The header menu includes 'Rosters', 'Timesheets', 'Staff', and 'Reports'. The 'Staff' menu is active, showing a list of 35 staff members. A modal window titled 'Edit staff member 'Bloggs, Alice'' is open, displaying the following information:

Payroll Code: 3
First Name: Alice
Surname: Bloggs
Email: alice@wageloch.com.au
Mobile:
Date of Birth: 04/12/87

The modal has tabs for 'Rostering', 'Payroll', 'Options', 'Qualifications', 'Accruals', 'Leave', and 'Other'. The 'Payroll' tab is selected, showing the following details:

Pay Group: PT Assist
Pay Level: <manual>

Type	Rate
Base Hourly	17.9842

Hours per fortnight: [input field]
 Manually enter the hours each day

The modal also includes 'CANCEL' and 'DONE' buttons. The background shows a list of staff members with columns for Code, First name, Age, and Base rate.