Employee Administration

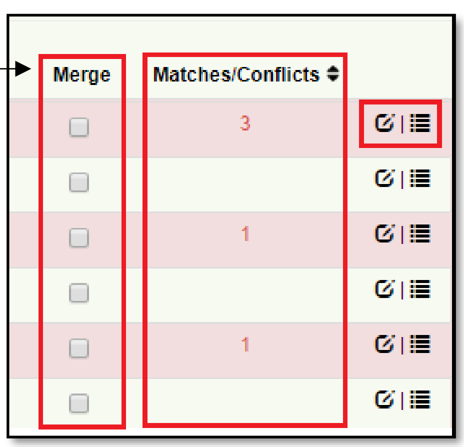
This page allows you to activate/deactivate employees as well as see/edit all details for each employee, (i.e. Set job types, contact info) Manage shift trades, as well as time off. In an effort to help you manage your employee database this page is prefiltered to show only employees who have worked within the current year and to hide inactive employees in order to save you time.

Navigate to [Administration> Employee Admin]

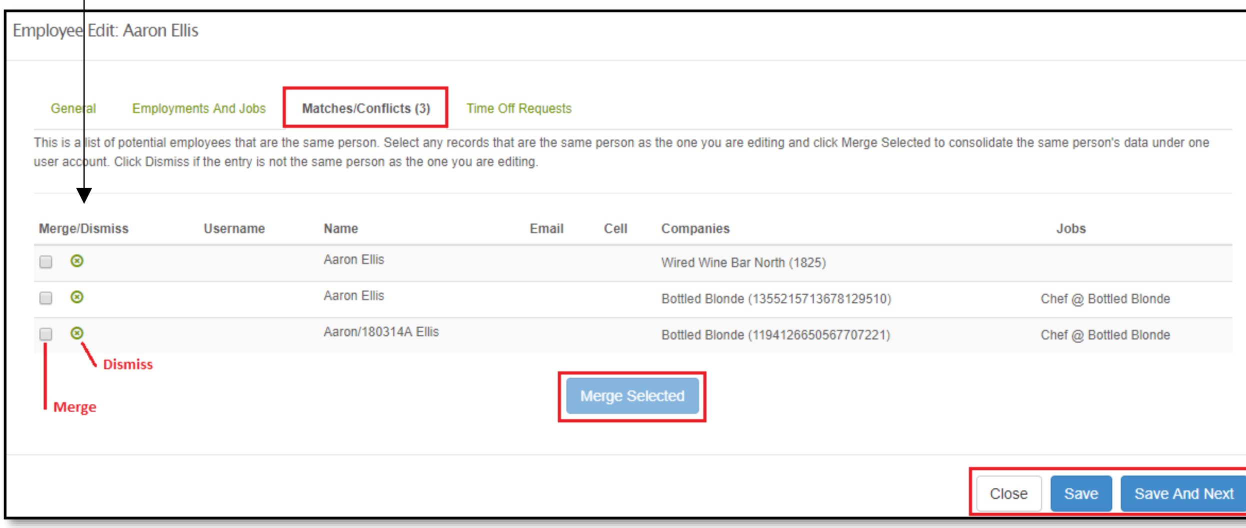
- ***Note:*** *By selecting **[Show All]** in the "Worked Since" drop down and unchecking the **[Hide Inactive checkbox]** you can see every single employee record in the POS system for any & all locations.*

Employees Tab: you can search for a specific employee using the search bar at the top, or you can select the company & location, year they have worked since and find them in the list of employees.

- **Conflicts:** efish thoroughly checks every employee against every other locations employees for any potential conflicts enabling you to have the cleanest employee database possible. Conflicts will appear highlighted in red. click on the **[Edit Icon]** for any red employee & there will be an additional tab at the top titled "Matches/Conflicts" - Click on the **[Matches/Conflicts tab]** to view any conflicts for that employee. This provides you with a list of potential employees that are the same person.



- Select any records that are the same person as the one you are editing then click **[Merge Selected]** to consolidate the same person's data under one user account.
- Click **[Dismiss]** if the entry is not the same person as the one you are editing.



- **Active/Deactivated Employees:** scroll through the list of employees and make sure that any employee you do not want to be active on the schedule does not have a check mark underneath "Active" to the right of their Username. you can activate/deactivate any employee here anytime by clicking on the **[Checkbox]** under Active to the right the desired employees Username.
  - Once you are done making changes refresh the page.
  - Once an employee is inactive they will no longer show on the schedule or be able to log into efish.

- **Merging from the Employees Tab:** you can merge more than 1 employee straight from the Employees Tab by clicking on the **[Checkbox]** under "Merge" and clicking on the **orange** **[Merge Selected]** button in the upper left.
- **View an employee's schedule:** click on the **[List Icon]** to the right of the desired employee.
- **Edit employment info:** click on the **[Edit Icon]** to the right of the desired employee.
    - **General Tab:** This is where you will invite an employee for integration into the scheduling software.
        - Confirm their personal Info is correct
        - Enter their contact information: Email, Cell Phone (don't need the carrier)
        - Click on the **[Checkbox]** to the right of "Send Welcome Email"
        - Hit **[Save]** when you are ready for the employee to be notified, they will be notified as soon as you click **[Save]** as long as the "Send Welcome Email" box is checked off.
            - ***Note:*** *you can save everyone's contact info without checking the "Send Welcome Email" box to get the schedule ready without notifying them and then go back once you are ready for them to receive notification & check the "Send Welcome Email Box." when you hit* ***[Save]*** *after the box is checked they will be instantly notified.*
    - **Employment and Jobs Tab:** Manage employment info and add jobs here by clicking on the **green** **[+ Icon]** in the upper right. Remove a job by clicking on the **green** **[- Icon]**
        - **Management salaries are also set here:** To set a management salary, Add Manager as a job for the desired location. Click the **[Checkbox]** next to "Salary?" Then either click or skip the "Annual?" **[Checkbox]** depending on which pay rate you choose to enter (annually or Per pay period) efish will calculate the amount per pay period if you choose to enter the annual pay rate. Enter the pay rate depending on what you have selected. Click on the "OT Exempt?" **[Checkbox]** if applicable. And ensure the "Active" **[Checkbox]** is checked. Do not forget to click **[Save]**
    - **Matches & Conflicts Tab:** **will only be visible if a conflict was detected** view any conflicts for that employee. This provides you with a list of potential employees that are the same person.

- Select any records that are the same person as the one you are editing then click **[Merge Selected]** to consolidate the same person's data under one user account.
- Click **[Dismiss]** if the entry is not the same person as the one you are editing.

- **Time Off Requests Tab:** Managers can set an employee's availability here as well as respond to time off requests. The top of this pop up will show current unavailability which managers can edit from this section. Manage time off requests at the bottom of the pop up under "Time Off Requests" Click on the **green** **[How To]** for help.

Shift Trades: Employees have the ability to trade shifts through the employee interface, Supervisors can approve/deny those shift trade requests here. Just select which company/location you wish to view at the top of the page, you can select all by clicking on both **[Toggle]** buttons.

Time Off Manager: This is where supervisors can view/approve/deny pending time off requests. Simply select the company/location at the top of the page, click on **[Refresh]** & check the box next to the pending request and click either the **orange** **[Approve Selected]** or the **red** **[Deny Selected]** buttons. They can also view weekly and upcoming requests along with any notes left by the employee who has requested the time off.