



ADD ADP External ID

To Add the External ID for each Job/Employee:

1. Navigate to **[efish > Administration > Employee Admin]**
2. Find the employee in question from the list of employees
 - a. **Note:** employees and their individual job codes may only show up once they have clocked in and out for a shift in the POS at least once AFTER efish was connected to this locations POS.
3. Click the **[edit icon]** next to that employee and go to the **Employment and Jobs Tab**: where you can view an employee's ID (from the POS) and job codes as well as pay rates.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	mslovensky@aimitservices.com	Adam Poppens	bill_bill17@yahoo.com	602-330-9096	2023-12-05	Beach Blonde - 1 Active Jobs	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Adan Rodriguez			2023-10-04	Wired Wine Bar North - 0 Active Jobs	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Adan Sandoval				BKB - 1 Active Jobs	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Adan Trujillo			2023-12-06	Clutch Chicago - 0 Active Jobs	<input type="checkbox"/>	

- a. Inactive Jobs from the POS will be greyed out.
- b. Find the Active Job you need to add the external ID for and enter it in the blank **[External ID Field]**
- c. Click save when finished.

General **Employments And Jobs** Time Off Requests

Employments And Jobs

Company	Employee Number	Payroll ID	Start Date	End Date	(Integration Details)
Krapil's The Great Steak, Inc	1564				

Location	Job	External ID	Last Shift	Salary?	Annual?	Pay Rate	OT Exempt?
Krapils The Great Steak, Inc.	Kitchen	000389	04/19/2024	<input type="checkbox"/>	<input type="checkbox"/>	\$ 16.00	<input type="checkbox"/>

Close Save