



Shifttee

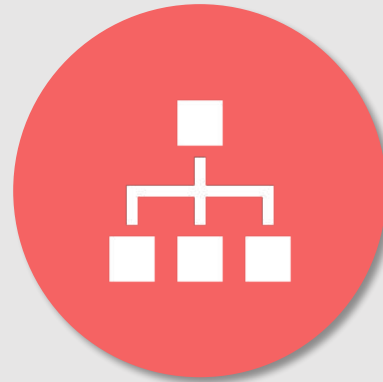
User Manual for Supervisor Access Level

Employee Scheduler & Timeclock Attendance



Service Proposal

See what Shiftee has to offer.



Multiple Locations

Manage employees working in multiple branches.



Access Level Privileges

Learn more about Shiftee's 4 access levels: Owner, Manager, Supervisor, and Employee.

Start

Registration and Joining a Company **3p**

Manage Locations

Edit Location **4p**

Manage Employees

Create and Invite Employee **6p**

Manage Wages and a Registered Device **7p**

Scheduler

Create Shift Templates and Use Multi-Schedule **8p**

Single-Scheduling and Deleting Shifts **9p**

Manage Timesheet and Process Payroll

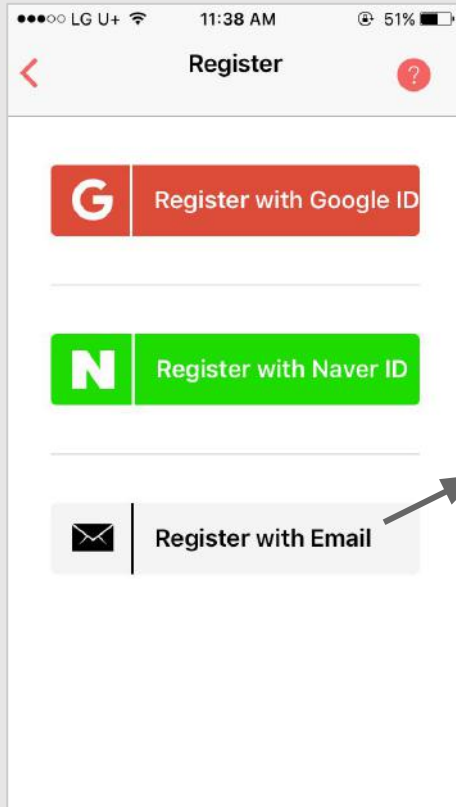
Manage Timesheet **10p**

Payroll Export to Excel **11p**

'Company' encompasses all 'Locations' and 'Employees' that an Owner create.
Within a company, you can invite employees to your location(s).

01 Registration

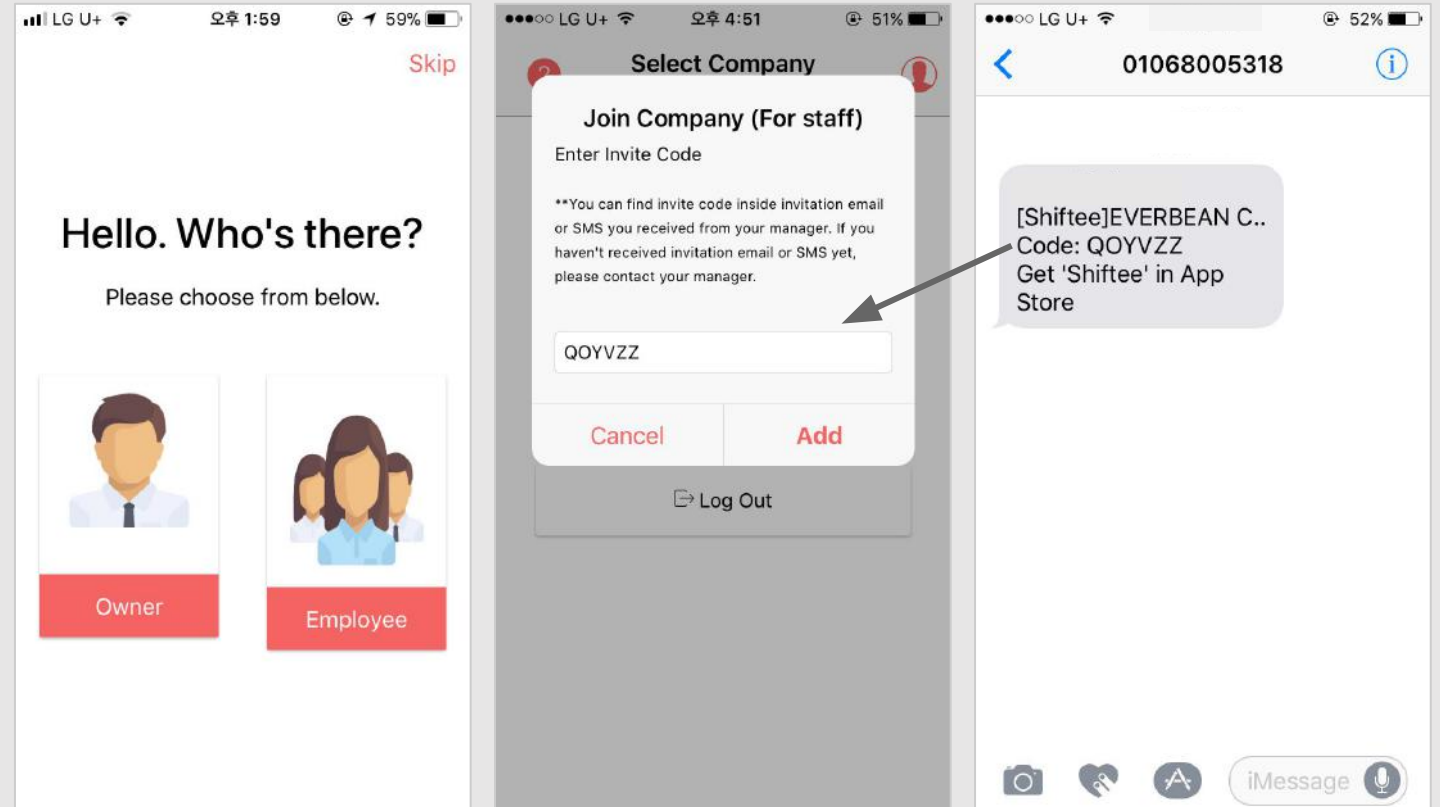
- A. Open Shiftee mobile app
- B. Select [Register]
- C. Register with Google ID or your other personal Email



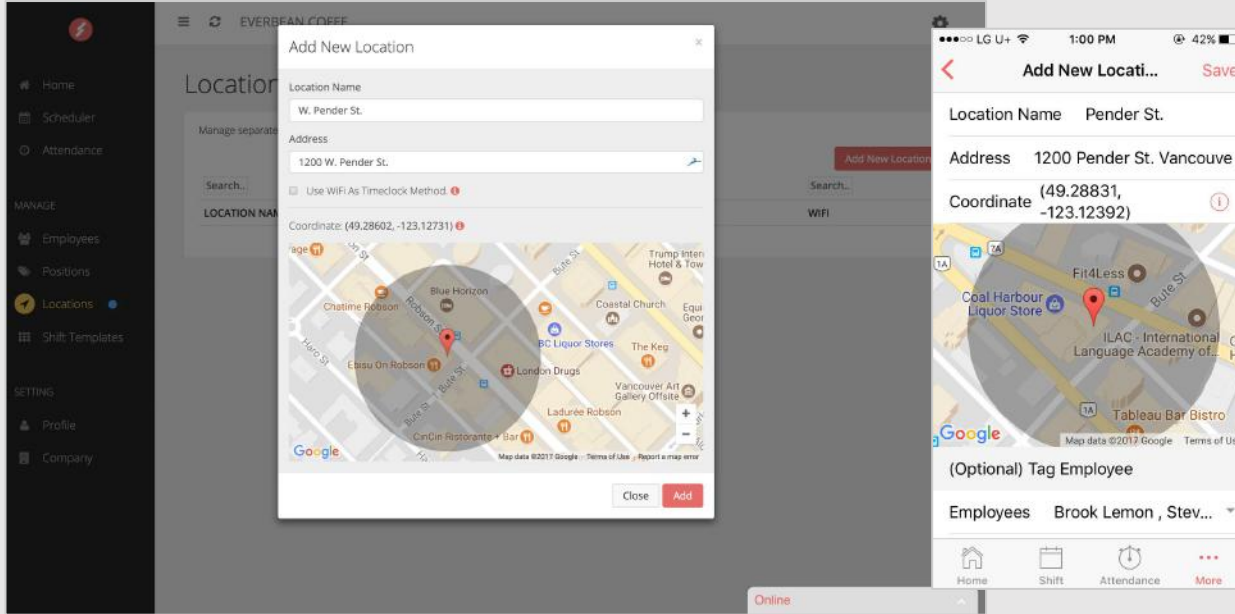
*[Registering with Email]
=> Check your inbox for a mail from Shiftee and click [Confirm].

02 Log-in and Join Company

- A. Log-in with your email address and password
- B. Select [Employee]
- C. Enter the INVITE CODE you received from the manager or owner



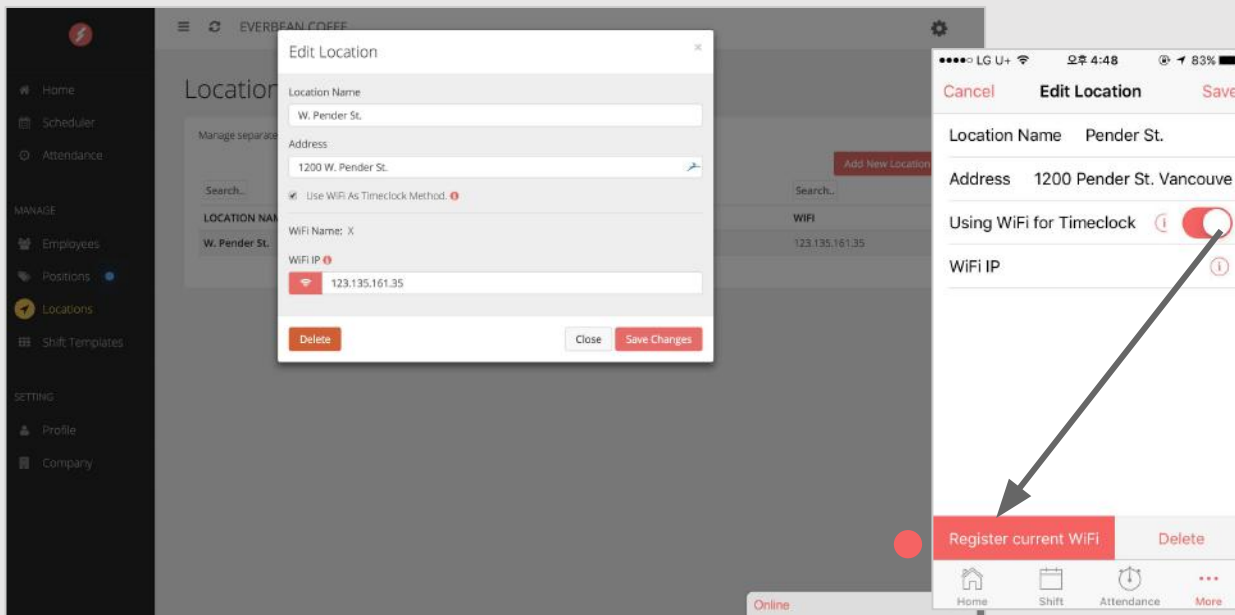
'Location' contains 'Employees' and unlimited number of locations can be created within a 'Company'. Employees can only clock-in/out when they are at the location.



03 Edit Location's GPS Coordinates

- A. **PC** [Location] | **Mobile** [More] - [Location] - [+]
- B. Select a location
- C. Enter Location address. Select suggested address below.
- D. Check the GPS coordinates and the pin on the map. [Save]

*If coordinates are not accurate, move around the pin on the map.

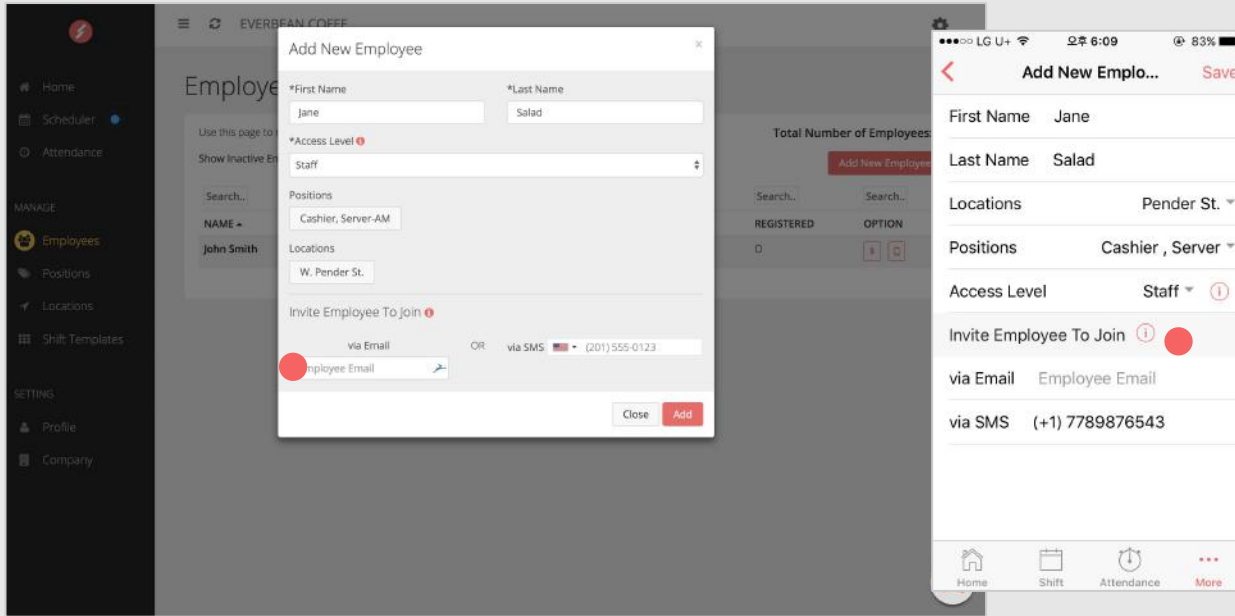


04 Edit Location to Setup WiFi

- A. **PC** [Location] - Select a location
 - B. Check [Use WiFi for Timeclock]
 - C. Click red WiFi button
 - D. Check IP address - [Save]
- A. **Mobile** [More] - [Location] - Select a Location - [Edit]
 - B. Turn on [Use WiFi for Timeclock]
 - C. Tap [Register Current WiFi]
 - D. Check IP address - [Save]

*We recommend using your smartphone to register WiFi as it will also get SSID (WiFi name) to reduce confusion.

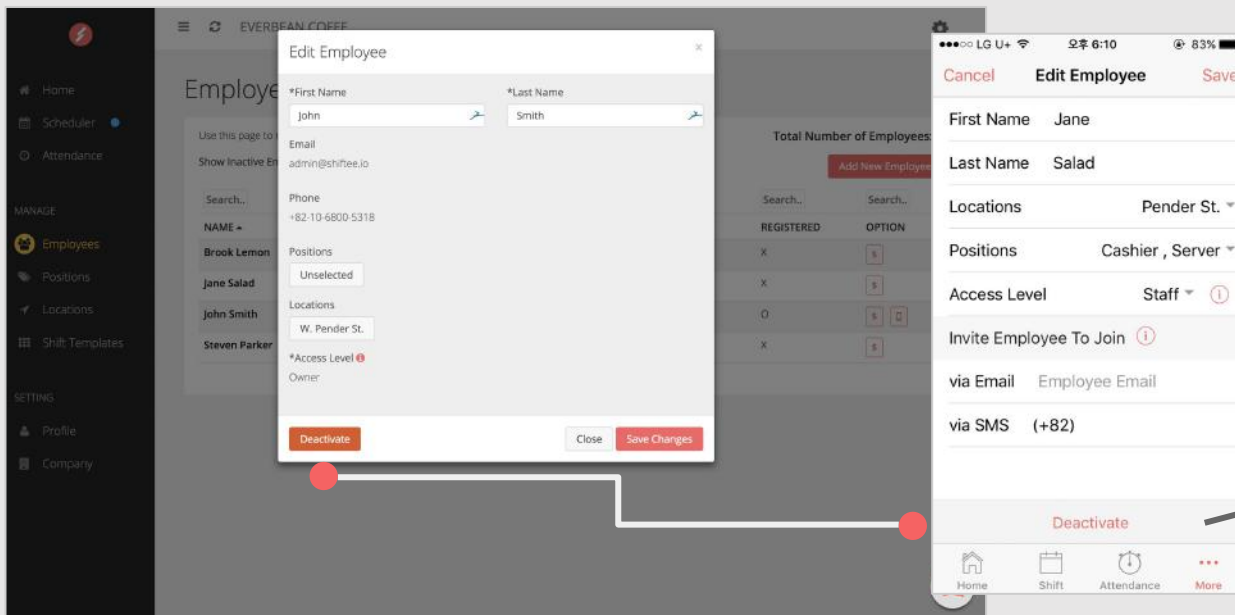
An employee can be assigned more than one location. He/she can only have shifts scheduled in the assigned locations and also clock-in/out there.
All managing access levels can manage other employees.



01 Create an Employee Profile

- A. **PC** [Employees] - [Add] | **Mobile** [More] - [Employees] - [+]
- B. Enter Name, Access Level, Position(s), and Location(s)
- C. To send an INVITE code, enter either an email or a phone number.
- D. [Save]

*Employees can 'Join Company' by:
Download - [Registration] - [Join Company] - Enter INVITE code.
*Please distribute the [Employee User Manual](#) to Staff Level Employees.

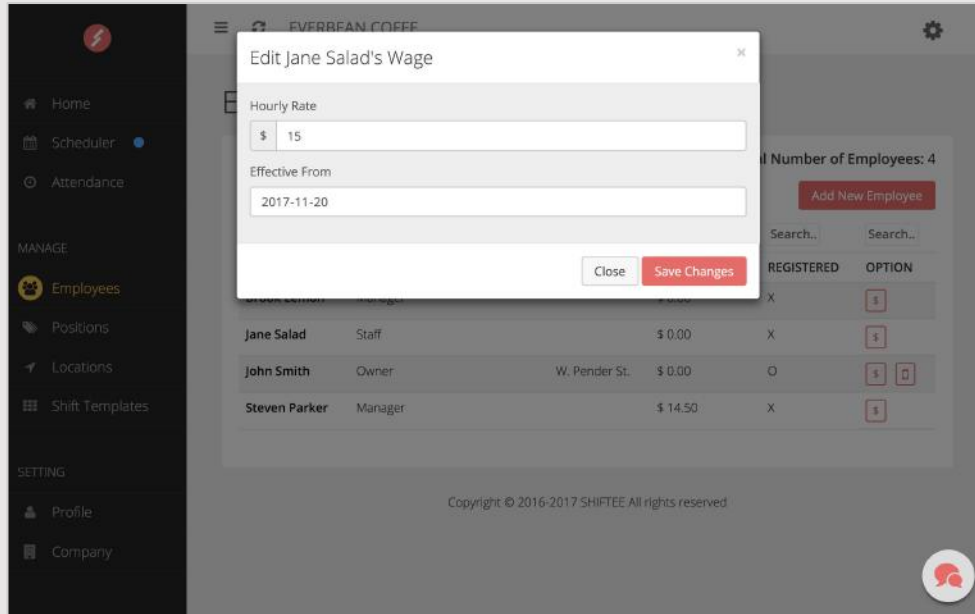


02 Edit Employee Profile

- A. **PC** [Employees] | **Mobile** [More] - [Employees]
- B. Select a employee and [Edit]
- C. Make changes
- D. [Save]

*Deactivate an employee upon permanent leave or layoff.

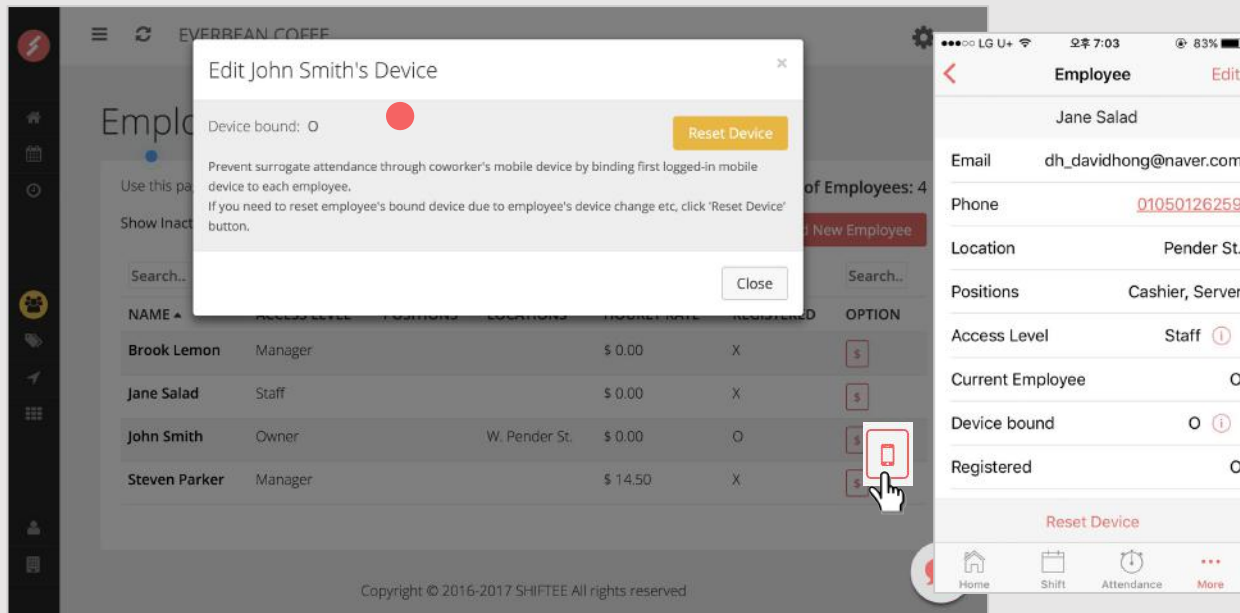
Wages: Shiftee bases on wages to automatically process payroll.
Device Binding: An employee's smartphone device will be bound to the employee profile to prevent buddy-clocking.



03 Set Wages

- PC [Employees] - Click [\$ icon] on the right of each employee
- Enter Wage and Effective Date

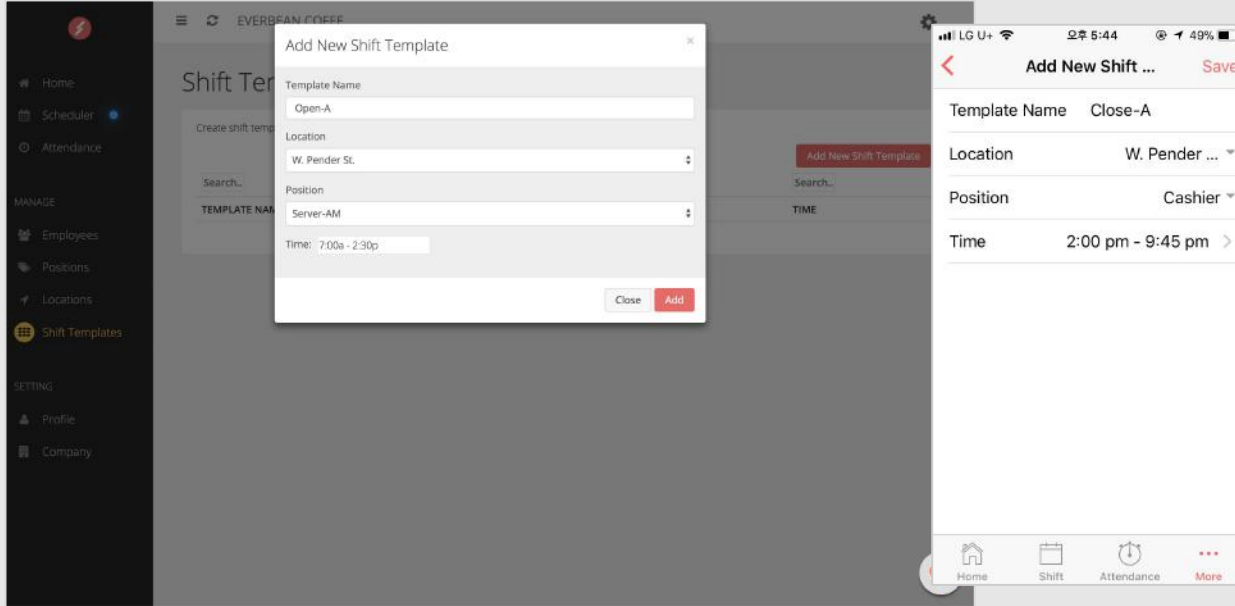
*Shiftee's automatic payroll bases on each employee's wages and effective dates.
*Learn more about Payroll at [Help Article](#) or [FAQ](#) page



04 Reset Employee's Bound Device

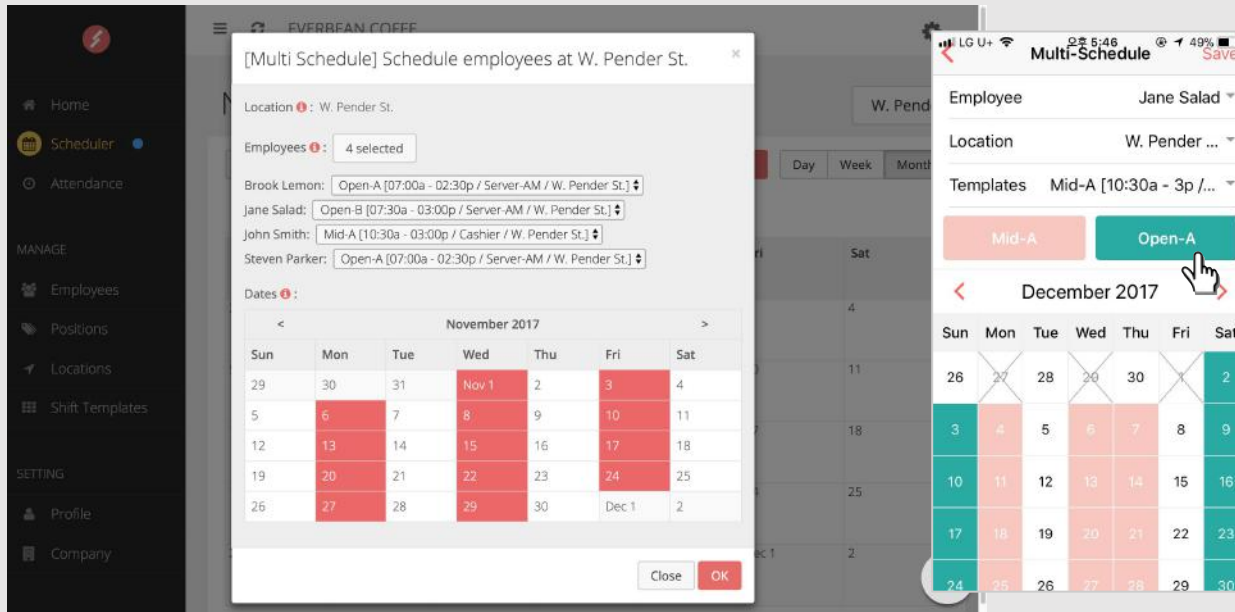
- PC [Employees] - Click [Device Icon]
 - Click [Reset Device]
 - 'Device Bound' will turn from O to X.
 - Then have your staff to use the new device to login. We will re-bind the new device automatically.
- Mobile [More] - [Employees]**
- Select an employee

Shiftee uses the planned shifts to tell if an employee is late, overtime, early clock-out, etc. and send appropriate notifications.



01 Create Shift Templates

- A. **PC** [Shift Templates] - [Add] | **Mobile** [More] - [Shift Templates] - [+]
- B. Enter Name, Location, Position, and Shift Time for a template.
- C. [Save]



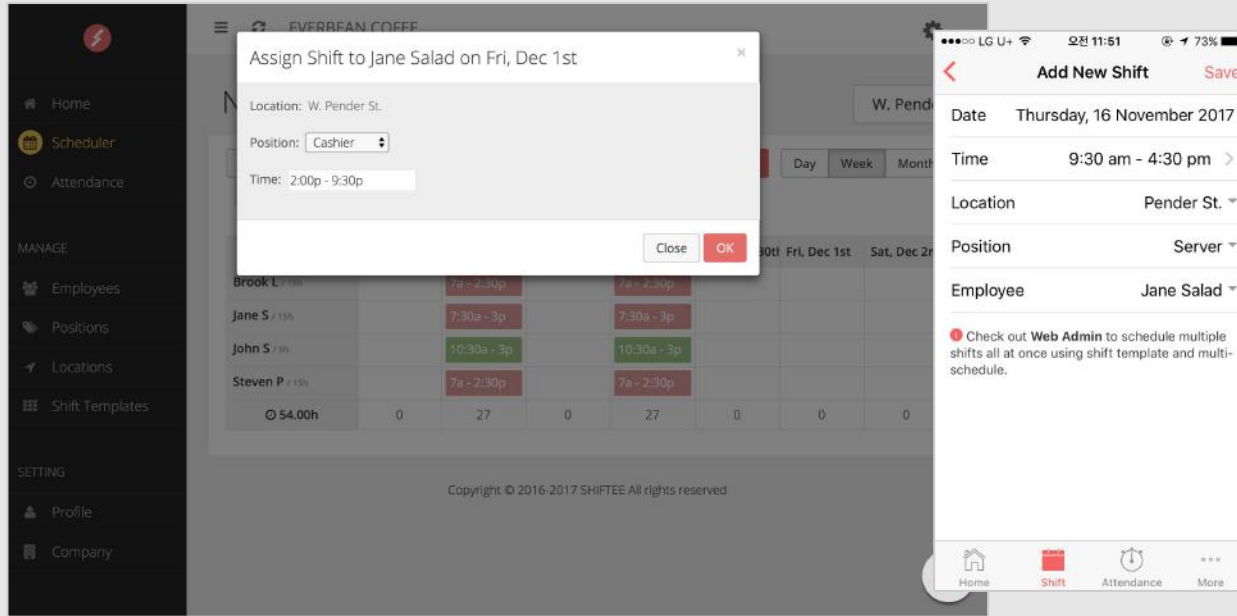
02 Multi-Schedule

- A. **PC** [Schedule] - Select Location - [Multi-Schedule]
 - B. Select employee(s) and template(s)
 - C. Select dates that the shifts to occur.
- A. **Mobile** [Shift] - [+] - [Multi-Schedule]
 - B. Select employee, location, and template(s)
 - C. Select dates for each template - [Save]

*How to select dates:

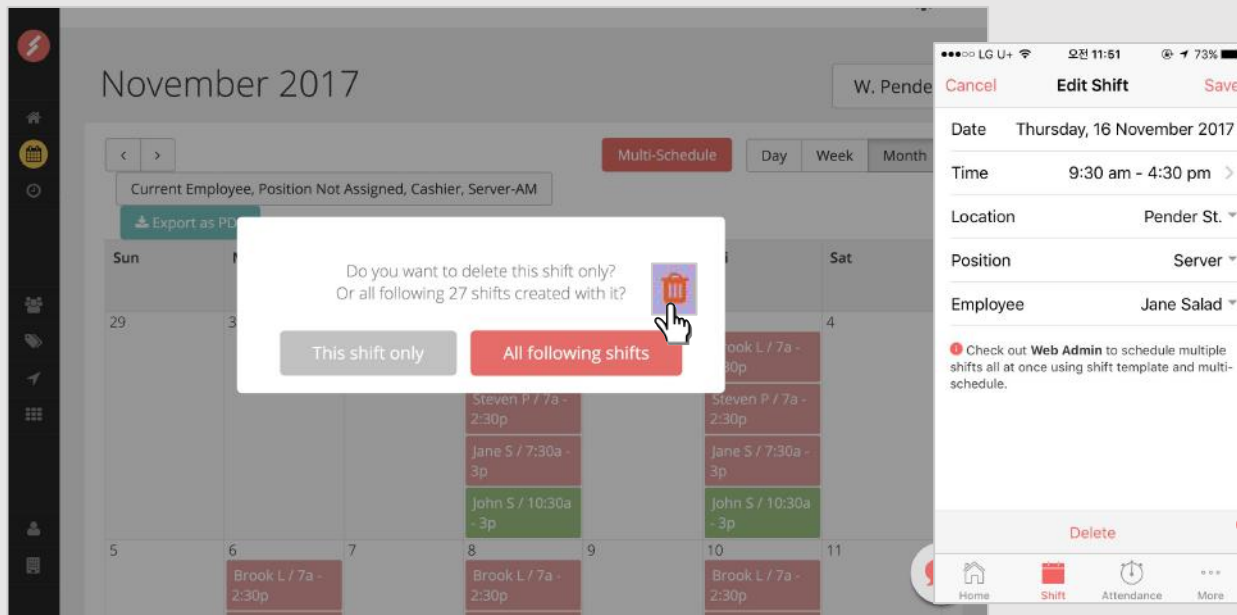
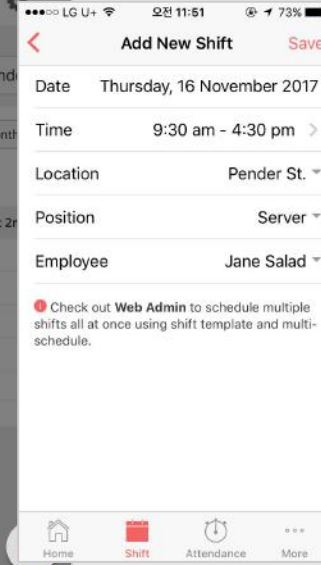
1. Tap Month (Selects all dates)
2. Tap Day (Selects whole column of day)
3. Tap Date (Only selects a single date)

Shiftee uses the planned shifts to tell if an employee is late, overtime, early clock-out, etc. and send appropriate notifications.



03 Single Scheduling

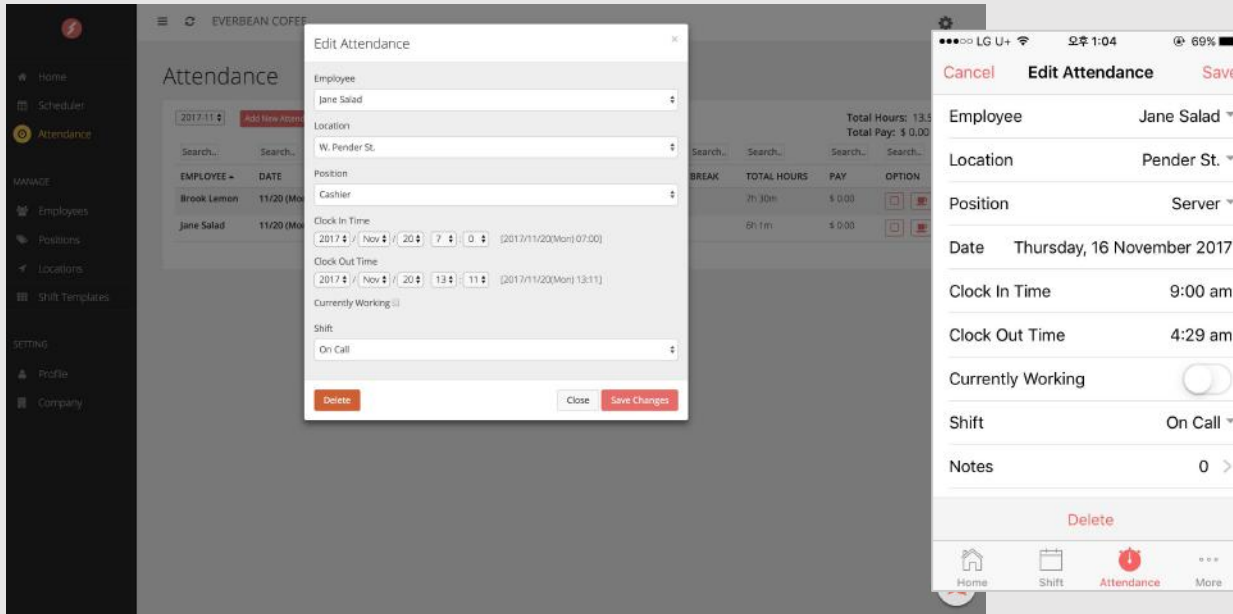
- A. **PC [Schedule]** - Select a date | **Mobile [Shift] - [+]** - [Single Shift]
- B. Select Employee, Location, Position, and enter time.
- C. [Save]



04 Deleting Shift(s)

- A. **PC [Schedule]**
 - B. Hover your mouse on a shift to delete.
 - C. Click on a red trash icon that appears
 - D. Select 'This shift only' or 'All following' (If you'd like to cancel deleting at this point, refresh.)
- A. **Mobile [Shift]** - Open a shift
 - B. [Edit]
 - C. [Delete]
 - D. Select 'This shift only' or 'All following'

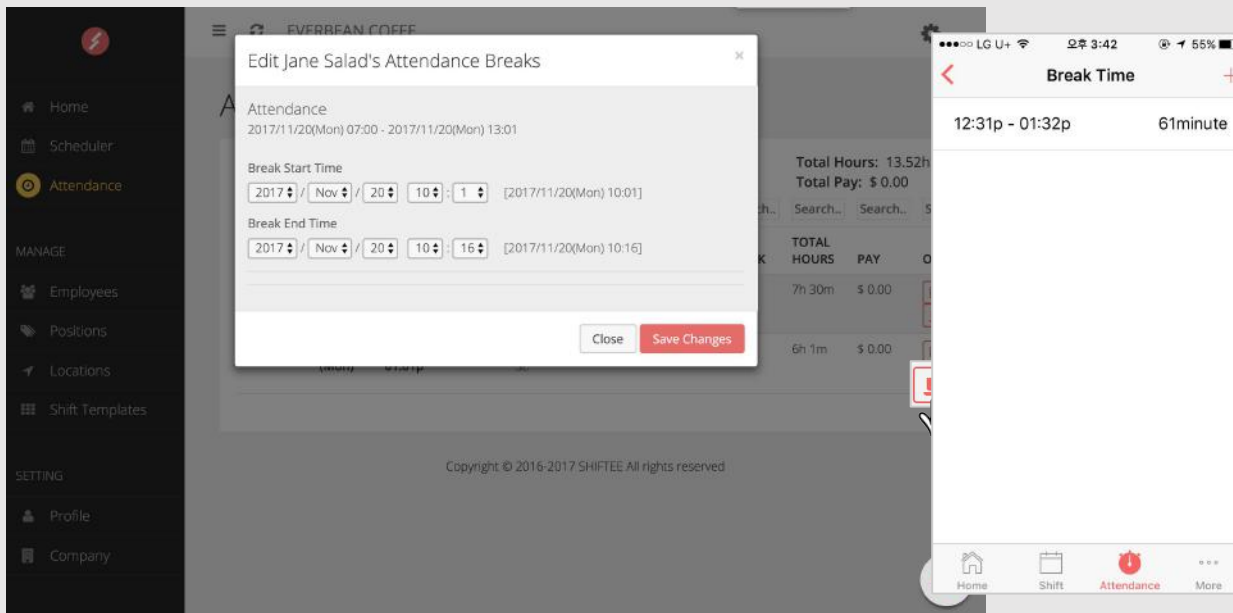
Break can be recorded by employees which will be deducted from the Total hours.



01 Add/Edit Attendance

- | | |
|---|--|
| A. PC [Attendance] | A. Mobile [Attendance] |
| B. Edit Open an attendance | B. Edit Open an attendance - [Edit] |
| C. Add Click [Add an Attendance] | C. Add Tap [+] |
| D. Fill in or make changes | D. Fill in or make changes |
| D. [Save] | D. [Save] |

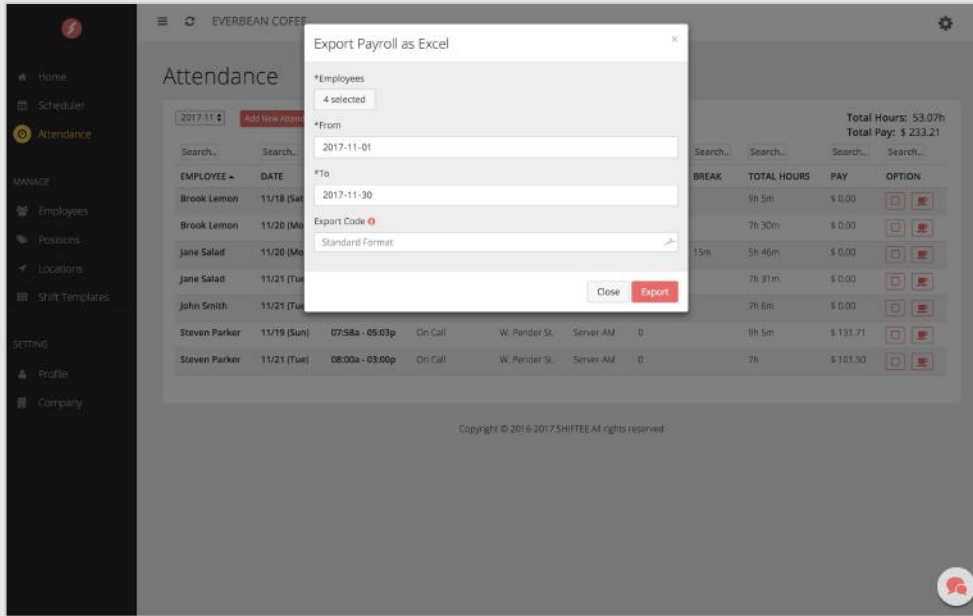
*In Shifte Mobile App Home screen, 'Attendances not Clocked-out' is easily accessible




02 Edit/Add Break

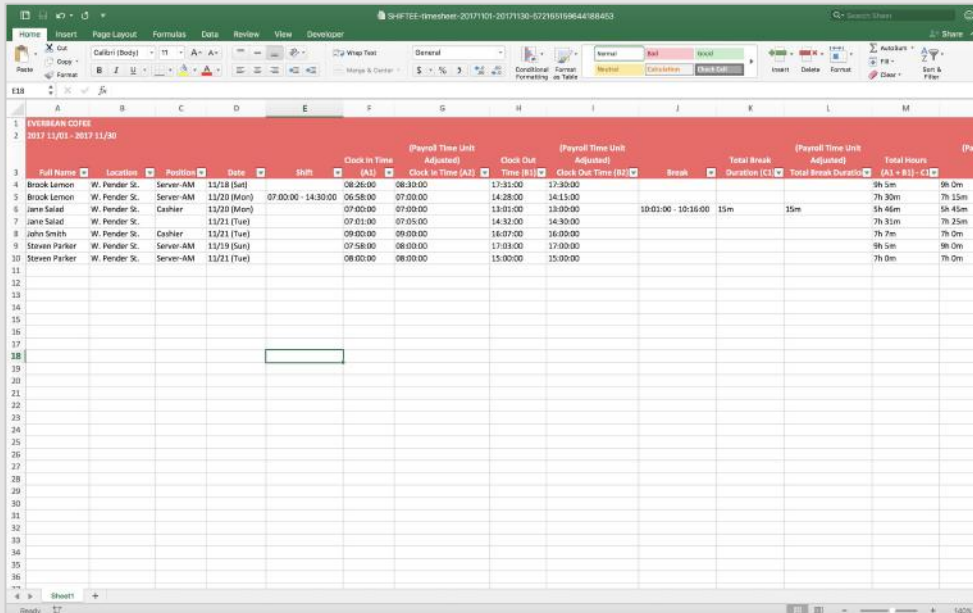
- | | |
|--|-------------------------------|
| A. PC [Attendance] | A. Mobile [Attendance] |
| B. Click on a coffee icon on the right | B. Select an attendance |
| C. Add or Edit break time | C. Select [Break] row. |
| D. [Save] | D. Open a break to edit |
| | D. Tap [+] to add. |
| | E. Add or Edit break time |
| | F. [Save] |

Payroll is based on the wage of each employee and his/her attendances.



03 Payroll Export to Excel

- A. PC [Attendance] - Click 
- B. Select employee(s), Start-date, and End-date
- C. [Export]



04 Check Exported Excel

- A. Shiftee bases payroll on Payroll Time Unit applied hours.

*Check out Help Articles on payroll to learn more.





Shiftee

Support and Inquiries

Tel : +82-0507-1407-5318

email: support@shiftee.io

Web Chat: <https://shiftee.io>

Address

Shiftee Inc.

10F, 507 Teheran-ro, Gangnam-gu, Seoul

Website: <https://shiftee.io>