



# Shifttee

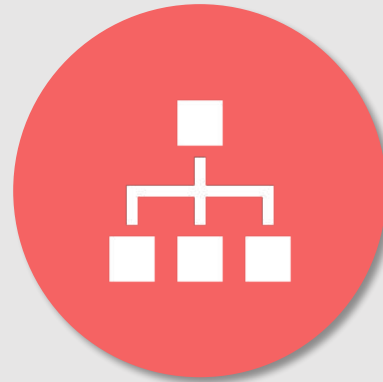
## User Manual for Owner Access Level

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.

## References

References **2p**

## Initial Setup

Create Company **4p**

Create Locations **5p**

Create Positions **6p**

## Manage Employees

Create and Invite Employee **7p**

Manage Wages and a Registered Device **8p**

## Scheduler

Single-Scheduling and Create Shift Templates **9p**

Use Multi-Schedule a Single Employee or Many Employees **10p**

## Manage Timesheet and Process Payroll

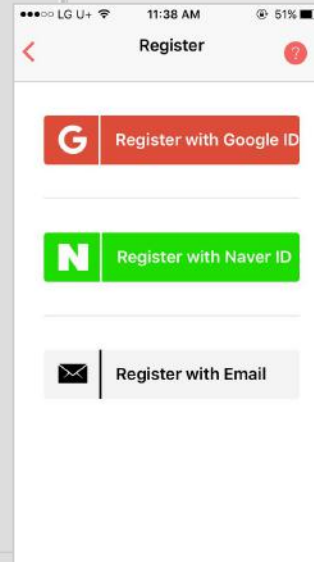
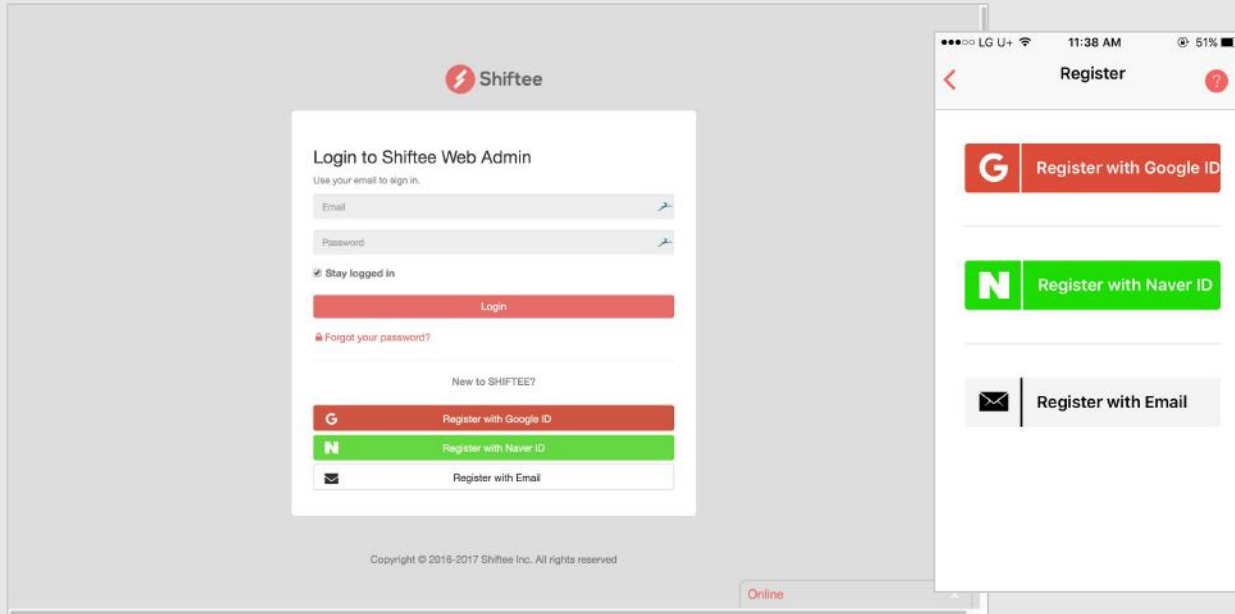
Manage Timesheet **11p**

Payroll Export to Excel **12p**

## Company Settings

Company Settings **13p**

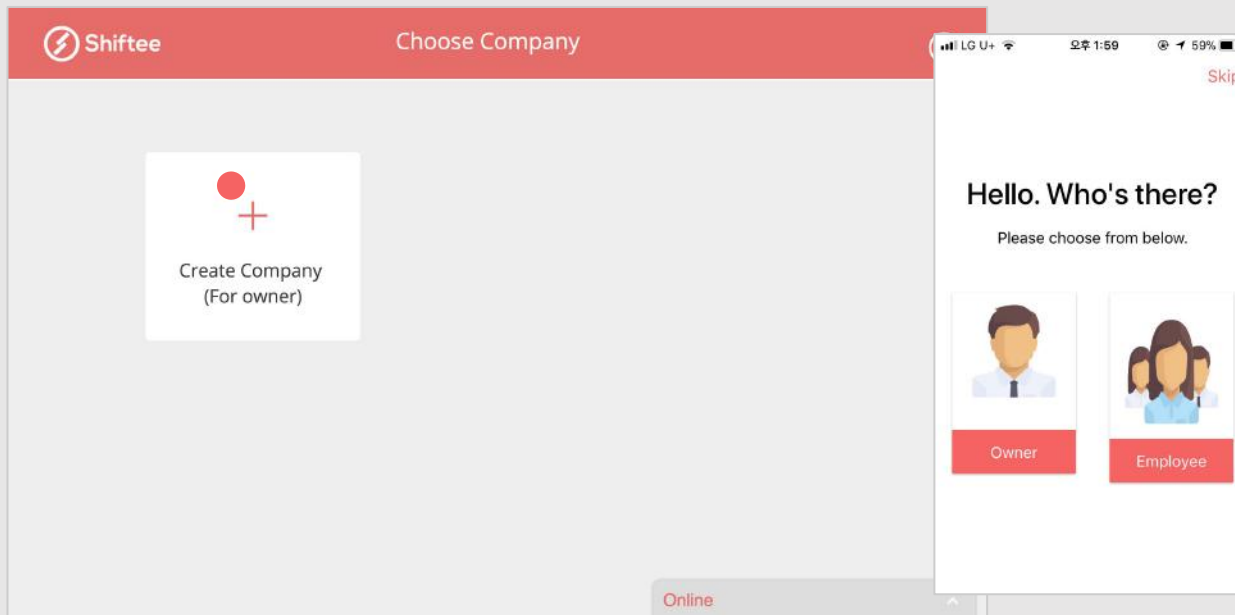
'Company' encompasses all 'Locations' and 'Employees'.  
After creating a company, you can add locations and invite employees.  
Create multiple stores or offices as Locations rather than creating separate companies.



## 01 Registration

- Go to <https://shiftee.io> and click [Web Admin]  
Or open Shiftee mobile app and click [Register]
- Register with Google ID or your other personal Email

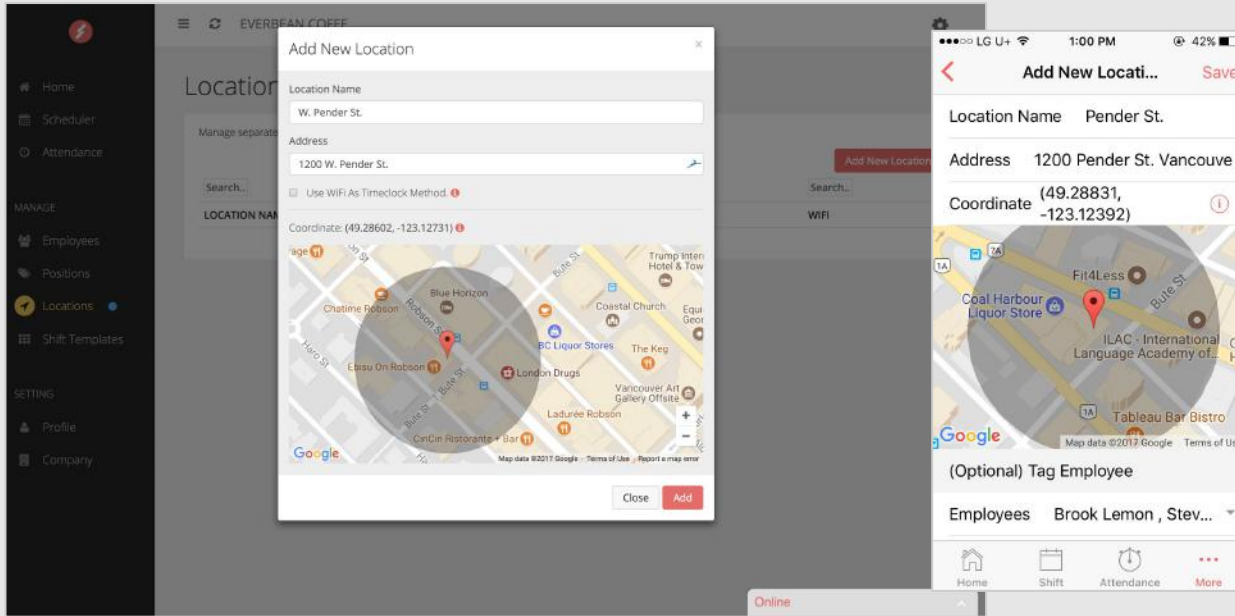
\*Registering with your email other than gmail requires you to verify your email. Check your inbox for a mail from Shiftee and click [Confirm].



## 02 Create Company

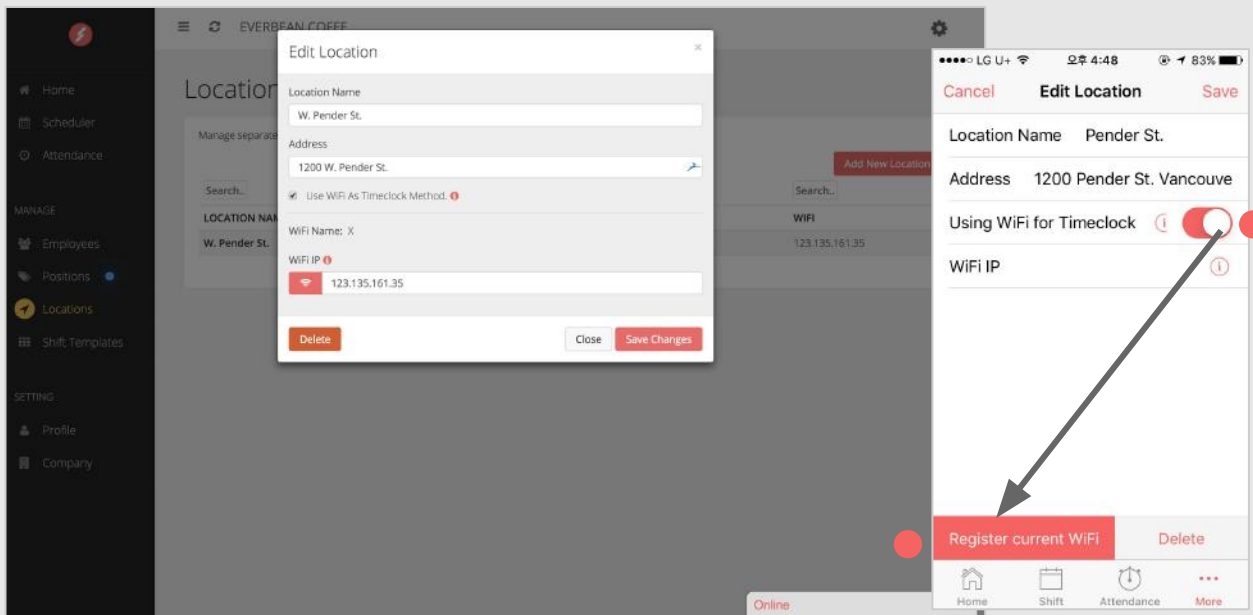
- Click [Create Company] Or [Owner]
- Enter company name
- Click [Create]

'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 Create Location Using GPS

- A. PC [Location] - [Add Location] | Mobile [More] - [Location] - [+]
- B. Enter Location name and address. Select suggested address below.
- C. Check the GPS coordinates and the pin on the map.
- D. Move around the pin on the map for more accuracy. [Save]

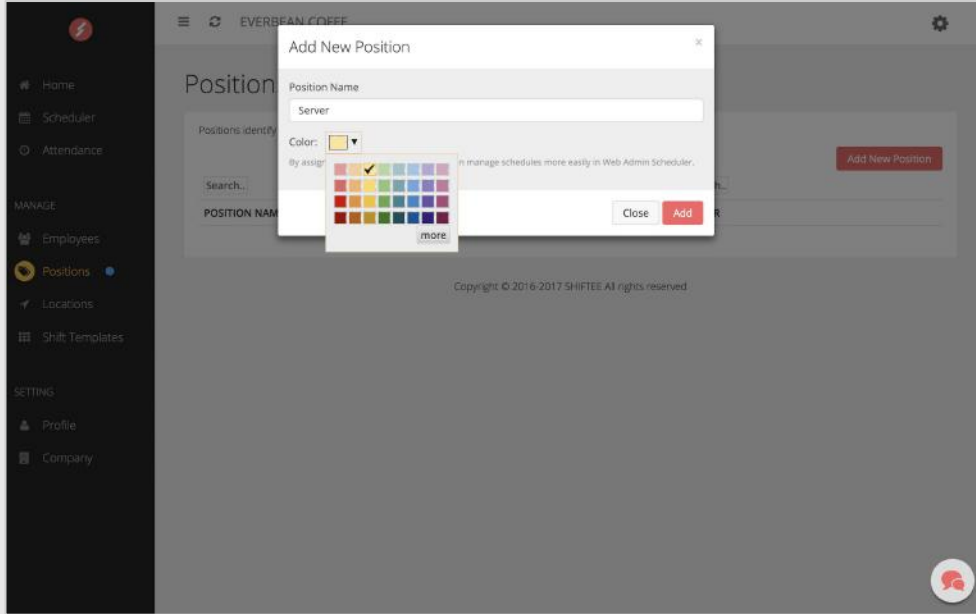


### 04 Edit Location to Setup WiFi

- 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 by pressing [Register Current WiFi] button as it will also get an SSID (WiFi name) to reduce confusion.

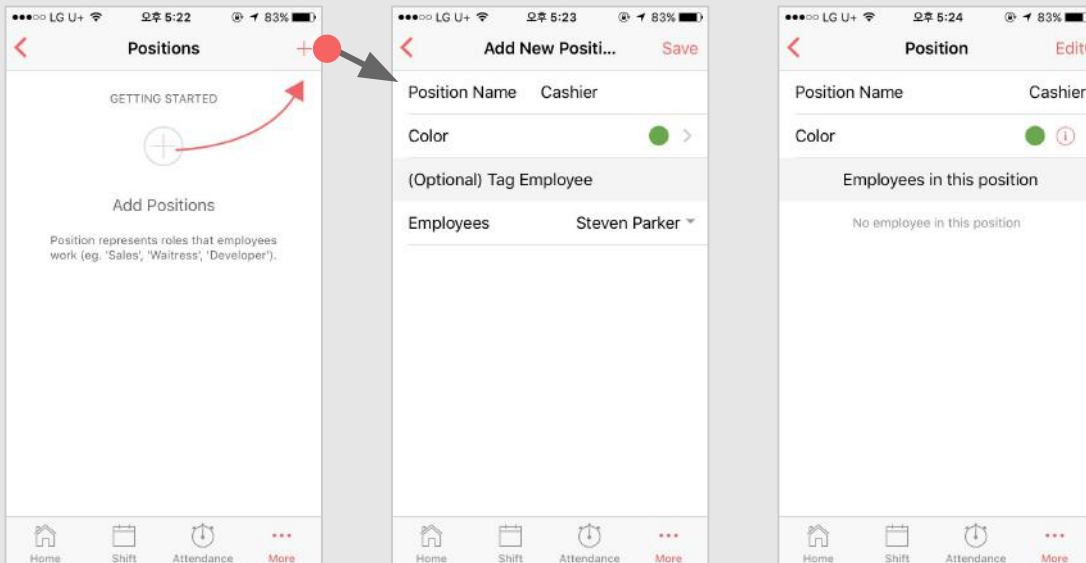
Multiple 'Positions' can be assigned to an 'Employee'.  
Every shift and attendance will contain a position to distinguish the work.



## 05 Create Positions

- A. **PC** [Positoin] - [Create Position]
- B. Enter name and select color.
- C. [Add]

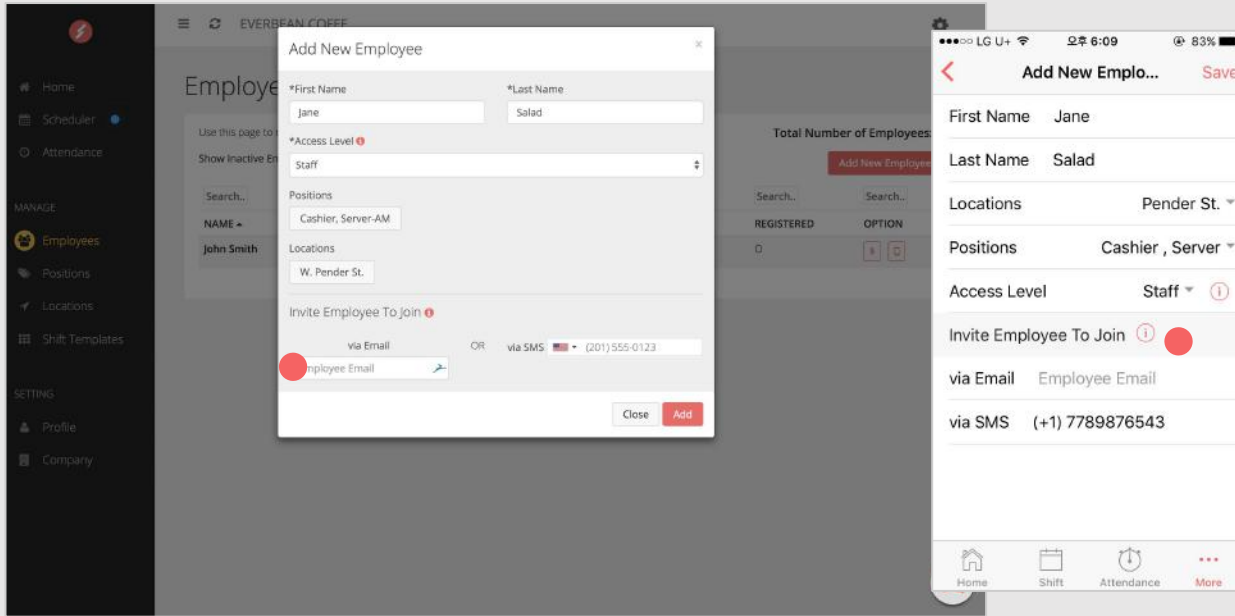
\*To delete a position, simply open the position and [Delete]



- A. **Mobile** [More] - [Positions] - [+]
- B. Enter name and select color.
- C. [Save]

\*You can view who has the position or even assign employees in Edit Position.

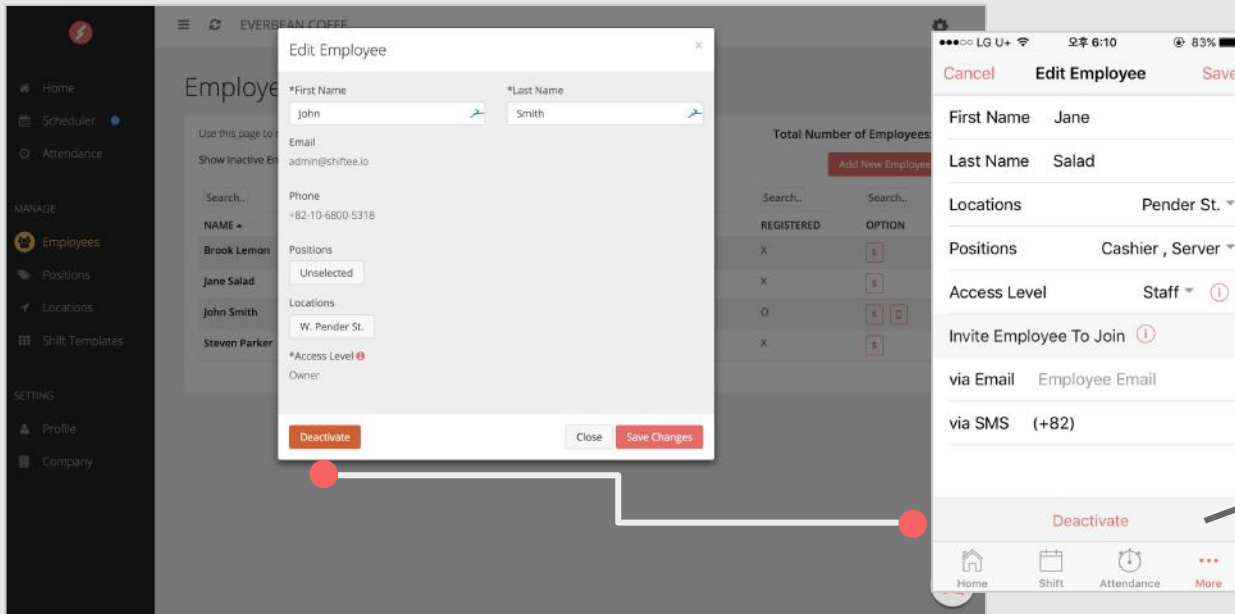
An employee can be assigned more than one location. He/she can only have shifts scheduled in the assigned locations and also clock-in/out there. All managing access levels can manage other employees.



## 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.

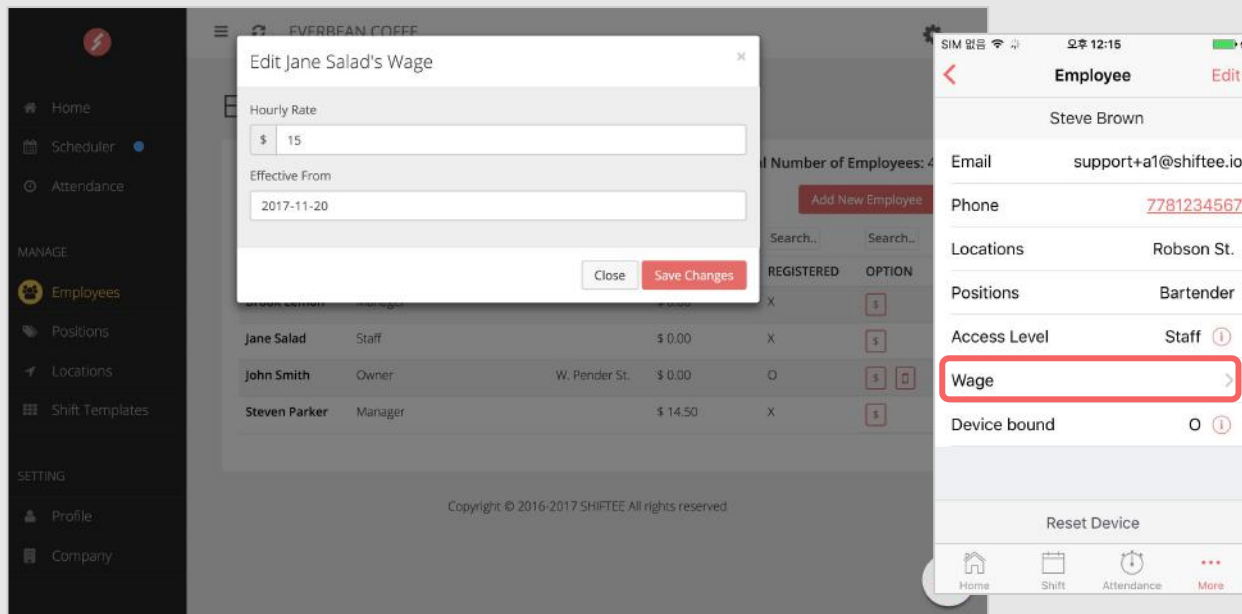


## 02 Edit Employee Profile

- 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.  
\*You may permanently delete an employee profile and all records only after deactivating.

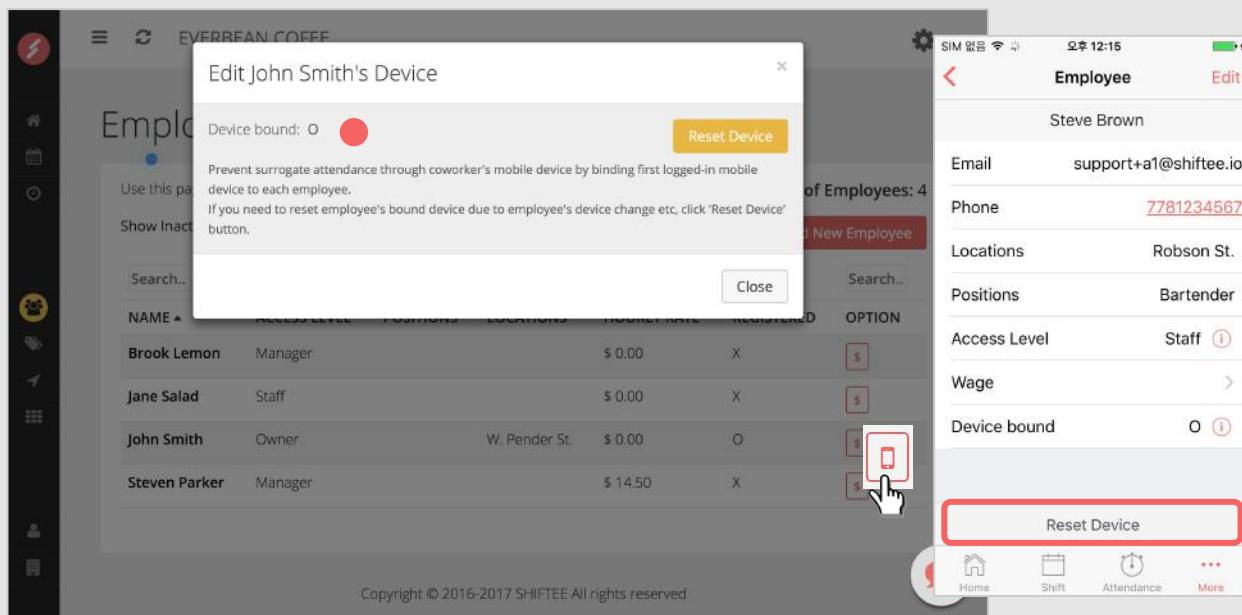
Wages: Shiftee bases on wages to automatically process payroll.  
 Device Binding: An employee's smartphone device will be bound to the employee profile to prevent buddy-clocking.



### 03 Set Wages

- A. **PC** [Employees] - Click [\$ icon] | **Mobile** [More] - [Employees] - Select an employee - [Wage]
- B. 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

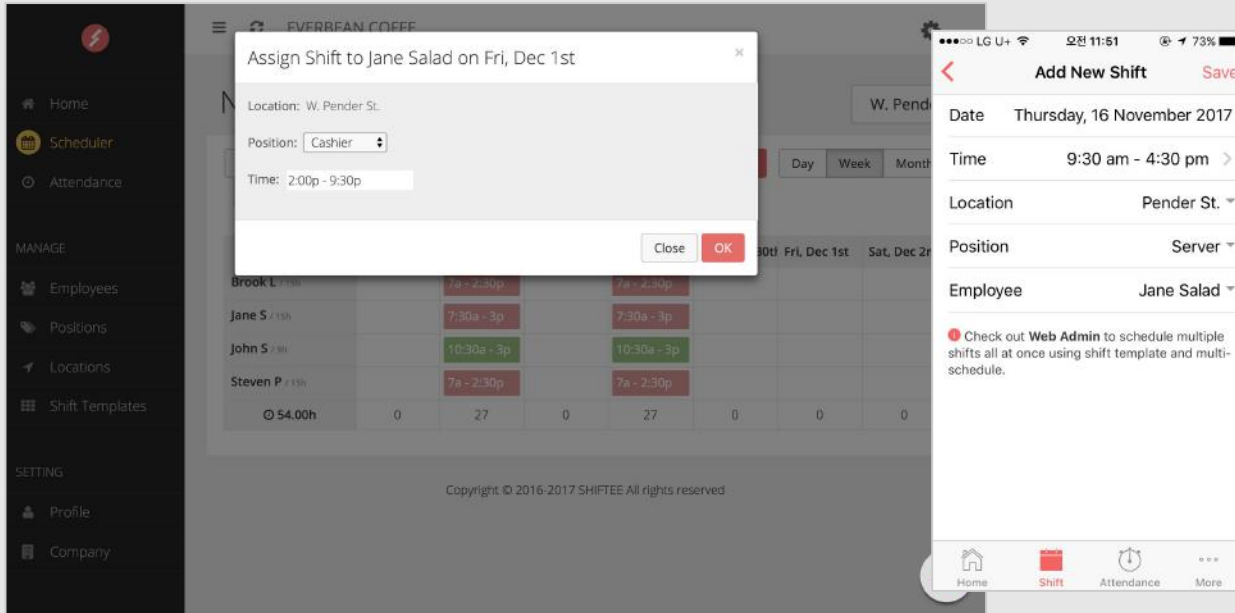


### 04 Reset Employee's Bound Device

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

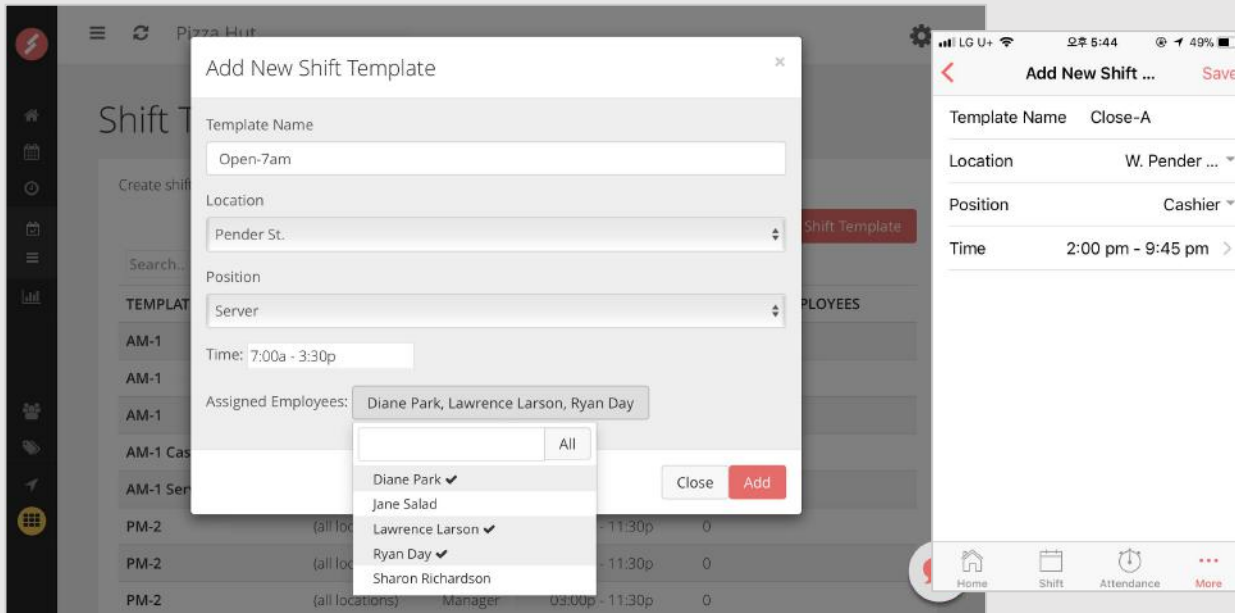


Shiftee uses the planned shifts to tell if an employee is late, overtime, early clock-out, etc. and send appropriate notifications.



## 01 Single Scheduling

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

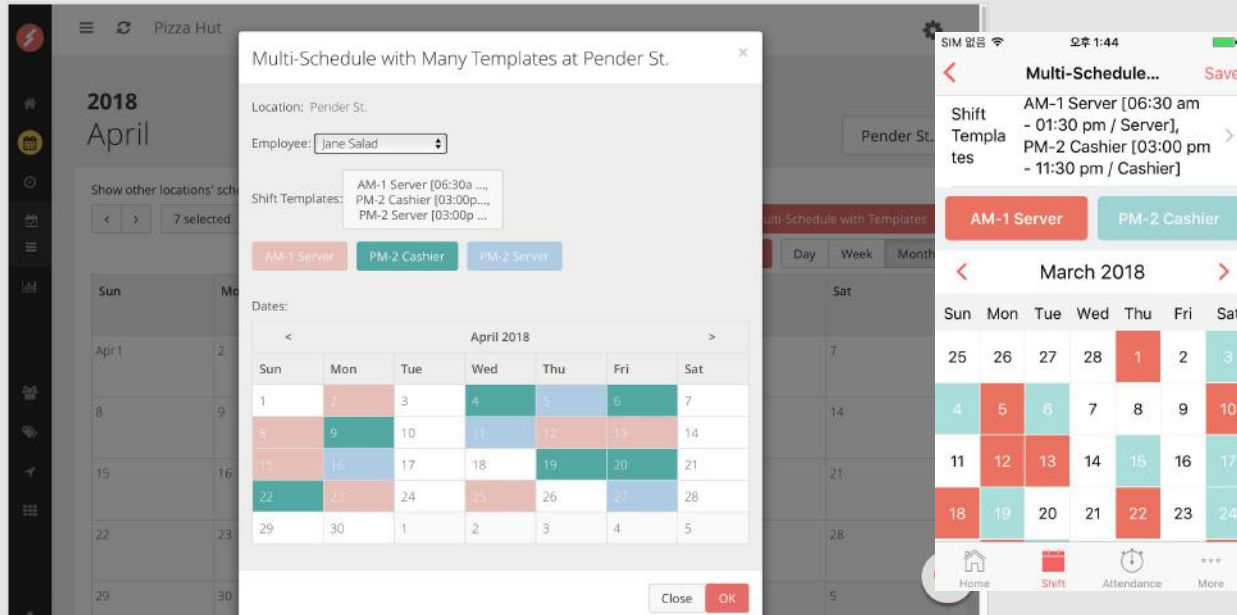


## 02 Create Shift Templates

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

\*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)



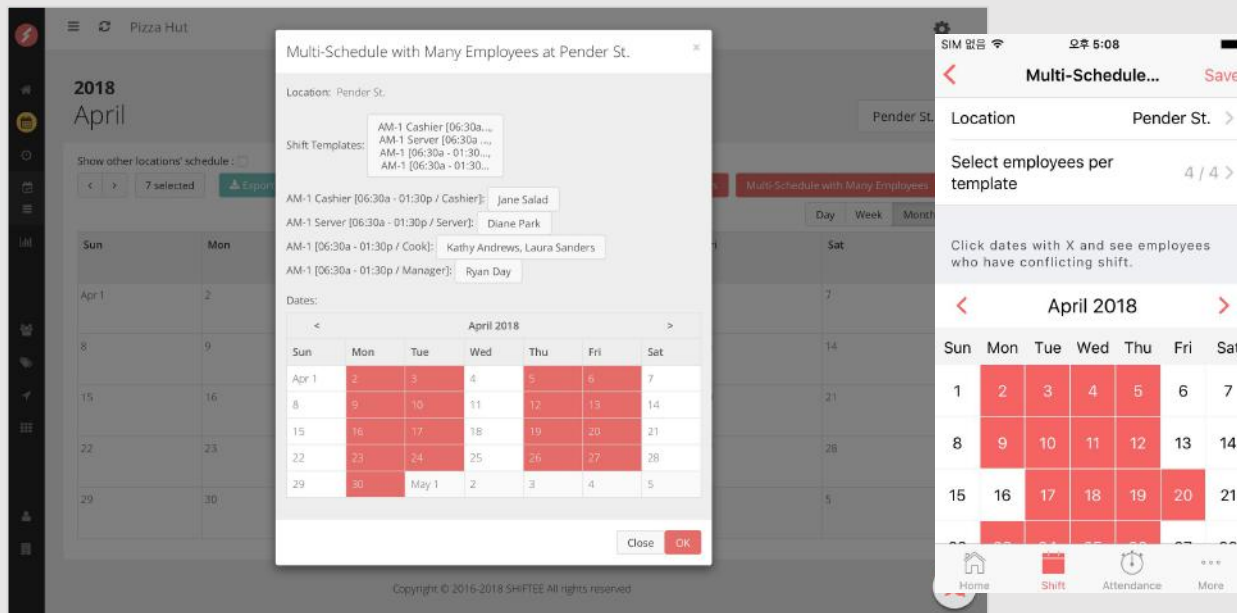
**Multi-Schedule a Single Employee:** Mass-schedule an employee for sporadic shifts  
**Multi-Schedule Many Employees:** Mass-schedule a group of employees for consistent shifts.

## 03 Multi-Schedule a Single Employee

- A. **PC [Schedule]** - Select Location - [Multi-Schedule a Single Employee]
  - B. Select an employee and template(s)
  - C. Select dates for each template - [Save]
- A. **Mobile [Shift]** - [+] - [Multi-Schedule a Single Employee]
  - B. Select employee, location, and template(s)
  - C. Select dates for each template - [Save]

**\*How to quickly select dates:**

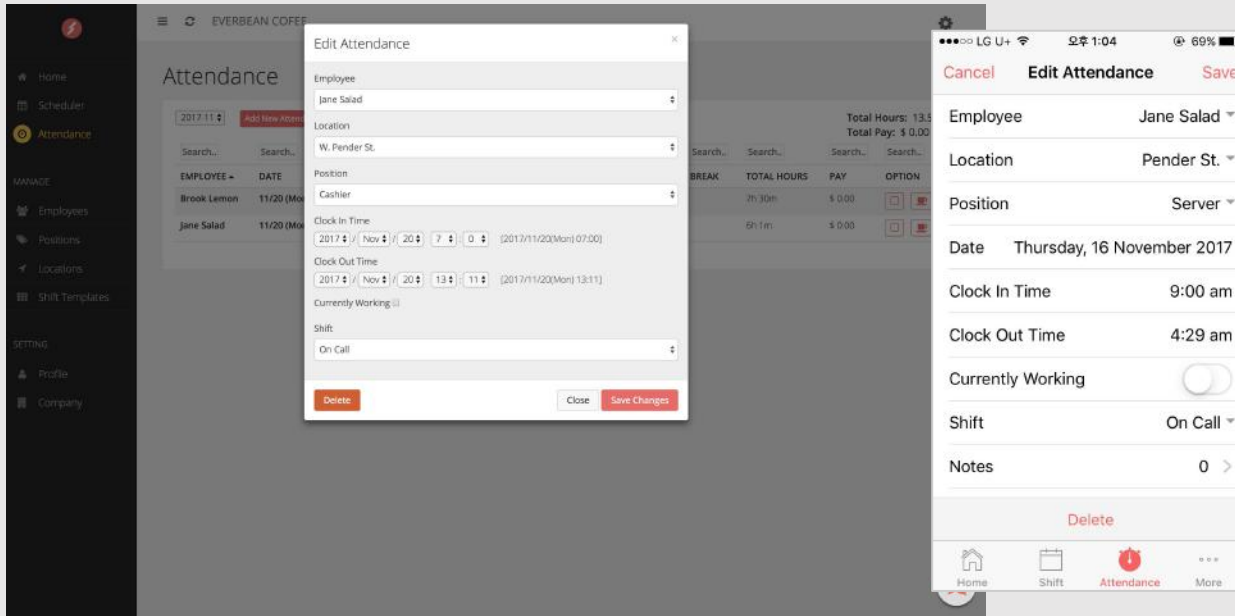
1. Tap Month (Selects all dates)
2. Tap Day (Selects whole column of day)
3. Tap Date (Only selects a single date)



## 04 Multi-Schedule Many Employees

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

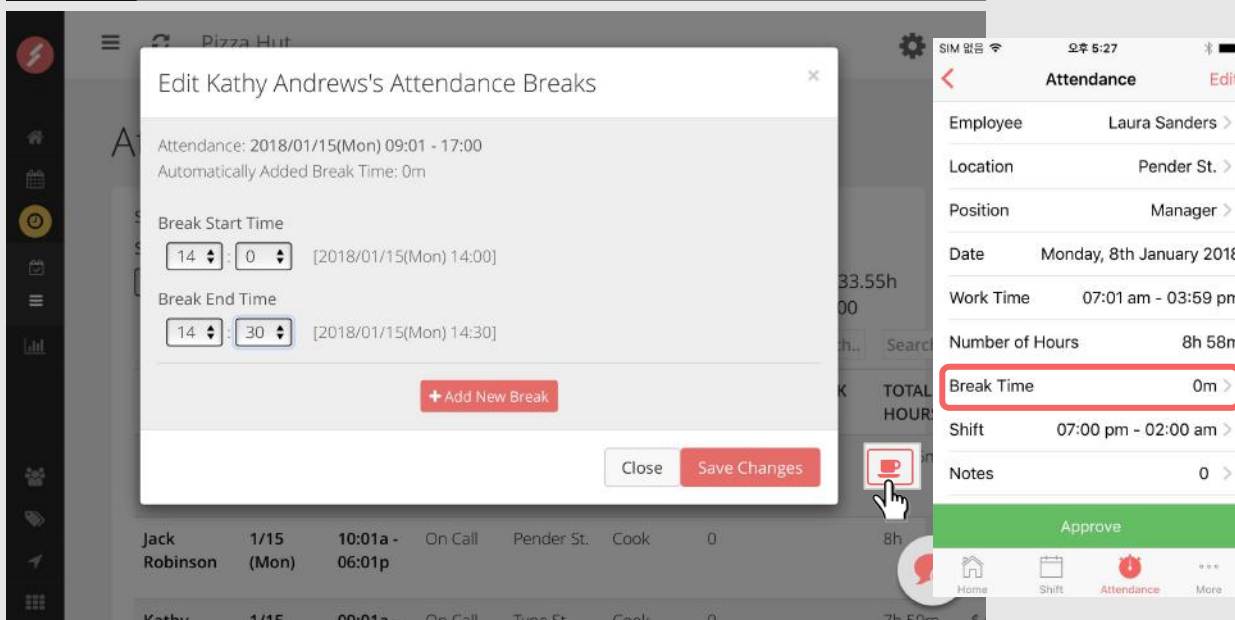
Break can be recorded by employees which will be deducted from the Total hours.



## 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]                            |

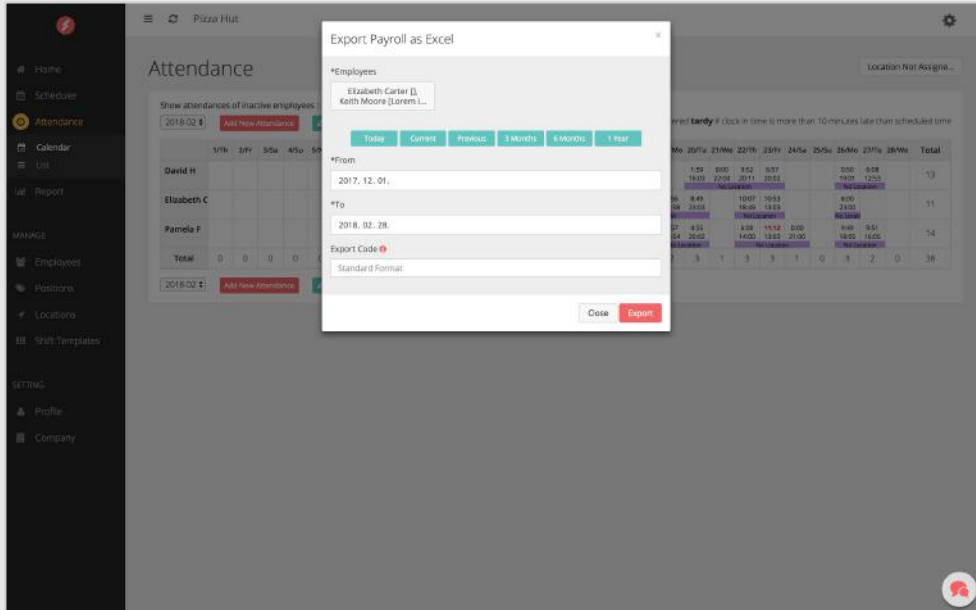
\*Attendances not Clocked-out\* is easily accessible in Shifte Mobile App Home screen and organizes all attendances with no clock-out time..




## 02 Edit/Add Break

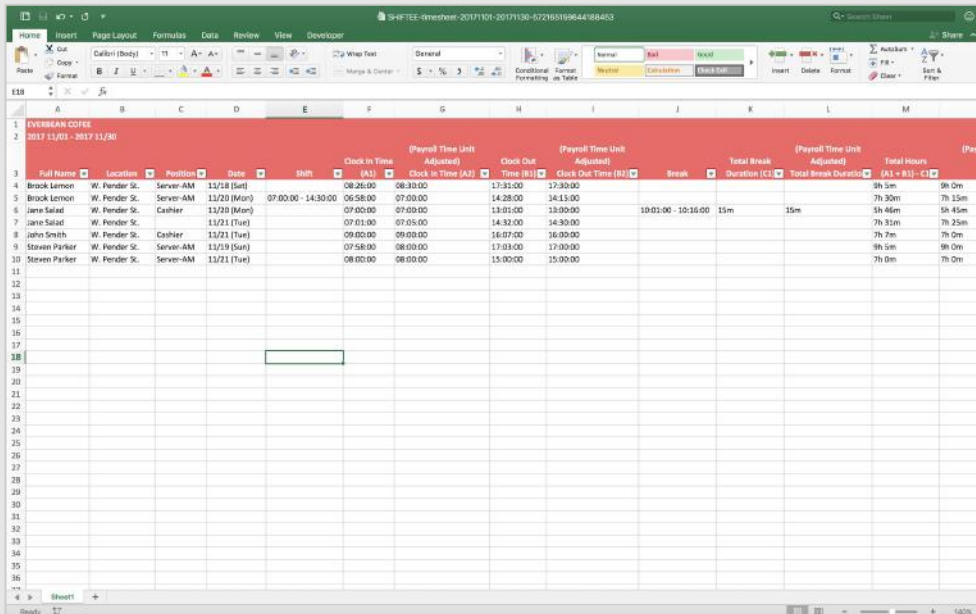
- |  |  |
|--|--|
| A. PC [Attendance]                     | A. Mobile [Attendance]                               |
| B. Click on a coffee icon on the right | B. Select an attendance                              |
| C. Add or Edit break time              | C. Select [Break] row.                     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

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



### 03 Payroll Export to Excel

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



### 04 Check Exported Excel

- Shiftee bases payroll on **Payroll Time Unit** applied hours.
- Total hours and payroll cells have formula and functions within.

\*Check out Help Articles on payroll to learn more.



**Scheduler**

Feature

- Use shift approval feature.  
(Owner/manager can approve/unapprove shifts (supervisors cannot). Approved shifts cannot be edited/deleted.)

**Timeclock**

Feature

- Use clock out button.  
(If your company only records clock in time, turn this off.)
- Use break button.  
(Record precise break time by using Start/End Break buttons. If undesired, managers can always add/edit break manually.)
- Use attendance approval feature.  
(Owner/manager can approve/unapprove attendances (supervisors cannot). Approved attendances cannot be edited/deleted.)

Supervisor Permission

- Supervisors can **view** their own attendance records.
- Supervisors can **view** attendance records for staffs in assigned location.
- Supervisors can **add/edit/delete** attendance records for staffs in assigned location.

Staff Permission

- Staffs can **view** their own attendance records.

*\*You can limit permissions for Supervisor access level. Change these settings to fit your business needs.*

**Payroll**

Currency

\$ - Canada Dollar

Payroll Time Unit

Clock In Time: Round up to nearest 5 minutes (e.g 08:37 => 08:40)

Clock Out Time: Round down to nearest 15 minutes (e.g 18:08 => 18:00)

Total Break Time: Round up to nearest 5 minutes (e.g 43m => 45m)

Break Time

- Use automatic break addition feature.

Per Working Hours: 4.5 hours

Add Break Time: 30 minutes

**01 Approve Shifts Feature**

**02 Use Clock-out or Break**

**03 Approve Attendances Feature**

**04 Limit Permissions**

**05 Rounding Up/Down Rules for Payroll**

**06 Automatic Break Time Addition**

For more, check out [FAQ](#) on Shiftee homepage.

Frequently Asked Questions	Solution / Answer
I do not want to receive notifications on employees' clock-in/out, late, and overtime notifications	[More] - [Alert Preferences] - Turn off unwanted notifications.
Some of my employees can't clock-in/out because it says they are too far from the worksite.	<ol style="list-style-type: none"> <li>1. Please set the location's GPS coordinates more accurately.</li> <li>2. Or, increase the radial distance from the coordinates to widen the timeclock area.</li> </ol>
In a location using WiFi, users fail to clock-in due to IP address does not match starting yesterday.	<p>If the IP address was reset, or the router has been replaced,</p> <ol style="list-style-type: none"> <li>1. Manager can open Shiftee mobile app and follow below steps to re-register the new WiFi.</li> <li>2. [More] - [Location] - Open the location - [Edit] - Tap [Register Current WiFi] while the device IS CONNECTED to the location's WiFi.</li> </ol>
I'd like the breaks automatically added to the hours.	<p>In [Company Settings], you can set up a rule for '<b>Automatic Break Addition</b>'. Don't forget to [Save] after.</p> <p>e.g.) 30 m break every 4.5 hrs =&gt; 60 m break automatically added after you have worked 9 hrs</p>
Is Shiftee offered in another language?	Open [Account Settings] to change the language to Korean. Shiftee is also offered in Korean.
I don't want 'Supervisor' to manage attendances but just invite employees to the location.	You can modify the privileges of Supervisor Access Level in [Company Settings]
Can Shiftee notify me if an employee leaves work during work hours?	Shiftee does not check users' GPS coordinates or WiFi since it goes against our privacy policy. Shiftee only checks the GPS or WiFi when a user pressed clock-in/out, break-in/out, etc.



# Shiftee

## Support and Inquiries

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