



Shifttee

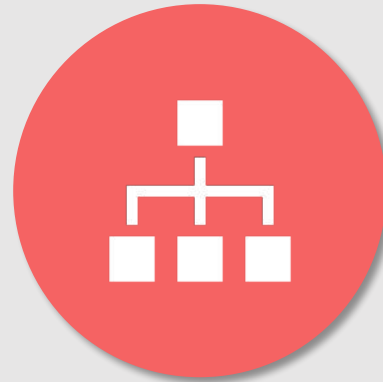
User Manual for Supervisor Access Level

Employee Scheduler & Timeclock Attendance



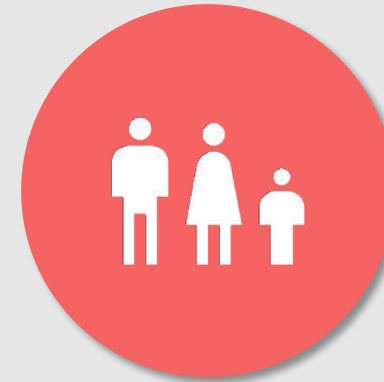
Service Proposal

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.

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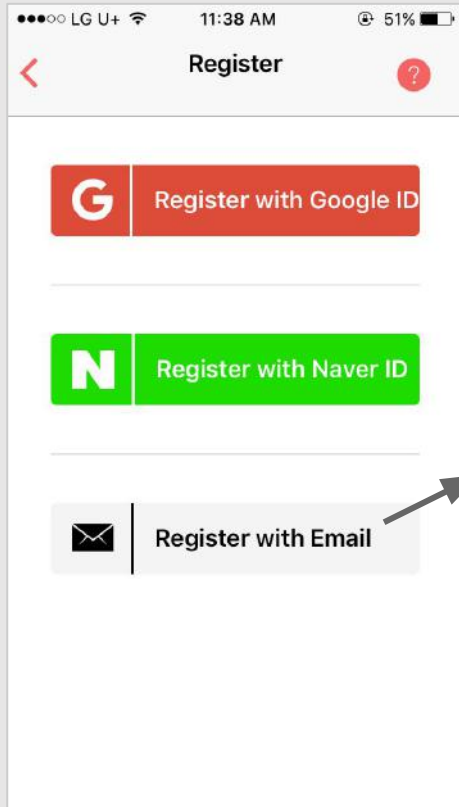
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'Company' encompasses all 'Locations' and 'Employees' that an Owner create.
Within a company, you can invite employees to your location(s).

01 Registration

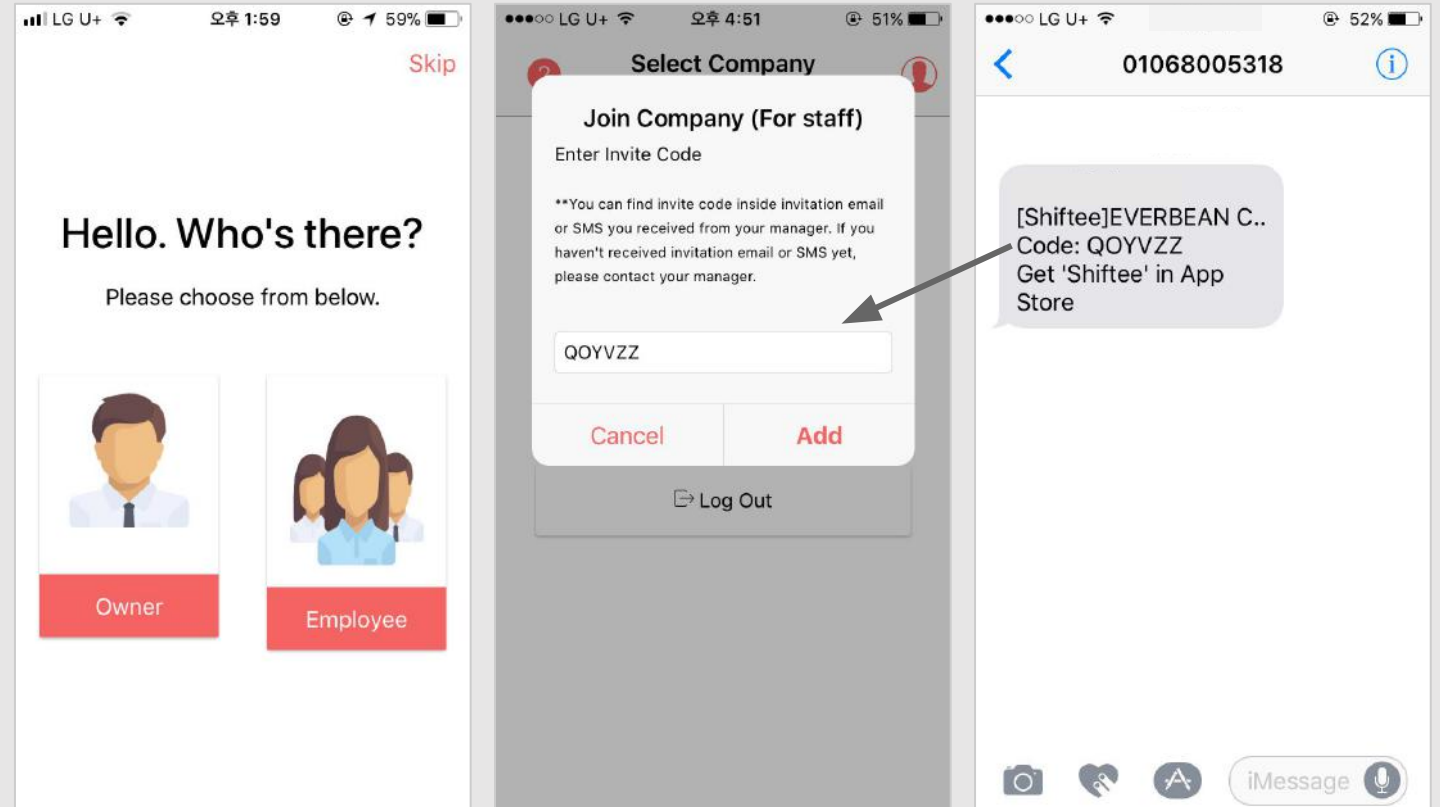
- A. Open Shiftee mobile app
- B. Select [Register]
- C. Register with Google ID or your other personal Email



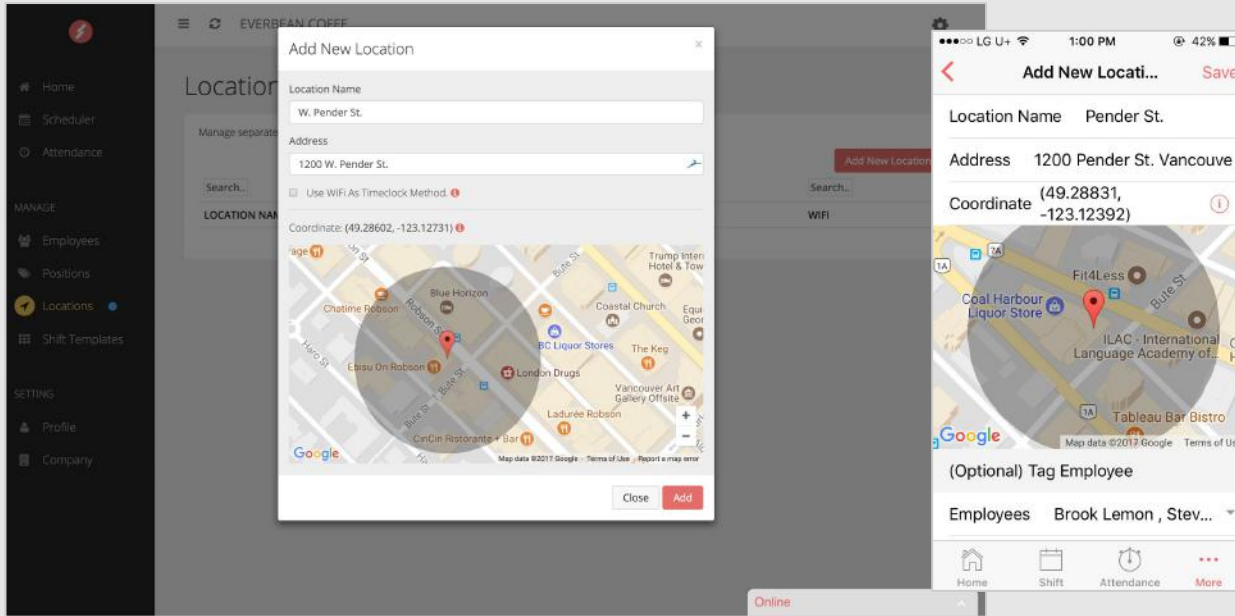
*[Registering with Email]
=> Check your inbox for a mail from Shiftee and click [Confirm].

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



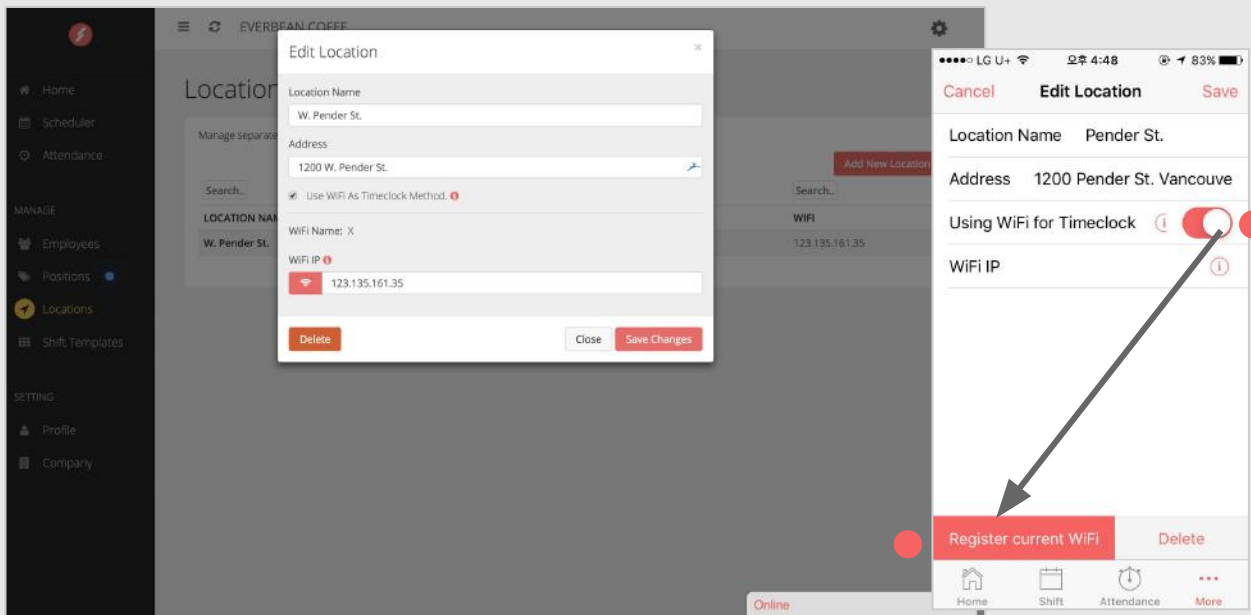
'Location' contains 'Employees' and unlimited number of locations can be created within a 'Company'. Employees can only clock-in/out when they are at the location.



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.



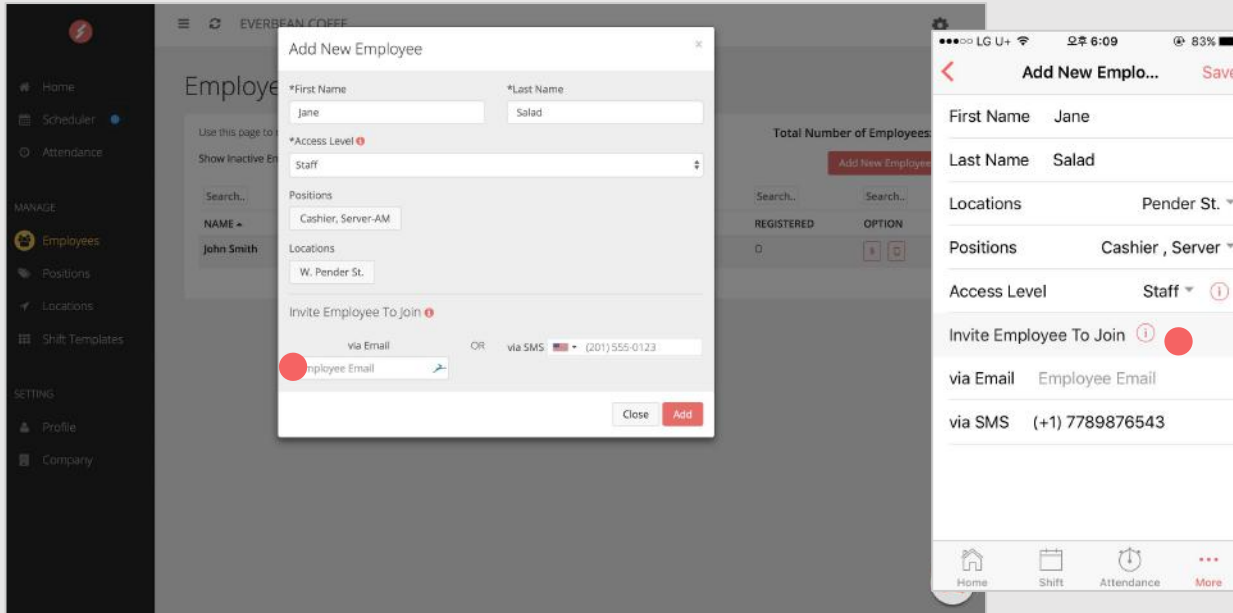
04 Edit Location to Setup WiFi

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

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

MANAGE EMPLOYEES : Create and Invite Employees

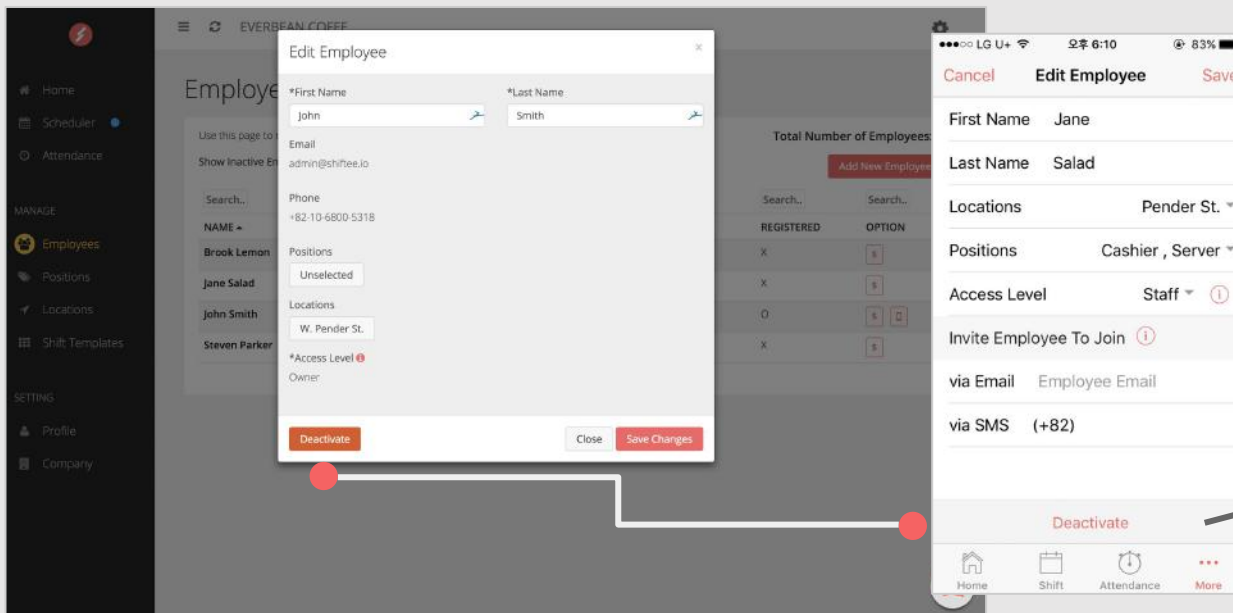
An employee can be assigned more than one location. He/she can only have shifts scheduled in the assigned locations and also clock-in/out there. All managing access levels can manage other employees.



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.

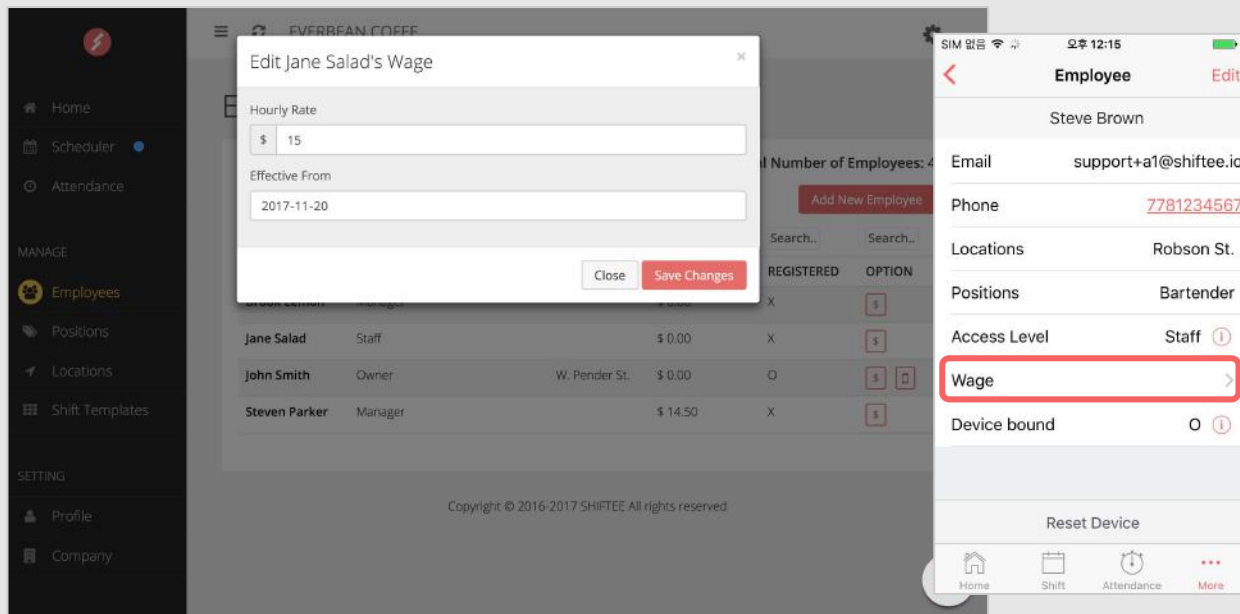


02 Edit Employee Profile

- 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.

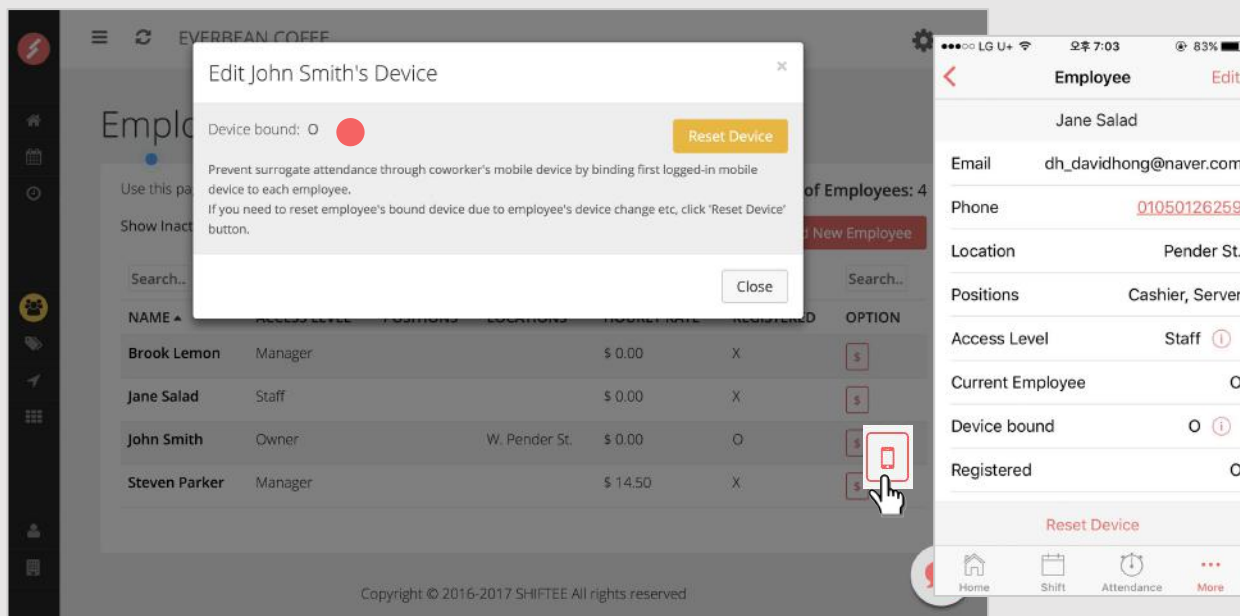


03 Set Wages

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



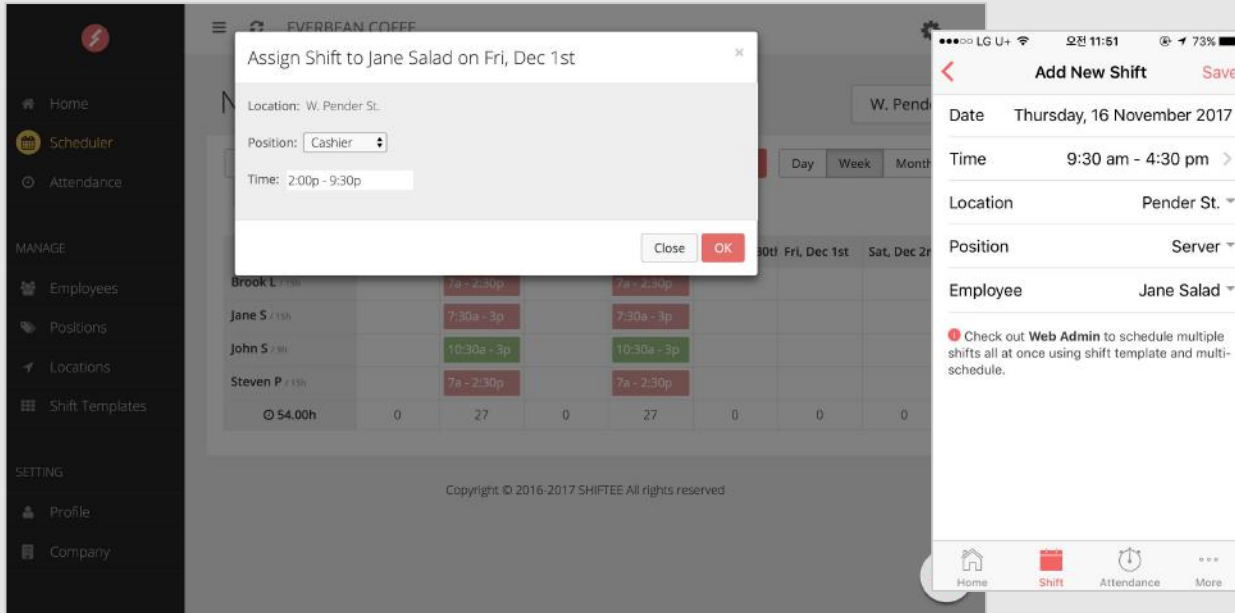
*Shiftee's automatic payroll bases on each employee's wages and effective dates.
 *Learn more about Payroll at [Help Article](#) or [FAQ](#) page



04 Reset Employee's Bound Device

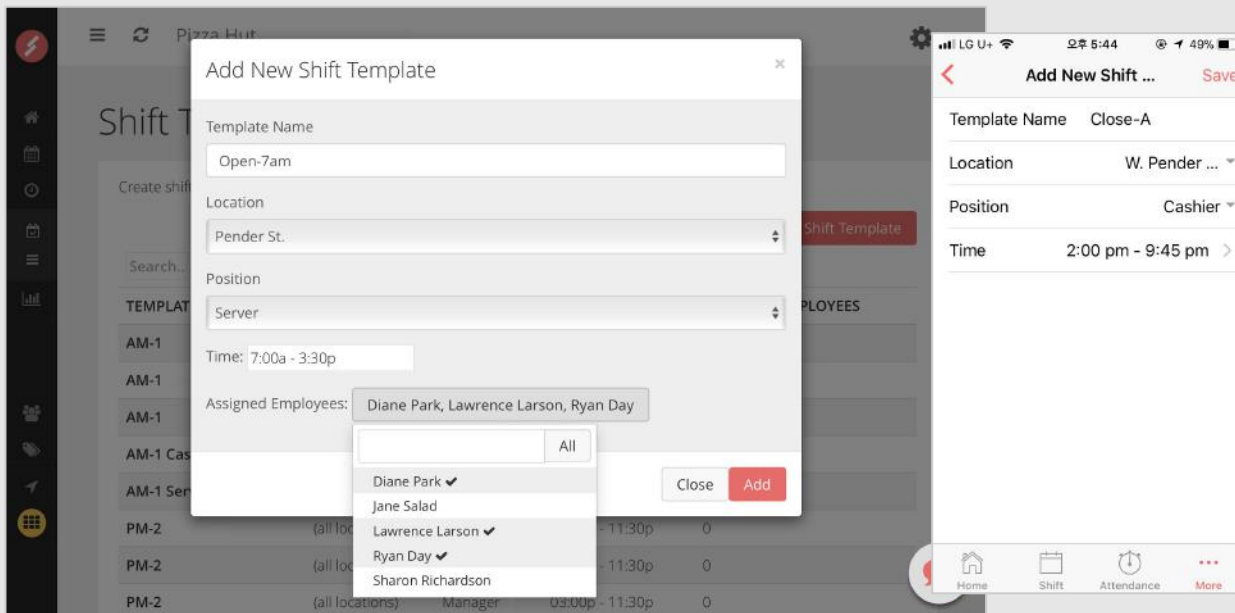
- PC [Employees] - Click [Device Icon]
 - Click [Reset Device]
 - 'Device Bound' will turn from O to X.
 - Then have your staff to use the new device to login. We will re-bind the new device automatically.
- Mobile [More] - [Employees]**
 - Select an employee

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



01 Single Scheduling

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

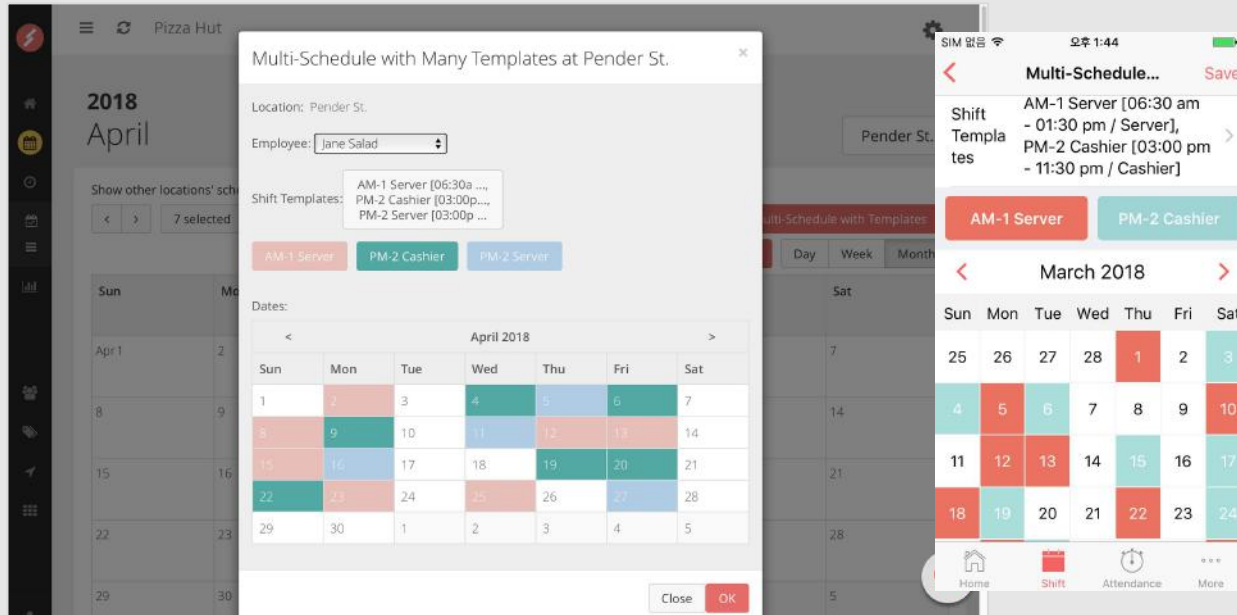


02 Create Shift Templates

- 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)



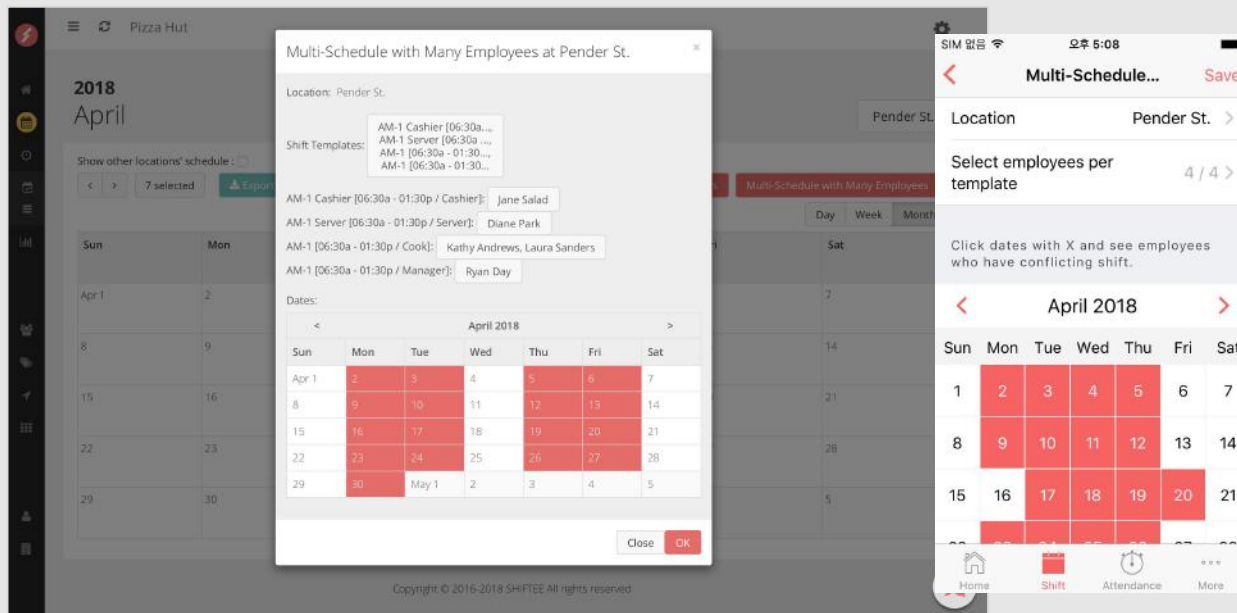
Multi-Schedule a Single Employee: Mass-schedule an employee for sporadic shifts
Multi-Schedule Many Employees: Mass-schedule a group of employees for consistent shifts.

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:**

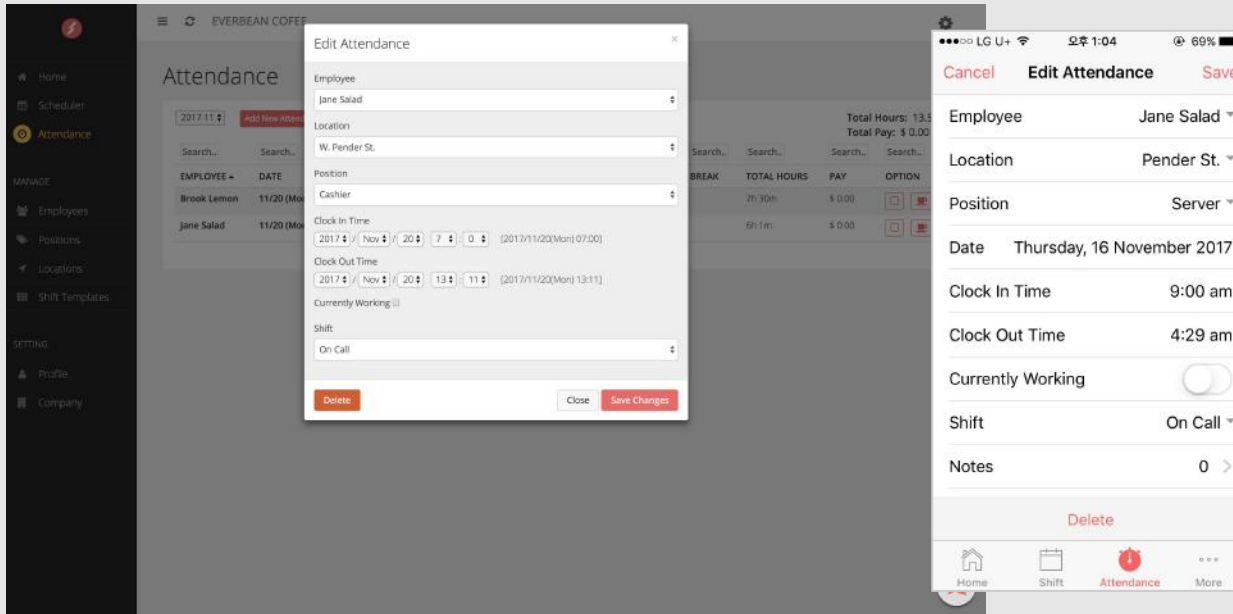
1. Tap Month (Selects all dates)
2. Tap Day (Selects whole column of day)
3. Tap Date (Only selects a single date)



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]

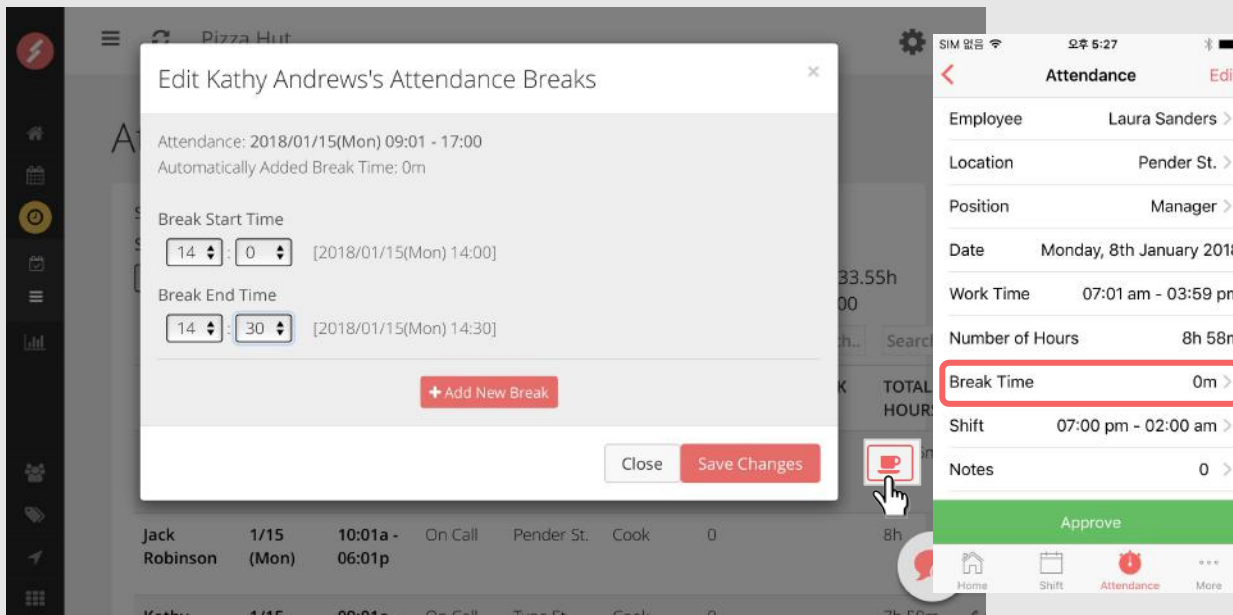
Break can be recorded by employees which will be deducted from the Total hours.



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 |
| E. [Save] | E. [Save] |

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

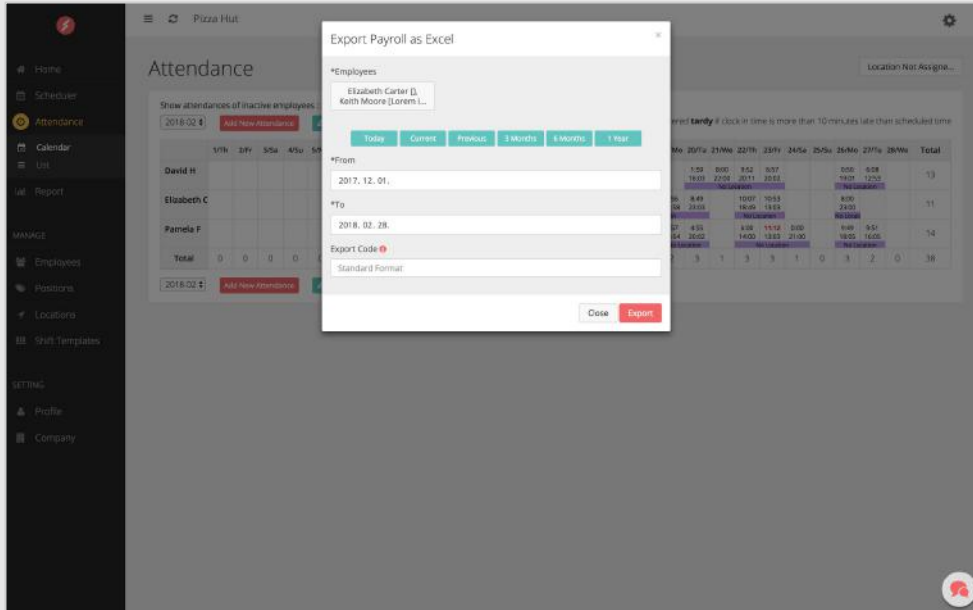


02 Edit/Add Break


- | | |
|--|--|
| 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] |

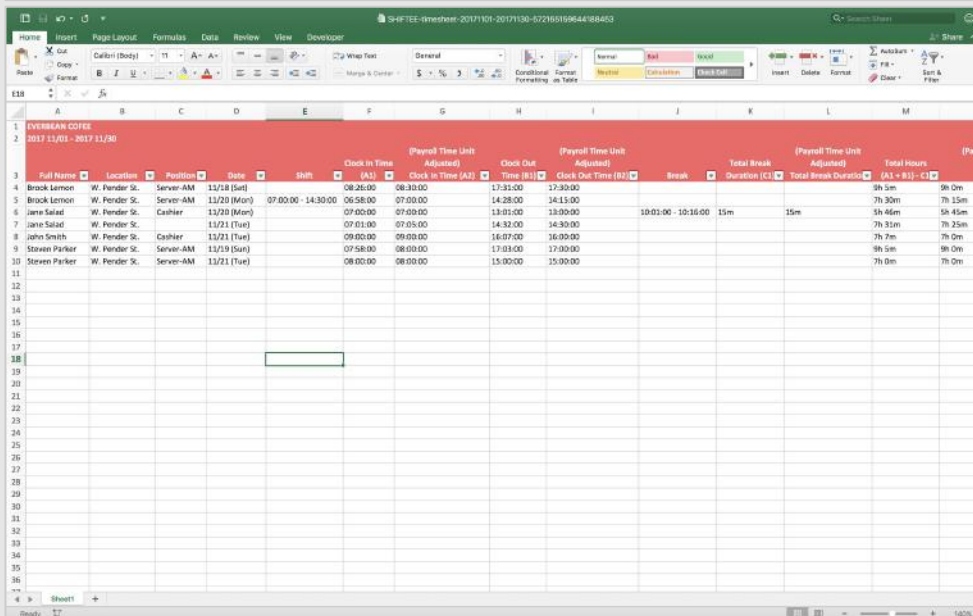
*Automatic Break Addition rule can be set in Company Settings by Owner Access Level.

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.

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"> 1. Please set the location's GPS coordinates more accurately. 2. Or, increase the radial distance from the coordinates to widen the timeclock area.
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"> 1. You can open Shiftee mobile app and follow below steps to re-register the new WiFi. 2. [More] - [Location] - Open the location - [Edit] - Tap [Register Current WiFi] while the device IS CONNECTED to the location's WiFi.
How do I get late/overtime notifications of an employee?	In order to receive late/overtime notifications, you must create shifts for the employee. Shiftee would not know his/her shift unless you schedule.
Is Shiftee offered in another language?	Open [Account Settings] to change the language to Korean. Shiftee is also offered in Korean.
How do I resend the INVITE CODE?	Open an employee profile and tap [Edit]. Enter the phone number again and [Save]. We'll resend the sms invitation.
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

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