

# User Guide for Admins & Managers

Updated as of November 5, 2021

# **⊖toast**

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# **Section 1: What Data Syncs**

## **Employee Data**

Send employee names along with their assigned positions, locations, and wages created on Toast to Sling and keep the changes up-to-date.

## **Timesheets**

Send timecards created on Toast to Sling. Compare the scheduled and actual hours and costs, analyze discrepancies, and export timesheets for processing payroll.

### Sales

Send sales data straight from your Toast POS to Sling. Compare projected and actual sales and labor %, and optimize the cost of labor by building better schedules that respect the margins you are after.

### **Schedules**

Send shift data from Sling to Toast, so you can enforce scheduling as employees use the time clock on Toast POS and prevent time theft.

# **Section 2: Creating your Sling Account**

## **Steps to Creating Account**

#### Step 1

**First, you'll need to make sure you're live on Toast Point of Sale** (**POS**). <u>This is required</u> - the product won't work properly until you're live on Toast POS!

#### Step 2

Visit the <u>Toast<>Sling landing page</u>, select "Get Started," and set up your Sling account. You must go through the <u>landing page</u> to be properly registered!



#### Step 3

The next two screens will ask you to enter your business information to create the account.



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#### STEP 4

Next, you'll get a Group ID, which you will copy from Sling into Toast to integrate the two accounts. Click Connect and you will be redirected back to Toast so you can apply it under the Sling integration settings.

SLING		
ØSLING (	⊇toast	Connect to Toast Haat IS Toats and particle gartier group ID below under ward to connect to Strig.
		Learn move Black Converce

#### **STEP 5**

Back in Toast, go to Toast Partner Connect, within your Toast account, and select the Configure integrations page. Click on the gear icon next to the Sling integration.

My Integrations	Last Edited By	Last Edited	↓ Actions
Sling		30/07/2021, 13:17:03	© Ů
	Add More Integrations		Nemove from locatio

#### STEP 6

Under the Group ID, add the code you copied from Sling and Apply.





🎉 Congratulations, your two accounts should be connected now. 🎉

Sling will start importing employees with their email, job(s), location, and wages as well as timesheets and sales. Sales data up to 30 days in the past can be synced. New employees added in Toast will be automatically synced with the next update. Beyond the initial integration sync, updates to wages, timesheets, and sales in Toast will also be updated in Sling with the next sync. However, note that deleting an employee or timesheet in Toast will not remove the data from Sling.

A few other things to note about imported data:

- Changes to an employee's email address inToast cannot be updated automatically. This will also need to be updated in Sling.
- Updated wages will currently show today's date as the effective date. The integration is not able to determine a "planned" effective date as set in Toast.
- In case of a refund or voided payment, we **will** update previously imported sales.
- Jobs in Toast = Positions in Sling. These are only imported and applied to employee profiles during the initial setup, but it is in our plans to update them like other data coming from Toast.

# **Section 3: Schedule Enforcement**

Your schedule data in Sling will be exported to Toast to allow you to prevent early clock-ins on your Toast POS, if you choose.

## Steps to configuring schedule enforcement

#### STEP 1

To set up schedule enforcement, go to your Toast account, and look for "<u>UI Options</u>" under "Other Setup."

<b>toast</b> Q Search Sling Lab - E	Boston Switch Restaurant	•				Restaurant 🝷	Help <sup>2</sup> Lyuba Kharit
A Home						Service Charges	
					_		
✓ Reports		Payments	Other Setup			Other Setup	
		Tax Rates	UI Options			Online Ordering	
A Employees		Toast Capital Loan Application	Sales Categories			Notification Setup	
PY Menus			Revenue Centers			Restaurant Groups	
A Televent & delivery			Device Groups			Financial Setup	
Takeout & delivery			Pay Out Reasons			Contact Settings	
Payments			GL Accounts			Data Exports	
🔊 Guest engagement			Takeout / Delivery			Barcode Config	
			Prep / Delivery Times			Text Alert Setup	NEW!
Front of house							
C Kitchen setun		Display Setup	Connect & Learn		• •	Integrations	
ing interior secup	✓	Guest Display	Referral Program	\$1000		My Integrations	
۰ ۹			Toast Community			My Integrations Activity	
♀ Integrations			Toast Central				
D) Toast account			Technical Documentation	n			
			Share your screen				

#### Time Clock

#### STEP 2

Scroll down to the "Time Clock" section and enable the "Enforce Scheduling" option. Save & Publish your changes.

Print Clock Slips	<ul> <li>Enabled - slips are printed automatically at clock in and clock out</li> <li>Disabled</li> </ul>
Enforce Scheduling	Require manager approval for clock in / clock out when employees are not on schedule. Set this to No unless your scheduling software is integrated with Toast.
	• Yes
	O No
Show Time?	<ul> <li>Enabled - Display the time on Time Clock screen</li> <li>Disabled</li> </ul>
Time Entry Rounding Scheme	<ul> <li>All time entries are added together, then rounded for total hours</li> <li>Each time entry is rounded, then added together for total hours</li> </ul>

## How to adjust schedule reinforcement settings



Go back to the main page on Toast and then go to "<u>Scheduling</u>" under "Labor"

From there, you can adjust your preferences in terms of early clock-in/out and late clock-in/out.

Ctoast	Sling Bar	Switch Restaurant 👻					Restaurant 👻	Help	Stefanie Johnsson 👻
ŵ			Home / Scheduling			Save			
~			Scheduling						
			Minutes before clock in 60						
(T)			Minutes after clock in 60						
۵			Minutes before clock 60						
12			out						
Ø			Minutes after clock out 60						
			restore defaults	_					
~			Date User Job		In	Out			
1			3/14 David Grant Baris	ita	3/14/21 1:00 AM	3/14/21 9:00 AM			

See this article on <u>schedule enforcement</u> for more details.

After the initial integration, Sling will automatically sync data every hour, but you also have the ability to manually sync new info as often as every 5 minutes. To do this, access the <u>integrations tab</u> in your settings, and click the options button under Toast.

Sync employees, timesheets and sales.	Sync
Square Sync employees, timesheets and sales.	Disconnect
Shopify	Connect

# Section 4: Verifying the imported data

After connecting Sling and Toast, you can check to see that information is being synced properly.

DASHBOARD	SCHEDULE	TASKS N	IESSAGES NE	WSFEED RE	PORTS TIN	IE CLOCK		ť	i <b>r</b> () 😡
DASHBOARD	D 36 EMPLOYEES	14 POSITI		) ) () 4 GR0	UIS 11	Diago Anno		LABOR COST	
EMPLOYEES	JOIN REQUESTS	DEACTIVATED							
20 Employ	rees						Q. Filt	er 書王 Add e	employee 👻
Employe	es								
NAME NAME		EMPLOYEE ID	POSITIONS	LOCATIONS	GROUPS	EMAIL	PHONE	STATUS	
Alexis C Admin	<i>B</i>			Cafe 108 Warehouse Bow Street show 1 more				Joined	
Alys Sm Employee	ith	1234	Host Server Meeting show 2 more	Cafe 108 Bow Street Main Street	FOH Team Leads			Joined	
Andy Fr Employee	ain		Busser Meeting	Cafe 108 Bow Street	FOH Managers			Joined	
Anna W	ade		Meeting Barback	Cafe 108	Team Leads			Joined	

#### **Employees**

Go to the Employees tab in Sling to review the imported profiles and check for accuracy. Their names, email addresses, and assigned positions, locations, and wages will be imported and assigned in Sling.

### **Positions**

Any positions that were listed in your Toast account will also be added to Sling under the positions tab (in addition to being added within employee profiles. New positions added on Toast will be imported to Sling with the next sync. **Positions created in Sling are not exported to Toast**.

DASHEDARD 36 EMPLOYEES	14 POSITIONS	4 GRDUPS 11	TAGS	LABOR CDST
14 Positions			Search	Q Add position +
□ NAME ↑Ξ		NO. OF EMPLOYEES		OPTIONS
Barback		4 Employees		
Bartender		8 Employees		
Busser		4 Employees		
Dishwasher		4 Employees		
Expo		5 Employees		
Food runner		0 Employees		
General Manager		1 Employee		
Host		4 Employees		

#### Locations

Locations from your Toast account will also be imported and listed in Sling under the locations tab. New locations added in Toast after the initial integration will be imported to Sling, and will prompt the locations mapping tool, so you can be sure the locations in Sling are properly connected to the ones in Toast. Locations created in Sling are not exported to Toast.

DARD	SCHEDULE	TASKS	MESSAGES	NEWSFEED	REPORTS TIM	E CLOCK			tt.	¢
	DASHBOARD	Q 36 EMPLOYEES	14 POSITIONS	4 LOCATIONS	4 GROUPS	() 11 TAGS		LABOR COST		
	4 Locations						Search	۹ 🗸	Add location +	
	NAME TE		ADDRESS		TIMEZONE		NO. OF EMPLOY	rees	OPTIONS	
	Bow Street				America/Ne	w_York	8 Employees			
	Cafe 108		123 CA-108, I	Aodesto, CA 95354,	USA America/Ne	w_York	28 Employee	s		
	Main Street				America/Lo	Angeles	5 Employees			
	Warehouse				Asia/Hong_I	long	6 Employees			

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## Wages

Any wages assigned to your employees in Toast will also be carried over to Sling. To verify that their wages have been imported and applied properly, check the Labor cost tab.

DASHBOARD	D 36 EMPLOYTES	2 14 POSITIONS	4 LOCATIONS	4 GROUPS	() 11 TAGS		LABOR COST	
Labor cost							Search	۹ 💿
EMPLOYEES	POSITIONS	LOCATIONS						
NAME TE		LOCATIONS	PC	DSITIONS	WAGES	1	TYPE	
Alaina Chris	stensen	Main Street	Se Ki Di	erver itchen Supervisor ishwasher	\$16.00 Emp \$14.00 Posit \$10.00 Posit	loyee base wa tion base wage tion base wage	Hourly	
AC Alexis C		Cafe 108 Warehouse Bow Street show 1 more						
Alys Smith		Cafe 108 Bow Street Main Street	Hi Se M	ost erver leeting low 2 more	\$8.00 Positi \$4.55 \$12.00 Emp show 2 more	on base wage loyee base wa	Hourly	
AF Andy Frain		Cafe 108 Bow Street	Bi M	usser leeting	\$100,000.00 -	5	ialary	

DASHBOARD					CLOCK			💿 Anna Wade 💡
TIMESHEETS								
Week * 2	86 Sep - 02 Oct 👒				Grou	p by: Locations v	Filter 🕮 Creat	e timesheet 🛛 😞
Q Locations v ≡	Positions v	😹 Groups	<ul> <li>Employees</li> </ul>	v 🖉 Tags		i≣ Statuses		III Columns +
FULL NAME	DATE TE	POSITION	CLOCKED IN	CLOCKED OUT	BREAK	ACTUAL	DIFFERENCE	
CAFE 108	A					65.47	2.47	
💿 Anna Wade	Sep 26, 2021	Meeting	9:00 AM	10:00 AM		1.00	0	
Michael Schaeffer	Sep 26, 2021	Kitchen Supervisor	9:02 AM	5:06 PM		8.07	0.07	
Janet Dixon	Sep 26, 2021	Prep	8:57 AM	5:09 PM		8.20	0.20	
Michael Banks	Sep 26, 2021	Kitchen Supervisor	1:58 PM	10:16 PM		8.30	0.30	
Lucas Kane	Sep 26, 2021	Barback	2:41 PM	12:01 AM		9.33	1.33	
Karen Verrato	Sep 26, 2021	Host	3:04 PM	8:46 PM		5.70	-0.30	
Mitchell Jackson	Sep 26, 2021	Line Cook	3:55 PM	12:24 AM		8.48	0.48	Q
Kim Peters	Sep 26, 2021	Bartender	4:00 PM	12:23 AM		8.38	0.38	-

### **Timesheets**

Any clock in and clock out activity recorded in Toast will sync to Sling, and can be reviewed under the Time clock tab:

The timesheet data rolls up into the payroll report, where you can review total hours and gross wages for the pay period.

DASHBOARD 🚺	SCHEDULE TASK	S MESSAGES	NEWSFEED	EPORTS TIME	CLOCK	đ	🕈 🛈 💩 Anna Wade 🔸
LABOR PAYROLL AT	TENDANCE TIME OFF	SALES				Ø Share	rfeedback
← → Payrell (8i-weekly)	- 20 Sep - 03 Oct	• Today				Group by: Employees	* Filter 📅 Stats <u>will</u>
Q Locations v	E Positions +	😹 Groups	* Employees	+ ∃≣ Statu	ses •	ay types —	III Columns *
FOLL NAME 1:	EMPLOYEE ID	HOURS	REG. HOURS	O/T HOURS	HOLIDAY HOURS	PTO	TOTAL WASE
Karen Verrato		5.70	5.70				\$45.60
Kim Peters		8.38	8.38				\$26.23
Lucas Kane		33.33	24.02	9.32			\$156.90
Michael Banks		8.30	8.00	0.30			\$118.30
Michael Schaeffer		8.07	8.00	0.07			\$113.40
Missy Sams							\$0.00
Mitchell Jackson		8.48	8.40	0.08			\$0.00
Paul Wright							\$0.00

#### Sales

Your actual sales data from Toast is imported to Sling, and will be populated in the sales report under the "actual sales" columns.

Note that anyone assigned to the **manager** role in Sling will need to be given access to labor cost data by an admin in order to see wage info, sales data, and access the labor, payroll, and sales reports. An admin can grant access under the <u>labor cost settings tab</u>.

DASHBOARD	SCHEDULE TASKS MESSA	GES NEWSFEED	REPORTS	IME CLOCK		<b>11</b>	anna Wade 💡
LABOR PAYROLL	ATTENDANCE TIME OFF					🖉 Share feedback	
← → Month ×	October 2021 👒					Group by: Locations +	Filter 🚟 😞
DATE	PROJECTED SALES	ACTUAL SALES		DIFF. SALES	PROJECTED LABOR %	ACTUAL LABOR %	DIFF. LABOR %
Oct 25, 2021	\$0.00	\$2,118.00		12,118.00	0	0	0
Oct 26, 2021	\$0.00	\$2,105.00		¥2,105.00	0	0	0
Oct 27, 2021	\$0.00	\$2,479.00		\$2,479.00	0	0	0
Oct 28, 2021	\$0.00	\$3,458.00	9	\$3,458.00	0	0	0
Oct 29, 2021	\$0.00	\$3,268.00		\$3,268.00	0	0	0
Oct 30, 2021	\$0.00	\$4,543.00		4,543.00	0	0	0
Oct 31, 2021	\$0.00	\$3,693.00	9	13,693.00	0	0	0
CAFE 108	<ul> <li>\$163,000.00</li> </ul>	\$67,500.00		\$95,500.00	10.36%	15.73%	5.37%
Oct 01, 2021	\$9,000.00	\$0.00		\$9,000.00	3.81%	0	-3.81%

# **Section 5: Creating schedules**

Once you have ensured that your employees, wages, positions, and locations have been synced to Sling, you can get started with scheduling. The shifts you add here can be sent to Toast so you can make sure employees are adhering to their schedules.

Using the full schedule view lets you see all schedule
data. You can add a new shift by clicking the blue
Create shift button near the top right of the screen.

ULL SCHEDULE MY L	OCATIONS MY SCH	IEDULE PENDING APP	ROVAL UNAVAILABI	LITY			
→ Week	* 31 Oct - 06	Nov -	4	Auto 👻 Group by:	Employees - Filters	至 Stats <u>Lill</u> の	+ Publish
Q Locations →	Positions v	Groups v 🛓 Empl	oyees × 🖉 Tags	* 🔄 Day parts	* III 1 event *	Create a shi and employ	n for any date Re dd-ons
							1
	SUN 31	MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6
HEDULED SHIFTS							
Alys Smith			3.50P - 11:50P + 8h Host - Cafe 108	3:007 - 11:00P + 8h 1 Host - Cafe 108	3:00P - 11:00P + 8h Host - Cafe 108	3:00P - 9:00P + 6h Hosz - Cafe 108	
Hannah Mills		9:00A - 5:009 + 8h Host - Cafe 108		9:00A - 5:00P + 8h Host - Cafe 108		3:00P - 11:00P - an Host - Cafe 108	
Karen Verrato			9.00A - 5.00P - 8h Host - Cafe 108	2002 - 9:002 - 6h Host - Cafe 108	RIDEA - ScOOP + Bh Il Host + Carle 108	9:00A - 5:00P - Bh Host - Cafe 108	3:00P - 11:00P - 8h I Host - Cafe 108
Michael Schaeffer					4.00P - 12.00A + 8h I Bartender - Cale 108	4.00P - 12.00A - 8h I Bartender - Cafe 108	4.00P - 12:00A - 8h I Bartender - Cafe 108
			7.00A - 3.00P + 8h 12		7.00A - 3.00P + 8h 25		

You can also hover over the calendar to see an add button appear. Depending on where you click (specific employee's row, specific date, under a grouping for a location or position, etc), some information may pre-populate into the shift for you.

								💷 Nev	v shift		\$	⊘ ✓	≡ ×
								сизтом	TEMPL	ATES TIME OFF			
DASHBOARD	SCHEDULE	TASKS MESSAGES	S NEWSFEED	REPORTS TIME CL	оск	ũ	📍 👔 💩 Anna Wade 🗸	DA		03 November 2021 🗲	-		¥
FULL SCHEDULE MY D	OCATIONS MY SCH	HEDULE PENDING AP	PROVAL UNAVAILABI	JITY				п	ME L	▼ Start 9:00 AM	End 5:00 PM	Break	30 -
□ < → Week	* 31 Oct - 06	Nov 🔹	4	Auto	Employees v Filters	舞 Stats <u>hill</u> の	) + Publish						
Q Locations → Ξ	Positions v	Groups 👻 🚊 Emp	oloyees 🤟 🛷 Tags	+ Day parts	* III 1 event *		III Add-ons 👻	REPE	AT	Never			Ŧ
	SUN 31	MON 1	TUE 2	WED 3	THU 4	FRI 5	17 SHIFTS SAT 6	LOCATI	on ()	Add location			
SCHEDULED SHIFTS 🔿				7									
Nys Smith			3:00P - 11:00P - 8h Host - Cafe 108	3:00P - 11:00P + 8h Host - Cafe 108	3:00P - 11:00P • 8h Host • Cafe 108	3:00P - 9:00P - 6h Host - Cafe 108		POSITI	on (J	Add position			
Hannah Mills		9:00A - 5:00P = 8h Host - Cafe 108	]	9.00A - 5:00P - 8h Host - Cafe 108	]	3:00P - 11:00P - 8h Host - Cafe 108		EMPLOY	(EE D	Michael Schaeffer X	-		
Karen Verrato			9:00A - 5:00P • 8h Host • Cafe 108	3:00P - 9:00P - 6h I Host - Cafe 108	9:00A - 5:00P - 8h 11 Host - Cafe 108	9:00A - 5:00P + 8h Host • Cafe 108	3:00P - 11:00P - 8h Host - Cafe 108						
Michael Schaeffer	-			+	4:00P - 12:00A + 8h Bartender + Cafe 108	4:00P - 12:00A = 8h Bartender - Cafe 108	4.00P - 12:00A - 8h Bartender - Cafe 108	ТА	igs ⊘	Add a tag			
Mitchell Jackson			7:00A - 3:00P + 8h Dishwasher + Cafe 108 Opener		7:00A - 3:00P + 8h Dishwasher + Cafe 108 Opener	2	0	TAS	ыкs 🕢	Add a task			
							U	NO	res	Add a note			
								PUBL	SH [2]	No			
										Cancel		Save	

A time, location, and position are required to create a shift, while all other details are optional.

If you leave the employee field blank, this will create an unassigned shift, which helps you plan out the coverage you need. Unassigned shifts can be assigned later, or made available for employees to apply to.

	DASHBOARD	SCHEDULE TASK	S MESSAGES	NEWSFEED REPORTS	TIME CLOCK		đ	🗗 🛈 💩 Anna Wad	le 🗸
	FULL SCHEDULE MY I	OCATIONS MY SCHEDUL	E PENDING APPROVAL	UNAVAILABILITY					
CUSTOM TEMPLATES TIME OFF	Week	- 31 Oct - 06 Nov	1 -		//∵Auto ▼	Group by: Employees v	Filters 📅 Stats Mill 4	) + Publish	
DATE 03 November 2021	Shifts that need to happen, but are created without	Positions 👻 🎊 Groups	s 👻 🛔 Employees	• 🖗 Tags 🛛 •	☐ Day parts → III Ev	ents v		III Add-ons	*
TIME L - Start 3:00 PM End 11:00 PM Break None-	employees. These shifts need to be assigned later, so someone covers them. Schedule here to save							0 ABSENCES SH	18 HIFTS
	templates and copy them into the future.	SUN 31	MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	
REPEAT 💭 Never 👻	UNASSIGNED SHIFTS 🔗					_			
	1				3:00P - 11:00P - 8h ⊘ Server - Cafe 108				
LOCATION () Cafe 108 ×					Contra	_			
	AVAILABLE SHIFTS 💭								
Add employee(s)	SCHEDULED SHIFTS 🔿								
	Anna Wade	All day Unavailable				All day Unavailable			
TAGS 📀 Closer 🗙									
Add a tag	Alys Smith	Ali day Unavailable		3:00P - 11:00P + 8h Host + Cafe 108	3:00P - 11:00P - 8h Host - Cafe 108	3:00P - 11:00P + 8h Host - Cafe 108	3:00P - 9:00P - 6h Host - Cafe 108		
таякя 🕢 Add a task	HM Hannah Mills		9:00A - 5:00P + 8h Host - Cafe 108		9:00A - 5:00P - 8h Host - Cafe 108		3:00P - 11:00P - 8h Host - Cafe 108		
NOTES Add a note	KV Karen Verrato			9:00A - 5:00P - 8h Host - Cafe 108	3:00P - 9:00P + 6h Host - Cafe 108	9:00A - 5:00P + 8h Host - Cafe 108	9:00A - 5:00P + 8h Host - Cafe 108	3:00P - 11:00P - 8h Host - Cafe 108	
PUBLISH	-							1	
Cancel Save									

There are many scheduling features and options, but this video overview can help you understand all the functions that are available and how to use them:

## Video: How to schedule shifts in Sling

If you'd like even more info on scheduling, you can also check out this collection of articles from our Help Center:

N Schedule

# Section 6: Reviewing and editing timesheets

Any hours recorded in Toast will be synced to Sling allowing you to review the data and pull reports. Changes to timesheets on the Toast side will be imported with the next sync and overwrite anything that was previously imported.

Under the Time clock tab, you can select the range you wish to review.

DASHBOARD	SCHEDULE TAS	KS MESSAGES	NEWSFEED	REPORTS	TIME CLOCK			🏦 🛈 🗠	Anna Wade Cafe 108
TIMESHEETS									1 6 🕸
Week -	26 Sep - 02 Oc	t - Today				Group by: Er	mployees - Filte	er 王는 Create ti	mesheet
FULL NAME	DATE ↑≣	LOCATION	POSITION	CLOCKED IN	CLOCKED OUT	BREAK	ACTUAL	DIFFERENCE	
ALYS SMITH	*					-	8.00	0	
Mlys Smith	Sep 28, 2021	Cafe 108	Ехро	3:00 PM	11:00 PM	-	8.00	0	
ANNA WADE	*						1.00	0	
AW Anna Wade	Sep 26, 2021	Cafe 108	Meeting	9:00 AM	10:00 AM	-	1.00	0	
JANET DIXON	*					-	8.20	0.20	
JD Janet Dixon	Sep 26, 2021	Cafe 108	Prep	8:57 AM	5:09 PM	-	8.20	0.20	
KAREN VERRATO	*					-	5.70	-0.30	
KV Karen Verrato	Sep 26, 2021	Cafe 108	Host	3:04 PM	8:46 PM	-	5.70	-0.30	
KIM PETERS	*						8.38	0.38	
KP Kim Peters	Sep 26, 2021	Cafe 108	Bartender	4:00 PM	12:23 AM	-	8.38	0.38	-
LUCAS KANE	*						9.33	1.33	U

You can also apply filters to focus on specific information like locations, positions, or groups.

TIMESHEETS										
□ < → Wee	26 Sep - 02 Oct	• Today				Group by:	Employees 👻	Filter 🚉 Create	timesheet 🔗	
Security Locations	▼	😭 Groups		mployees v	🛷 Tags	•	⊞ Statuses	*	Columns 🖓	•
FULL NAME	DATE ↑≣	LOCATION	POSITION	CLOCKED IN	CLOCKED OUT	BREAK	ACTUAL	DIFFERENCE		
ALYS SMITH	*					-	8.00	0		
Mys Smith	Sep 28, 2021	Cafe 108	Expo	3:00 PM	11:00 PM	-	8.00	0		
ANNA WADE	*					-	1.00	0		
Anna Wade	Sep 26, 2021	Cafe 108	Meeting	9:00 AM	10:00 AM		1.00	0		
JANET DIXON	*					-	8.20	0.20		
Janet Dixon	Sep 26, 2021	Cafe 108	Prep	8:57 AM	5:09 PM	-	8.20	0.20		

The information can be printed or exported, as well. And the data recorded here will also populate into the payroll report for easy processing in your payroll software.

NEWSFEED	REPORTS	TIME CLOCK			<b>11</b> (j	Awna Wade Cafe 108
			Group by: Er	nployees 🔻 🛛 🛛 Filt	CSV export XLS export	heet 😞
- Emp	oloyees 👻	Tags	▼	E Statuses	•	Columns 🔻
POSITION	CLOCKED IN	CLOCKED OUT	BREAK	ACTUAL	DIFFERENC	CE
			-	8.00	0	
Ехро	3:00 PM	11:00 PM	-	8.00	0	:
			-	1.00	0	
Meeting	9:00 AM	10:00 AM	-	1.00	0	0 0 0

# Section 7: Running payroll

Once hours are logged via timesheets, you can review and export the data under the payroll report.

DASHBOARD	SCHEDULE TASKS ME		REPORTS	IE CLOCK	<b>#</b> (	Grace Campoll
LABOR PAYROLL	ATTENDANCE TIME OFF SALES				🖉 Share fee	dback 👔 🛱 🐯
A Payroll (Bi-we	eekly) • 13 - 26 Oct • Tod	lay			Group by: Employees v	Filter 🕂 Stats <u>all</u>
Q Locations ▼	⊟ Positions ▼ Since Groups	👻 💄 44 employee	es → 🗄 Statuses	ע ד Pay types	▼ 🛞 Clear filters	Columns 🔻
FULL NAME 1	HOURS	REG. HOURS	O/T HOURS	РТО	TOTAL WAGE	PAY TYPE
÷	81.08	81.08	-	-	\$0.38	Hourly
	82.40	79.70	2.70	-	\$1,675.00	Hourly
\$ 100 C	30.88	30.88	-	8.00	\$710.31	Hourly
•	64.70	64.70	-		\$0.00	Hourly
Provide the second s	70.48	68.55	1.93		\$714.50	Hourly
	82.47	82.47	-		\$1,726.02	Hourly
÷	77.07	77.00	0.07	8.00	\$771.00	Hourly
•	44.95	44.95	-	16.00	\$1,219.00	Hourly

Filters can be applied here, just like in your timesheet report.

$\langle \rangle$	DASHBOARD	SCHEDULE	TASKS	MESSAGES	NEWSFEED	REPORTS	TIME CLOCK		Щ	(i) Anna Wade -
LABOR	PAYROLL	ATTENDANCE	TIME OFF	SALES					🧷 Share fe	edback
• •	Payroll (Bi-we	ekly) - 20 Se	p - 03 Oct	- Today				Gr	roup by: Employees 🔻	Filter 🌐 Stats 📶
Q Locati	ons 🔻	☐ Positions	•	🚉 Groups	▼ Employe	2S 🔻	∃≣ Statuses	▼ Pay	types 👻	Columns 🔻
FULL NAME 1	1	EMP	LOYEE ID	HOURS	REG. HOURS	0,	T HOURS	HOLIDAY HOURS	РТО	TOTAL WAGE
BH Barry H	Henderson			-	-					\$0.00

You can also choose which columns populate in the report, in case there is any data that isn't relevant to you.



Then, export the data in a .csv or .xls file for easy processing in your company's payroll application.

KS	MESSAGES	NEWSFEED	REPORTS	TIME CLOCK		<b>#</b>	(i) Aw Anna Wade -
=F	SALES					🖉 Share fee	dback
Oct	• Today					Group by: Employees v	Filte Stats <u>all</u>
	🕵 Groups	▼ Employe	es 🔻	∃≣ Statuses	• P	Pay types 🔹	Columns 🔻
	HOURS	REG. HOURS	0/T	HOURS	HOLIDAY HOURS	РТО	TOTAL WAGE
	-	-	-		-	-	\$0.00
	_	_	_			_	\$0.00

# **Section 8: Settings Adjustments**

### Adjusting company settings

Before fully implementing Sling, you may want to double-check these settings. They allow you to make sure your schedule is laid out in a way that matches your business needs and that your employees are only seeing the information you want them to see. Note that company and schedule settings can only be adjusted by an admin of the Sling account.

Your <u>company settings</u> apply to everyone within your company, and they allow you to define which features and information are available to your employees.

This includes access to coworkers' information and the messaging, newsfeed, and tasks features.

PREFERENCES	NOTIFICATIONS COMPANY SETTINGS SCHEDULE TIME CLOCK LABOR COST TIME OFF							
Restrictions Messages Newsfeed Tasks	Restrictions         Visibility of coworkers across locations         Allow employees to view and communicate with coworkers assigned to different locations.         Contact details         Allow employees to see each other's phone numbers and emails.							
	Messages Enable group and private messaging for your organization.							
	Newsfeed       Enable content sharing across your organization.							
	Allow employees to create pages       Image: Complexity of the second seco							

## Adjusting schedule settings

Your schedule settings also apply to everyone in the company, and allow you to adjust the appearance of the schedule as well as which scheduling features are accessible.

These settings include, hours of operation, first day of the work week, schedule visibility for employees, breaks, and more.

PREFERENCES	NOTIFICATIONS COMPANY SETTINGS SCHEDULE TIME CLOCK	LABOR COST	TIME OFF
Schedule settings Break Shift acceptance	Schedule settings First day of the week Affects your schedule layout and labor cost calculation.	Sunday	Y
Shift exchanges Unavailability Labor compliance	Hours of operation The day view and unavailability will be limited to these hours. Cutoff time for overoight hours	From 12:00 AM To 12:00 AM	v v
	Visibility of schedules for employees Allow employees to view other employees' schedules.	nd payroll.	
	Employees can view schedule for their position within their own location Visibility of time off and unavailability Allow employees to view other employees' time off and unavailability.		×
PREFERENCES	Visibility of schedules for managers NOTIFICATIONS COMPANY SETTINGS SCHEDULE TIME CLOCK	LABOR COST	TIME OFF
Schedule settings Break Shift acceptance	Breaks Enable the option to add a break duration to your emloyee's shifts.		
Shift exchanges Unavailability Labor compliance	Paid or unpaid breaks Default break duration on shifts Set the break duration that will populate for new shifts:	30 N	▼ Ainutes ▼
	Shift acceptance Allow employees to confirm or deny their schedules.		
	Shift exchanges and available shifts Allow employees to give away their shifts When disabled, employees are not able to offer their shifts or make them available		
	Allow employees to swap shifts When disabled, employees are not able to swap their shifts with others. Restrict offers and swaps by location and position When disabled, employees can offer or swap a shift with anyone even if the recipie	ent is not	
	assigned to the location and position of the shift. 		
	Unavailability Allow employees to set and edit their unavailability.		
	Approval When enabled, unavailability changes require manager's approval.		
	Labor compliance Clopening Ensure adequate rest time between shifts.		
	Rest hours between shifts Minimum number of rest hours between the closing and opening shifts:	10	Hours

## Setting up labor cost functions

In addition to the company and schedule settings, you also want to make sure your labor cost settings match your business needs. These will dictate how estimated wages are calculated and help keep you within your labor budget.

Under <u>Settings > Labor cost</u>, you can define your pay periods, set overtime rules, define labor cost % goals, and provide labor cost access to managers.

DASHBOARD	SCHEDULE	TASKS	MESSAGES	S NEWSFEED	D REPORTS	TIME CLOCK		đ	🗗 🛈 🤬 Grace
DASHBOARD	50 EMPLOYEES	5 14		0 16 LOCATIONS	15 GROUPS	I3 TAGS	ANNOUNCEMENTS	LABOR COST	
PREFERENCE	S NOTIFIC.	ATIONS	COMPANY	SETTINGS	SCHEDULE	TIME CLOCK	LABOR COST	TIME OFF	INTEGRATIONS
General setting	js G	ieneral set	ttings						
Overtime Holiday pay	С	urrency				l	JS Dollar	×	

The pay period setting will designate the dates that populate when you use the "payroll" date range within timesheets and reports.

NOTIFICATIONS	COMPANY SETTINGS	SCHEDULE	TIME CLOCK	LABOR COST	TIME OF
General set	ttings				
Currency				US Dollar	•
<b>Payroll perio</b> Choose the p	<b>d type</b> eriod you would like to use fo	Bi-weekly	•		
<b>Start date</b> Select your n	ext payroll date.			13 October 2021	•
<b>Employee wa</b> Allow employ	ages /ees to see their own wages.				

# **⊜toast**

Sling offers weekly, daily, and double daily overtime options, so you can be sure you're keeping track of hours accurately and scheduling within your budgets.

NOTIFICATIONS	COMPANY SETTINGS	SCHEDULE	TIME	CLOCK	LABOR COS	бт	TIME OFF
Overtime							
Weekly overti	me						
Weekly overtin	ne starts after <mark>40</mark> hours at rat	e 1.5.		40 Hours	@ RATE X	1.5	
Daily overtime	2						
Daily double o Employees will	vertime receive 2X their regular pay	after 12 hours in a da	у.				
<b>Holiday pay</b> Set a higher pa	ay rate for shifts worked on h	olidays.					
Holiday rate					@ RATE X	1.5	

If you offer extra pay for holidays on which your business is open, you can enable the holiday pay setting and define the extra rate.

OTIFICATIONS	COMPANY SETTINGS	SCHEDULE	TIME CLOCK	LABOR COST	TIME OF
<b>Holiday pay</b> Set a higher pa	ay rate for shifts worked on h	nolidays.			
Holiday rate				@ RATE X 1.5	
<b>Spread of h</b> Add an extra h	<b>ours</b> nour of pay when the work da	ay spans more than	10 hours.		

# Ctoast

Then, mark any holidays on your schedule, and Sling will calculate the extra pay for any hours logged via the time clock.

Enable the labor % goal to set the maximum labor as a percentage of sales that you want to spend, and get alerts for exceeding it when scheduling.

<b>urs</b> our of pay when the work d	ay spans more than	10 hours.		
abor spending against you	r sales.			
		4	30	%
	urs our of pay when the work d	urs our of pay when the work day spans more than abor spending against your sales.	urs our of pay when the work day spans more than 10 hours.	urs our of pay when the work day spans more than 10 hours.

By default, only admins can view labor cost data on the schedule and in reports. If any managers should have access to the information, you can add them here. Note that managers will only see data related to employees assigned to the same location, and they will never see wage info for other managers or admins. You can spot any managers who have access, as they will have an "x" next to their name, so they can be removed. Admins cannot be removed from having access.

OTI	FICATIONS	COMPANY SETTI	NGS	SCHEDULE	TIME CLOCK		LABOR COST	TIME	)F
	<b>Spread of hour</b> Add an extra hou	r <b>s</b> r of pay when th	e work day s	pans more thar	n 10 hours.				
	<b>Labor %</b> Compare your lab	oor spending aga	ainst your sa	les.					
	<b>Labor % goal</b> Set the upper lim	it, which you wo	n't want to e	xceed.		30		%	
	Labor cost acco	ess							
	All admins have a Managers can be	access by default given access be	to labor cos ow:	t, reports, and v	vages.				
	Anna Wade	Alexis C Gu	illaume M	Michael Scha	aeffer X				

## Setting preferences and notifications

In addition to all these company-wide settings, you also have some options to customize the appearance of your own account. These settings will not affect other users.

Under <u>Settings > Preferences</u>, you can choose the time format, name format, appearance of shifts on the schedule, and more.

DASHBOARD	36 EMPLOYEES	2 14 POSITIONS	4 LOCATIONS	4 GROUPS	() 11 TAGS		LABOR COST			
PREFERENCES	NOTIFICATION	NS COMPAN	IY SETTINGS	SCHEDULE	TIME CLOCK	LABOR COST	TIME OFF	INTEGRATIONS		
Display preferences Other preferences	5 Displ Time 1	a <mark>y preferences</mark> format				1:40 PM	¥			
	Name	Name format John Appleseed								
	<b>World</b> Displa When	<b>clock</b> y calendar events ar disabled, you see ar								

The notifications tab is where you will choose which alerts you wish to receive, and how to receive them.

DASHBOARD	O 36 EMPLOYEES	2 14 POSITIONS	4 LOCATIONS	4 GROUPS	11 7	) TAGS		LABOR COST	
PREFERENCES	NOTIFICATION	IS COMPAN	IY SETTINGS	SCHEDULE	TIME CLOC	к	LABOR COST	TIME OFF	INTEGRATIONS
<mark>Shift alarms</mark> Dashboard	<b>Shift</b> Enable	<b>alarms</b> e shift alarms, so you	get a reminder for	upcoming shifts.					
Messages Newsfeed							• hours	- 	
Daily report	Time b Send c			3	▼ hours				
					смс	5 Em	winutes		

# **Otoast**

- Shift alarms will send up to three reminders of an upcoming shift, and can be set to arrive via email, push notification, or SMS (text) message. Shift alarms are the only notification type available via SMS.
- Dashboard notifications include most important account updates like schedules, time off requests, time clock reminders and activity, and more. These notifications always appear on your Sling dashboard, but choosing another delivery method ensures you aren't missing important changes.
- Message notifications can also keep you on top of important details, but even if they are not enabled, you will see new message badges in your Sling account. If enabled, you can choose whether you are notified always, or only when mentioned or directly messaged.
- Like message notifications, Newsfeed notifications help you stay in the loop with communication, and you can choose whether you are always notified of activity on pages you follow, or only when you're mentioned.

# Section 9: Removing the integration

In Sling, go to <u>Settings</u> > Integrations, then click the

options button next to Toast and disconnect.

If at any point you want to disable the integration, you can do so from Sling or from Toast. Disabling the integration will not remove any existing data from Toast or Sling, it will just prevent further syncing. You can reestablish the integration to pick right up where you left off, as well.



### In Toast, go to the Integrations tab > Configure Integrations, then click the trash can icon to remove it.

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ធ		Home / My Integrations						
~		My Integration	15		Ŧ			
a AA		Integration	Last Edited By	Last Edited	Actions			
m		Sling		20/10/2021.16:01:32	ش <u>أ</u>			
ĉ				ENTROLEMENT AND ADDR				
6								
ø				Add More Integrations				
101								
쑵								
*	-	© Toast, Inc. 2021. Al	II Rights Reserved.   Support	& Training   Privacy Policy   Terms of Service   Merch	hant Agreement I System Status			
0								