



Aspect Software, Inc.
Back-office software for restaurateurs

Aspect Scheduler interface to H.S.I. Labor

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Requirements:

- 1) Need to obtain H.S.I. Labor V 7.01 from HIS
- 2) Need to have H.S.I. enable the proper "ini" settings in TIMGR.ini
- 3) Need to have Aspect V5.64 or higher

Step 1

In Aspect, go to settings / payroll setup / job codes.

Number	Name	Earning Code Regular Hours	Earning Code Overtime Hours	Earning Code Tips	Earning Code Sales
1	Kitchen	1		T	
2	Bar	2			
3	Hostess				
4	Wait	4	4	4	4
5	Winep				
6	Exp				
7	Trainee				
8	Trainer				
9	Key Employee				
10	Checkout				
11	Office				
0	Test				

Step 2

In Aspect, double click on the job code and enter grace periods into Aspect before you export the schedule. To do this, select Payroll Setup from the Settings menu and then Job Codes. Double-click on any job code. At the bottom, you will see a place for four grace periods - early in, late in, early out and late out. These grace periods must be entered for every job code. If you don't want to enforce the clock-out times, enter large grace periods, for example 120 minutes. After entering grace periods, you will also need to ask your HIS, Aloha, or Restaurant Manager representative to enable the scheduling feature on the POS system.

Edit Job Code

Name: Number:

Job Code Group: Job Code Sequence:

Job Number & Earning Codes:

Job Number:
Regular Hours:
Overtime Hours:
Tips:
Cash Tips:
Charge Tips:
Sales:
Union Code:

Grace Periods:

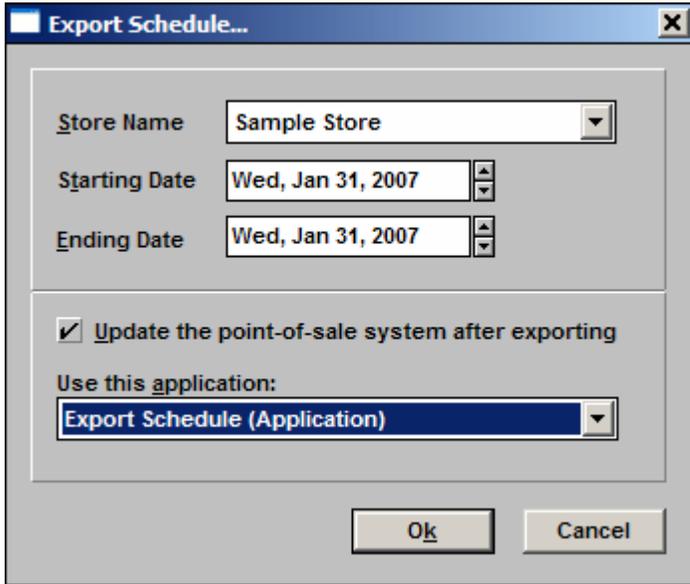
Employees can clock in minutes early and minutes late.
Employees can clock out minutes early and minutes late.

Employees working this job code should normally declare tips

Ok Cancel

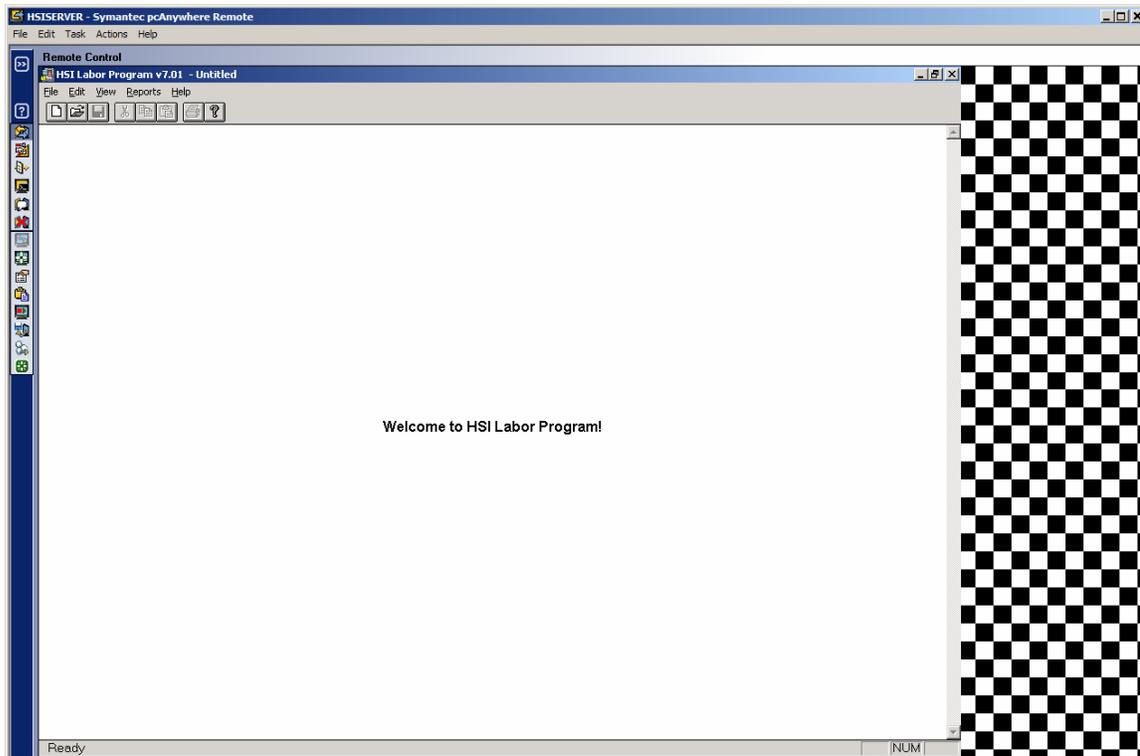
Step 3

In Aspect, export the schedule by going to Payroll / Export Schedule. To export a schedule, select Export Schedule from the Payroll menu. Enter the beginning and ending date of the week to be exported. Make sure the checkbox labeled 'Update the point-of-sale system after exporting' is turned on and that 'Export POS Schedule' is selected in the drop-down list. Press Ok to export the schedule. If you do not have the 'Export POS Schedule' option available, you will need to create a batch routine to copy the data from Aspect to the POS System.



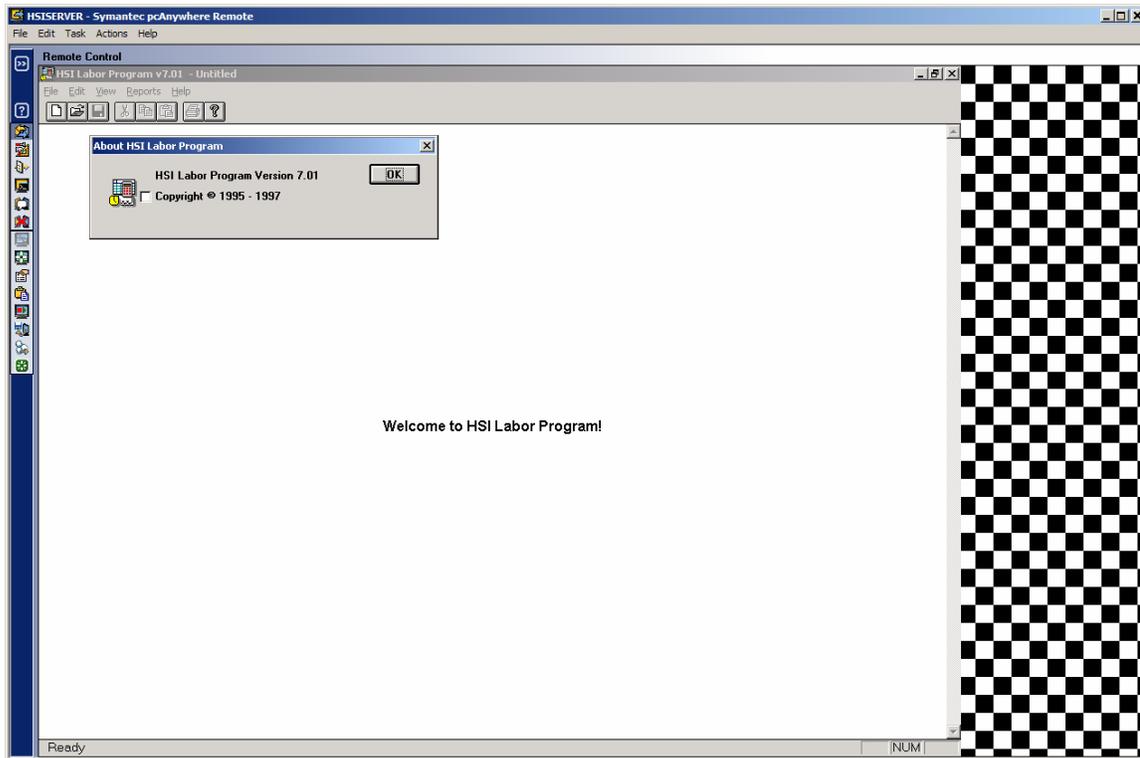
Step 4

To validate the schedule, you need to open up HSILABOR V7.01



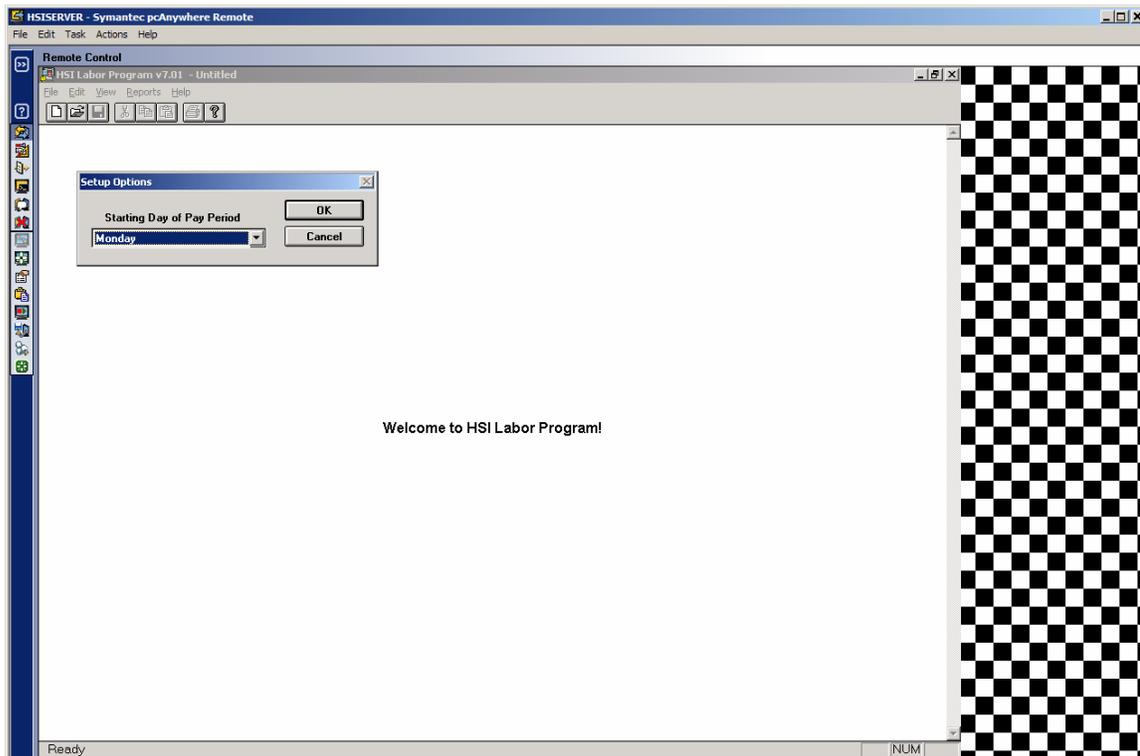
Step 5

To setup the HSILABOR program to work correctly, the payroll settings MUST match. To validate, click on help, and then click on the "copyright" box, then click OK.



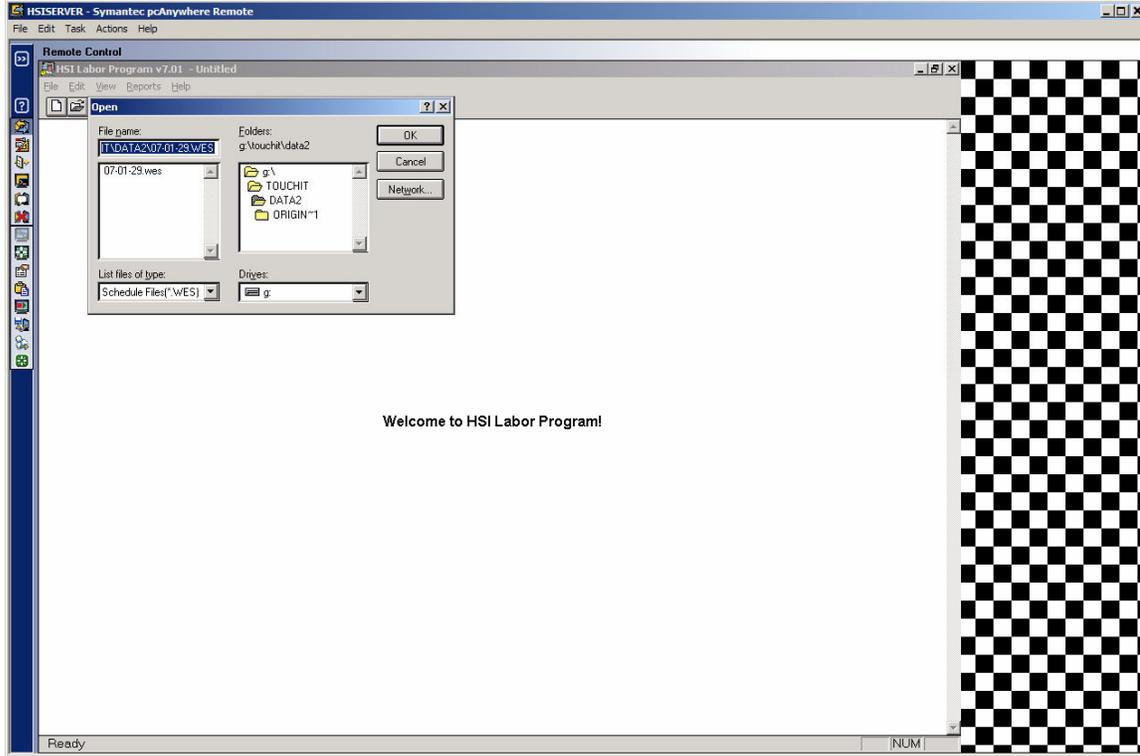
Step 6

To setup further, go to help, then click on "setup" and set the "starting day of pay period" to the correct corresponding day. This MUST match the settings in Aspect under settings / payroll setup / payroll settings / overtime.



Step 7

Open a Schedule in HSI LABOR. Click on File / Open and choose a schedule. All schedules will have the naming convention of YY-MM-DD.WES, and the WES stands for Week Ending Schedule.



Step 8

Once the schedule is open, it should match that of Aspect exactly, including the grace periods you setup.

The screenshot shows the HSI Labor Program v7.01 displaying a schedule grid for the week of 01/29/2007 to 02/04/2007. The grid lists employees and their work schedules. An 'Employees' list is also visible.

Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	319.00	216.00
CASHER501 AM	9:00a-10:00p prep	9:00a-10:00p prep	9:00a-10:00p prep	9:00a-10:00p prep	9:00a-10:00p prep	9:00a-10:00p prep	9:00a-10:00p prep	91.00	0.00
CASHER502 AM	9:00a-10:00p prep	9:00a-10:00p prep	9:00a-10:00p prep	9:00a-10:00p prep	9:00a-10:00p prep	9:00a-10:00p prep	9:00a-10:00p prep	91.00	0.00
RICKY BARRIOS					4:00p-8:00p prep			8.00	0.00
RICHARD BLACH				9:00a-1:00p prep	9:00a-1:00p prep			8.00	72.00
ANTHONY BROWN					4:00p-9:00p prep		9:00a-3:00p prep	11.00	0.00
KIRK CAMPBELL			4:00p-8:00p prep		5:00p-9:00p prep			8.00	0.00
SCOTT CARNAHA						11:00a-3:00p prep	11:00a-3:00p prep	8.00	0.00
JUAN MANCILLA	9:00a-3:00p prep	9:00a-3:00p prep	9:00a-3:00p prep	9:00a-3:00p prep	9:00a-3:00p prep			30.00	0.00
JERRY MARTINE									
MATT MOSCHETT				4:00p-8:00p prep		9:00a-2:00p prep			
TERESA RAMOS	11:00a-3:00p prep	11:00a-3:00p svc line	11:00a-3:00p svc line	11:00a-3:00p svc line	11:00a-3:00p svc line				
MATTHEW SIMS		4:00p-8:00p prep		5:00p-8:00p prep					

Employees

- ANTHONY BROWN
- CASHER501 AM
- CASHER501 PM
- CASHER502 AM
- CASHER502 PM
- DAVE WUEST
- GUADALUPE VAZQUEZ
- HSI S.I. MANAGER
- JERRY MARTINEZ
- JIM CARNAHAN
- JUAN MANCILLA
- KIRK CAMPBELL
- MATT MOSCHETT
- MATTHEW SIMS

HSISERVER - Symantec pcAnywhere Remote

File Edit Task Actions Help

Remote Control

HSI Labor Program v7.01 - 07-01-29.WES (01/29/2007 - 02/04/2007)

File Edit View Reports Help

Schedule: 01/29/2007 - 02/04/2007

KIRK CAMPBELL

	Low	Time In	Hi	Low	Out	Hi	Status	Pay Class
Monday	0		0	0		0	SCHD	SVC LINE
Tuesday	0		0	0		0	SCHD	SVC LINE
Wednesday	5	4:00p	5	5	8:00p	5	SCHD	SVC LINE
Thursday	0		0	0		0	SCHD	SVC LINE
Friday	5	5:00p	5	5	9:00p	5	SCHD	SVC LINE
Saturday	0		0	0		0	SCHD	SVC LINE
Sunday	0		0	0		0	SCHD	SVC LINE

OK Cancel

	Sat	Sun	319.00	216.00
9:00a-10:00p	9:00a-10:00p		91.00	0.00
prep	prep			
9:00a-10:00p	9:00a-10:00p		91.00	0.00
prep	prep			
			8.00	0.00
			8.00	72.00
	9:00a-7:00p		11.00	0.00
	prep			
			8.00	0.00
11:00a-3:00p	11:00a-3:00p		8.00	0.00
prep	prep			
9:00a-3:00p			30.00	0.00
prep				
	4:00p-8:00p			
	prep			
		9:00a-2:00p		
		prep		
11:00a-3:00p	11:00a-3:00p	11:00a-3:00p	11:00a-3:00p	11:00a-3:00p
prep	svc line	svc line	svc line	svc line
	4:00p-8:00p		5:00p-8:00p	
	prep		prep	

Ready

Employee:

- ANTHONY BROWN
- CASHIER501 AM
- CASHIER501 PM
- CASHIER502 AM
- CASHIER502 PM
- DAVE WUEST
- GUADALUPE VAZQUEZ
- H.S.I. MANAGER
- JERRY MARTINEZ
- JIM CARNAHAN
- JUAN MANCILLA
- KIRK CAMPBELL
- MATT MOSCHETTI
- MATTHEW SIMS

Note: If there are any discrepancies with the HSILABOR, you will need to contact an H.S.I. Representative.