



**mylabor**

## Enterprise Support Solutions

Handling human resource information can be an arduous task. The mere concept of human resources conjures up images of piles of paperwork, the need for organization, and potentially time consuming chores. The mylabor application wraps all these otherwise tedious tasks in a simple, easy-to-use, online user interface. In a matter of a few clicks of a mouse, all necessary human resource information can be entered into the system and stored. No longer is human resources information stored in a folder in a cabinet to collect dust, but rather, these pertinent HR details are used throughout the mylabor application.



Back Office, Business Intelligence,  
Customer Relationship Management,  
Enterprise Support Solutions, Hardware,  
Point-of-Service, Restaurant Operations,  
Service Solutions

**micros**<sup>®</sup>

### Highlights

- ① Enterprise Human Resources management
  - Web hiring, edits, and terminations
- ① Borrowed employees
- ① Employee attributes by store
- ① I-9 and direct deposit handling

### Employee Self Service

The Employee Self Service feature allows employees the means by which to provide their work availability, check their schedules, request time off, and exchange shifts with other employees. Employers can set up reasons for employees to classify time off requests, like out of town, sick, etc. When employees are unavailable, the data will be available in the Scheduling Application.

### Highlights

- ① Web-based application
- ① Employee info updates (schedule, status, etc.)
- ① Time-off requests
- ① Schedule viewer
- ① Shift pooling
- ① Employee to employee electronic shift switching, with approvals

### Enterprise Time & Attendance

Payroll Pre-Processing handles not just pay information, but also handles time cards, labor rules (including overtime configuration), and labor periods, amongst other functions. Similar to other MICROS eBusiness Solutions, Payroll Pre-Processing interfaces with the other features of mylabor. Payroll Pre-Processing is able to establish pay rules which can be applied toward any or all locations. It can determine the frequency by which employees get paid and then, based on the Scheduling Feature and the Enterprise Time Clock, determine how much should be paid out to the employees.

### Highlights

- ① Real-time time keeping at enterprise level via an in-store client with off-line capabilities
- ① Enterprise labor engine
  - Shared labor, labor rules (minors, overtime, etc.), time card adjustments
- ① Centralized payroll pre-processing
- ① Support for employee deductions, premium pay, and other pay conditions such as vacations and bonuses
- ① Time card pre-processing
- ① Standard export
- ① Opening and closing of payroll periods

### Staffing Requirements

To meet the needs of the ever-growing business MICROS introduces our Staffing Application. By cross-referencing forecasted information with a location's current staffing potential, an accurate profile is generated, thereby reducing the stress that surrounds typical manual staffing requirements. Staffing Requirements Administration encompasses all the necessary features and functionality to configure and create an adequately staffed environment.

### Highlights

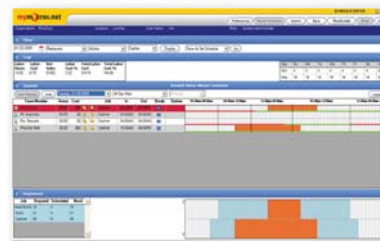
- ① Forecast and Fixed resource behavior available
- ① Five requirement methods available allowing for sales based, fixed resources, product mix, and productivity based requirements creation
- ① Granularities down to the 15 minute level using common attributes such as skill levels and station assignments

### Labor Scheduling

The Scheduling Application provides a quick and easy method of creating a schedule fully capable of accurately staffing the correct people for the right day of the week. Based on information generated from the myforecasting Application, the Scheduling Application is able to compute the Staffing Requirements necessary to develop the most comprehensive method for determining future scheduling needs.

### Highlights

- ① Integrated with staffing requirements
- ① User-friendly Graphical User Interface
- ① Automatically or manually assign resources to shifts
- ① Schedule by template or previous schedule
- ① Schedule approval & cost reporting
- ① Publish and enforce schedule on POS
- ① Complete transparency in defining how requirements are to be fulfilled
- ① Control through schedule approval by role available



Accurately staff your restaurant to save money and employee frustration