



# CrunchTime!

*Net-Chef Labor*

*User Guide*

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### LEGAL DISCLAIMER

This training is designed to cover certain optional tools and resources available through CrunchTime!, functionality and system configurations, and some generally recommended practices. It is not designed to cover all such tools, resources, practices or procedures, and we do not make any representations about the impact, if any, on sales, profitability, or any other matters related to these topics.

We do NOT require franchisees or their employees to use these tools or follow recommended practices covered in this training. Use of CrunchTime!'s Labor functionality and TeamworX is entirely optional. Franchisees are solely responsible for determining their own human resources programs, labor and employment practices and running their day to day operations. Franchisees should consult with their own legal and financial advisors about establishing appropriate practices for their restaurants, and what tools are suitable for their financial or business needs based on their individual circumstances. Franchisees also should consult with their legal and financial advisors as to whether there are any labor or employment considerations of which the franchisee should be aware with regard to the various functionalities of CrunchTime! or TeamworX. This training is not intended, or to be construed as legal advice of any kind. Under the franchise agreement, the franchisee is solely responsible for complying with all applicable, laws including without limitation laws that may relate to topics covered in this training.

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## INTRODUCTION

Net-Chef is an optional component of CrunchTime! that can help the Franchisee and their designated Restaurant Management manage labor.

## KEY POINTS

- Unique CrunchTime! URL allows access to all CrunchTime! modules.
- Access reports for your store(s) or network.
- Utilize Support and Show Me How online help features.

## TECHNOLOGY REQUIREMENTS

### Operating Systems:

- Windows 7
- Windows 10

### Compatible browsers:

- Chrome (preferred)
- Internet Explorer 10.0
- Edge
- Internet Explorer 11.0
- Firefox
- ~~Safari~~

## LOGGING IN

For all CrunchTime! modules and apps, use your unique CrunchTime! URL to log in if you elect to use this optional functionality. The unique URL will be provided to the Franchisee via email by NCR once your Network is setup.

1. Log into Net-Chef using your unique URL.
2. Enter login credentials provided by NCR (or the Franchisee if you are an above restaurant leader or Restaurant Manager).

**Note:** The Franchisee will receive credentials via email from NCR.

3. Select Sign In.

## SUPPORT

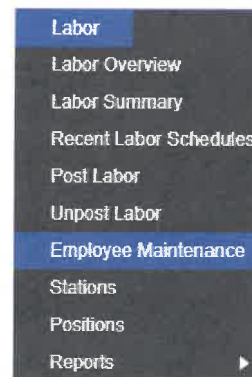
If you need help, please contact Unified Service Desk (USD) 800-700-1225.

## VERIFYING YOUR EMPLOYEE SET-UP DATA

Once franchisees complete their employee setup in R&A, the data they have entered will transfer to Net-Chef. Any Employee information the franchisee has entered will also carry over to TeamworX, another optional CrunchTime application, if franchisees elect to use TeamworX for scheduling or choose to give their employees access.

### To Confirm Your New Employee Setup:

1. Log into **Net-Chef**.
2. Select **Labor**.
3. Select **Employee Maintenance**.



*Result: The Employee Information Screen displays.*

Employee Information								
Employee #	Last Name	First Name	Middle Name	Primary Position	Hired Date	Last Edit Date	Status	Actions
				DD Crew Plus	02/01/2018	10/31/2018	Active	<a href="#">View</a>

4. Verify your new employee information appears.

**Notes:**

- The data transfer process from Oracle to CrunchTime! takes approximately 15 minutes.
- Any of your Employee records that require editing need to be completed in R&A.

## EMPLOYEE TIME PUNCH ADJUSTMENTS

For those franchisees who elect to use time clock functionality, time punch adjustments can be made in Net-Chef if applicable.

**Notes:**

- Adjustments can be made any day **after** the day on which your employee worked until you **Post Labor** in the system.
- Adjustments cannot be made the same day as the shift worked.

### To edit your employee's time card in Net-Chef:

1. Log into **Net-Chef**.
2. Go to **Labor** on the Dashboard.
3. Select **Labor Summary**.

*Result: The Labor Summary screen appears.*

4. Select the **Week Ending Date** you want to edit.
5. Select **Edit**.

*Result: The Labor Edit Detail screen appears:*

6. Select **Summarize By Shift**.



Week Ending Date	Last Import Date	Last Edit Date	Last Edit User	Status	Action
03/02/2019	03/02/2019	03/03/2019		Reviewed	<a href="#">Edit</a> <a href="#">View</a>
03/09/2019	03/11/2019	03/13/2019		Reviewed	<a href="#">Edit</a> <a href="#">View</a>
03/16/2019	03/18/2019	03/17/2019		Reviewed	<a href="#">Edit</a> <a href="#">View</a>
03/23/2019	03/23/2019	03/24/2019		Not Reviewed	<a href="#">Edit</a> <a href="#">View</a>
03/30/2019	03/29/2019			Not Reviewed	<a href="#">Edit</a> <a href="#">View</a>

7. Select the day to be edited.
8. Edit the Clock In and/or Clock Out times for each of your employees as applicable by entering them in under **Adjusted Time**.

**Note:** Time must be entered in military time 00:00 – 23:59 format.

9. Select **Review All**.

*Result: All employees will have a checkmark displayed next to their name.*

Employee	Position	Actual Time In	Actual Time Out	Adj. In	Adj. Out	Adjusted Time In	Adjusted Time Out	Adj. Rate	Service Charge	Tip	Review	Final
<input checked="" type="checkbox"/>	DD Baker/Finisher	03:12	11:18	0	8:10	03:12	11:18	8.10	0.00	0.00		
<input checked="" type="checkbox"/>	DD Shift Leader Plus	07:01	10:16	0	3:25	07:01	10:16	3.25	0.00	0.00		
<input checked="" type="checkbox"/>	DD Shift Leader Plus	10:16	10:43	0	0:45	10:16	10:43	0:45	0.00	0.00		Paid
<input checked="" type="checkbox"/>	DD Shift Leader Plus	10:43	13:52	0	3:15	10:43	13:52	3:15	0.00	0.00		
<input checked="" type="checkbox"/>	DD Shift Leader Plus	17:56	21:20	0	3:40	17:56	21:20	3:40	0.00	0.00		
<input checked="" type="checkbox"/>	DD Crew Plus	07:04	09:26	0	2:37	07:04	09:26	2:37	5.00	0.75		
<input checked="" type="checkbox"/>	DD Crew Plus	09:26	09:56	0	0:53	09:26	09:56	0:53	0.00	0.00		Paid
<input checked="" type="checkbox"/>	DD Crew Plus	09:58	16:01	0	6:05	09:58	16:01	6:05	0.00	0.00		
<input checked="" type="checkbox"/>	DD Crew Plus	06:00	08:06	0	2:10	06:00	08:06	2:10	0.00	0.00		
<input checked="" type="checkbox"/>	DD Crew Plus	04:06	08:37	0	0:52	04:06	08:37	0:52	0.00	0.00		Paid
<input checked="" type="checkbox"/>	DD Crew Plus	08:37	14:20	0	5:72	08:37	14:20	5:72	0.00	0.00		
<input checked="" type="checkbox"/>	DD Crew Plus	07:00	08:49	0	1:82	07:00	08:49	1:82	0.00	0.00		
<input checked="" type="checkbox"/>	DD Crew Plus	05:45	09:31	0	6:53	05:45	09:31	6:53	0.00	0.00		Paid

10. Select the **Save** icon.

**Note:** Franchisees are solely responsible for compliance with all applicable laws, including but not limited to wage and hour laws.

## POSTING LABOR IN NET-CHEF

In order to finalize your Labor data, you need to **Post Labor** in Net-Chef.

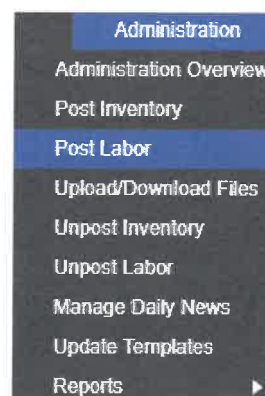
### Notes:

- Once Labor has been posted, it cannot be edited.
- Time Punch details can be exported by the franchisees.

### To Post Labor:

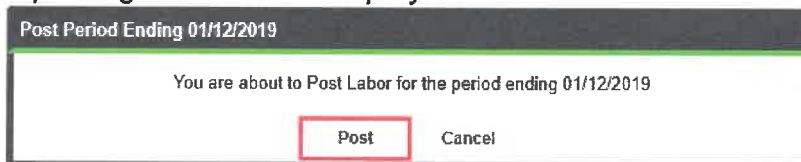
**Note:** In order to **Post Labor**, you must review all time punches first if you have not already done so.

1. Log into **Net-Chef**.
2. Go to **Administration** on the Dashboard.
3. Select **Post Labor**.



*Result: The Post Period you are posting labor for will display.*

4. Select **Post**

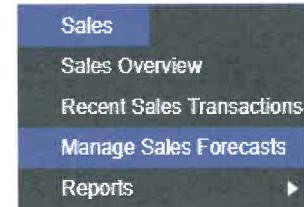


## SALES FORECASTS

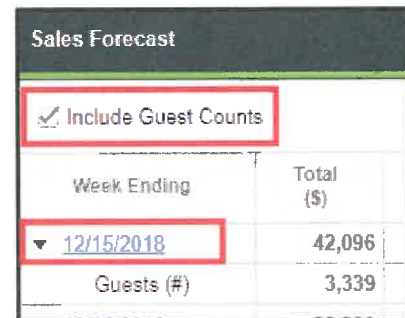
A Sales Forecast is automatically generated with Sales and Guests, and Average Sales (Ticket Average) for each week based on sales data entered by your employees into the POS. You can manually update values for each day within a week. Net-Chef provides additional data to assist franchisees and their management in forecasting budgeted sales for the week, projected forecasts, and actual data from the previous week.

### To Manage Sales Forecasts:

1. Go to **Sales** on the Dashboard.
2. Select **Manage Sales Forecasts**.



3. Select the **Week Ending** date you want to forecast.  
*Optional: Check the **Include Guest Counts** if you want to forecast **Ticket Count**.*



**Result:** The values for **Total Forecasted Sales**, **Total Forecasted Guests**, and **Total Forecasted Checks** will be pre-populated by Net-Chef based upon your last 4 weeks of average sales and then year over year once the data is available.

Historical and Projected Data			
Budgeted Sales		****	****
▼ Projected	<input type="checkbox"/>	42,096	3,947
Guests		3,339	477
Avg. Sales per Guest		12.61	8.27
▶ Last Week's Forecast	<input type="checkbox"/>	22,200	3,400
▶ Actuals for Week Ending 12/08/2018	<input type="checkbox"/>	68,609	7,758
▶ 4 Week Avg. through 12/08/2018	<input type="checkbox"/>	52,615	4,932
▶ Last Year Actuals		****	****
▶ Year-over-Year Trend		****	****
▶ Imported		****	****



To change a specific day's **Total Forecasted Sales** and **Guest Count**:

4. Select the specific day/date.
5. Enter the new amount. You know your restaurant best, adjust forecast based on factors such as local events, weather, road closings, etc...

	Week Ending 12/15/2018	Sunday 12/09/2018	Monday 12/10/2018
Total Forecasted Sales	42,096	3,947	6,391
Total Forecasted Guests	3,339	477	477
Avg. Sales per Guest	12.61	8.27	13.40
Current Week Actuals	53,968	11,682	11,428
Guests	2,384	596	596
Avg. Sales per Guest	22.64	19.60	19.17

**Note:** If you edited the **Total Forecasted Sales** and **Guest Count** manually, you can then also choose to update the **Daypart/Revenue Center Forecasted Values** for the entire week using the forecast values from the summary screen.

6. Select **Apply Daypart/Revenue Center Forecast Values**.

	Week Ending 02/02/2019	0.0% Sunday 01/27/2019	100.0% Monday 01/28/2019	3.0% Tuesday 01/29/2019	0.0% Wednesday 01/30/2019
Total Forecasted Sales	67,146	8,482	6,713	9,082	10,096
Total Forecasted Guests	6,622	844	935	976	854
Avg. Sales per Guest	10.14	10.05	9.32	9.31	11.58
Current Week Actuals	4,529	647	647	647	647
Historical and Projected Data					
Daypart Forecast					

7. Select **Update**.
8. Select **Save and Close** to save any changes and return to the summary screen.

## LABOR REPORTS

There are six optional reports available to the Franchisee and their designated management to maintain and review Labor each week.

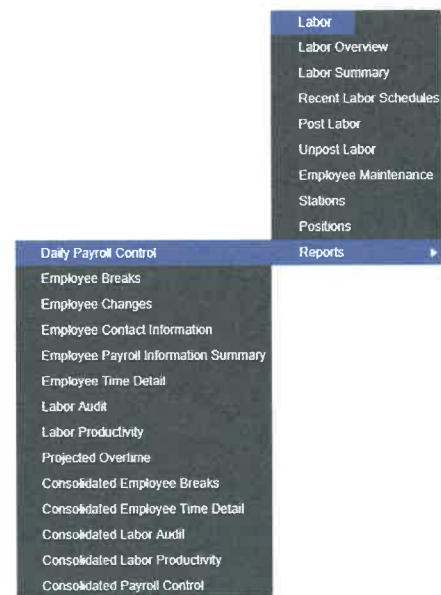
**Notes:** All labor reports available for you to generate through this system use the information you or your employees enter and your selected settings to calculate a labor cost.

The reports are based upon:

- The rate(s) of pay you enter,
- The hours your employees clock in or out on the POS, if you have elected that functionality, and
- Your selected settings, including any overtime settings you selected.
- This is not designed to be used as a payroll or HRIS system.

### To access the reports:

1. Go to **Labor** on the Dashboard.
2. Select **Reports**.
3. Select desired report from the drop-down menu.



4. Apply filters where applicable.
5. Select **Retrieve**, if applicable.
6. Select the **Printer** icon, if applicable.

Employee Time Detail												
Summarize By:	Date Range Start:		Date Range Finish:		<input checked="" type="checkbox"/> Exclude Managers	<input type="checkbox"/> Include Alternate Locations	Employee Sign Off		Retrieve			
N/A	01/07/2019		01/13/2019									
Date	Time In	Time Out	Total Time	Position Co...	Rate (\$)	Regular ...	Regular ...	OT Hour...	OT Wege...	Total Wa...	Sales (\$)	Ch...
600000141 -												
01/13/2019	05:47	09:17	3.50	11	15.00	3.50	52.50			52.50		
01/13/2019	09:17	09:47	0.50	11								
01/13/2019	09:47	11:17	1.50	11	15.00	1.50	22.50			22.50		
Position Tet...			0.50	11								
			5.00	11	15.00	5.00	75.00			75.00		
Employee T...			5.50			5.00	75.00			75.00		

7. Select **Export**, if applicable.

*Result: Export file will appear at the bottom of your screen once the download is complete.*



## Net-Chef Labor

### LABOR REPORTS CONTINUED

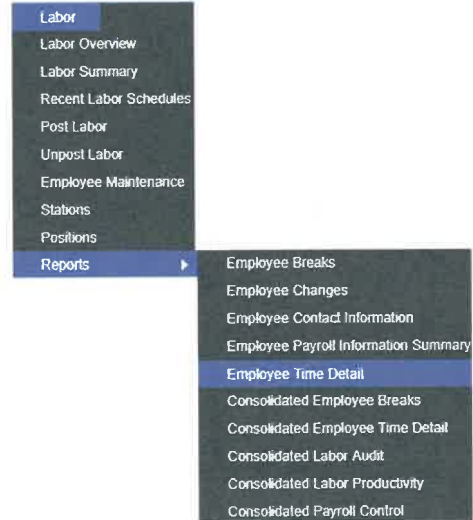
CrunchTime!	Description	JDA Equivalent
Daily Payroll Control	The report displays daily payroll and sales data for the selected payroll period (if you elected to use this functionality). This enables franchisees and their designated managers to view payroll and sales totals for any day during the period.	Pay Summary
Labor Productivity	The report displays both Scheduled and Actual daily shifts for your employees, in terms of either "Hours" or "Value", for both regular and overtime wages based on the data you and your employees have entered and the parameters you set (if you elected to use this functionality).	<ul style="list-style-type: none"> <li>• Time and Labor</li> <li>• Schedule Performance Report</li> </ul>
Projected Overtime	The report displays the actual time and value of labor for employees for the week-to-date for days for which labor records have been processed by you (in black text) as well as scheduled hours and value for all remaining days in the week (in red text) (if you elected to use this functionality).	Approaching Overtime
Labor Audit	The report displays adjustments made by you or your designated management to any of the labor data imported or entered on the Labor Actuals and/or Supplemental Wages tabs of the Labor Details screen (if you elected to use this functionality).	Time Punch Audit
Employee Time Detail	The report displays labor details for each of your employees, including data for shifts worked, at the employee's primary location you assigned, with the option to include data from alternate locations. Individual employee time card statements can be printed from this report. (if you elected to use this functionality).	<ul style="list-style-type: none"> <li>• Labor Cost</li> <li>• Timecard Editor</li> <li>• Timecard Statement</li> </ul>

## EXPORTING EMPLOYEE TIME DETAIL REPORT

The Employee Time Detail Report can be used to print time card statements for each employee if you elect to use the POS as a clock in system and want to use this report.

### To export the Employee Time Detail Report:

1. Log into Net-Chef.
2. Go to **Labor** on the Dashboard.
3. Select **Reports**.
4. Select **Employee Time Detail**.



5. Select **Summarize By** type if desired.
6. Select desired **Date Range**.
7. Select **Retrieve**.



**Note:** Select **Employee Sign Off** if you would like a signature line to appear for each employee to sign off on their time punch details.

8. Select the **Printer** icon.



9. Select **Export**.



*Result: Export file will appear at the bottom of your screen once the download is complete.*