

4

Employee

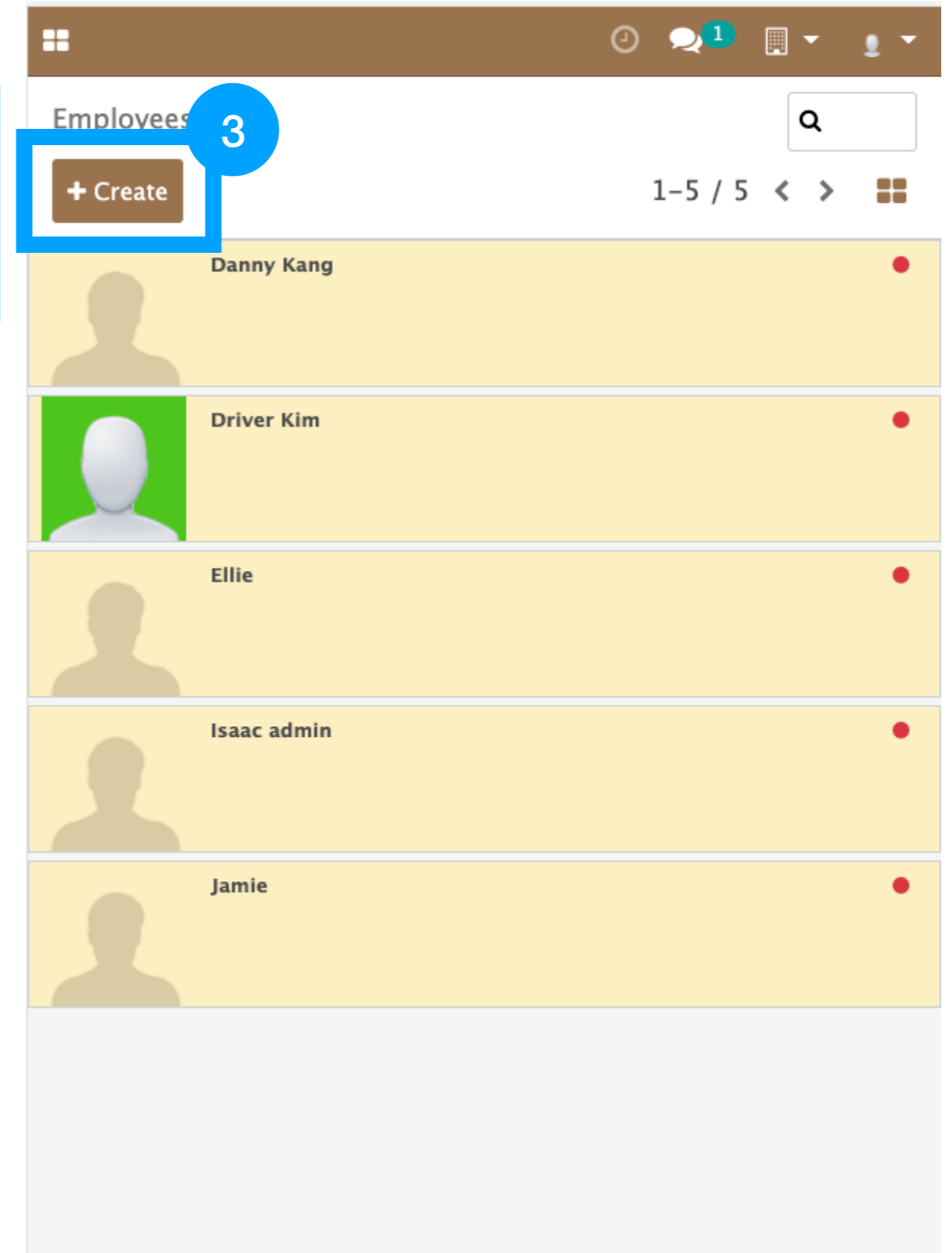
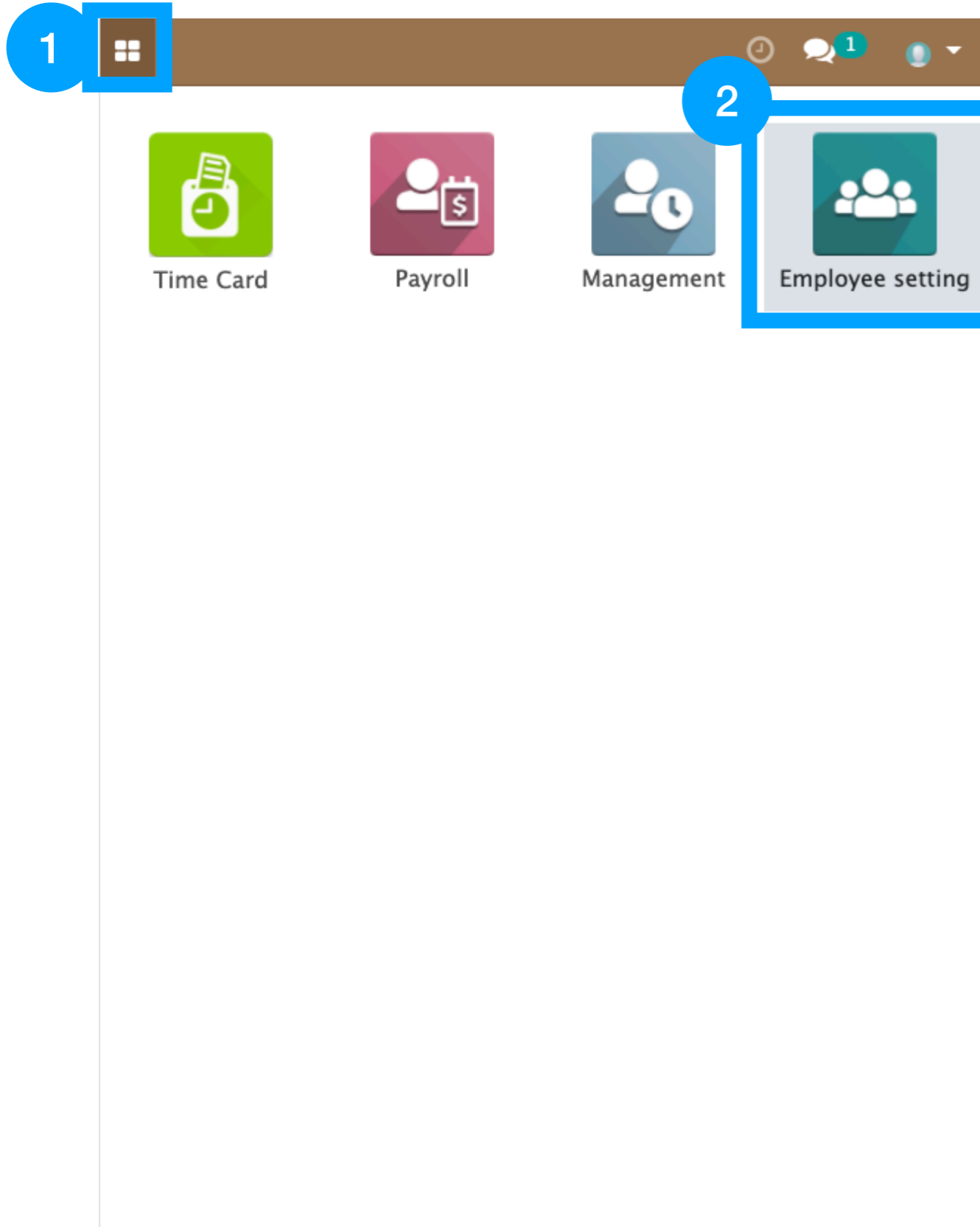
1. 신규 직원 추가
2. 직원 정보 변경



1. 신규 직원 추가

Employee Setting 메뉴를 선택합니다.

Create 버튼을 선택합니다



1. 신규 직원 추가

The screenshot shows a web form for adding a new employee. At the top, there are buttons for 'BACK', 'Save', and 'Discard'. The 'Save' button is highlighted with a blue box. Below the buttons, there is a 'Name' field containing 'Isaac'. Underneath the name field is a dropdown menu with 'e.g. Part Time' selected. The form is divided into several sections: 'Timesheets', 'Payroll Information', and 'Contact Information'. The 'Timesheets' section includes fields for 'Wage' (\$11.40 per hour), 'Legal Name' (Isaac Kim), 'Lunch Start Time' (12:00), and 'Lunch Time (Minut)' (30). The 'Payroll Information' section includes 'Payroll Check Amount' (\$300.00) and 'Tax Amount' (\$20.00). The 'Contact Information' section includes 'Work Email' (isaac@gmail.com) and 'Work Mobile' (9171234567). Red arrows point from various parts of the form to explanatory text on the right. A red box with white text says '아래 정보를 입력하신 후 저장합니다.' (After entering the information below, save it.).

BACK

Save

Discard

아래 정보를 입력하신 후 저장합니다.

Name

Isaac

e.g. Part Time

HR Settings

Timesheets

Timesheet Cost

\$ 0.00 per hour

Wage

\$11.40

per hour

Legal Name

Isaac Kim

Lunch Start Time

12 : 00

Lunch Time(Minut)

30

Payroll Information

Payroll Check Amount

\$300.00

Tax Amount

\$20.00

Contact Information

Work Email

isaac@gmail.com

Work Mobile

9171234567

입력을 취소하고 이전 페이지로 이동합니다.

입력을 취소합니다.

직원 이름 - Legal name or Nickname

시급

법적 이름

점심 시작 시간 - 직원별로 특별히 정해진 시간이 없으시면 업소의 표준 점심 시작 시간으로 입력하세요.

업소의 표준 점심 시간

Check 발행 금액 - Tax를 포함한 금액

Tax 금액

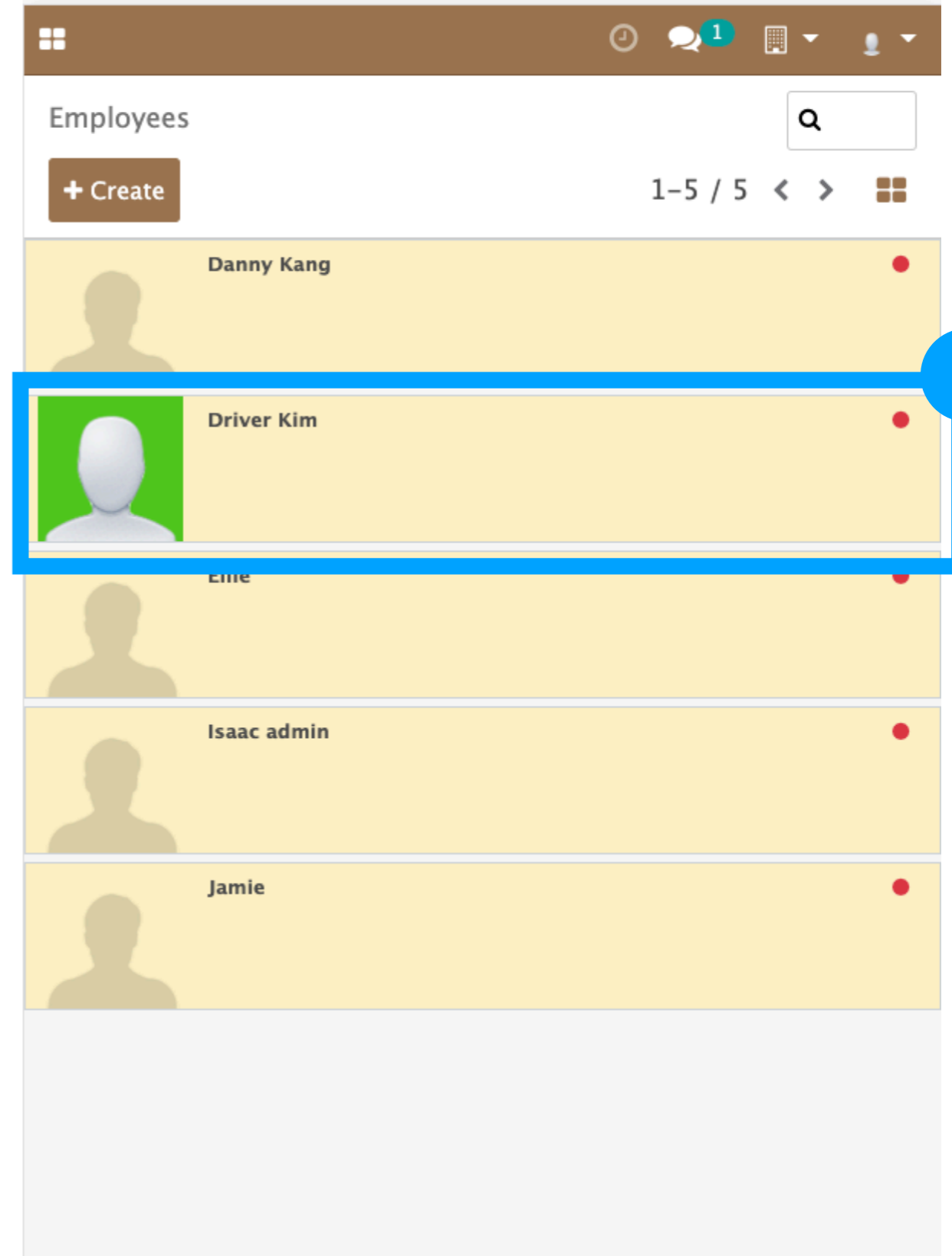
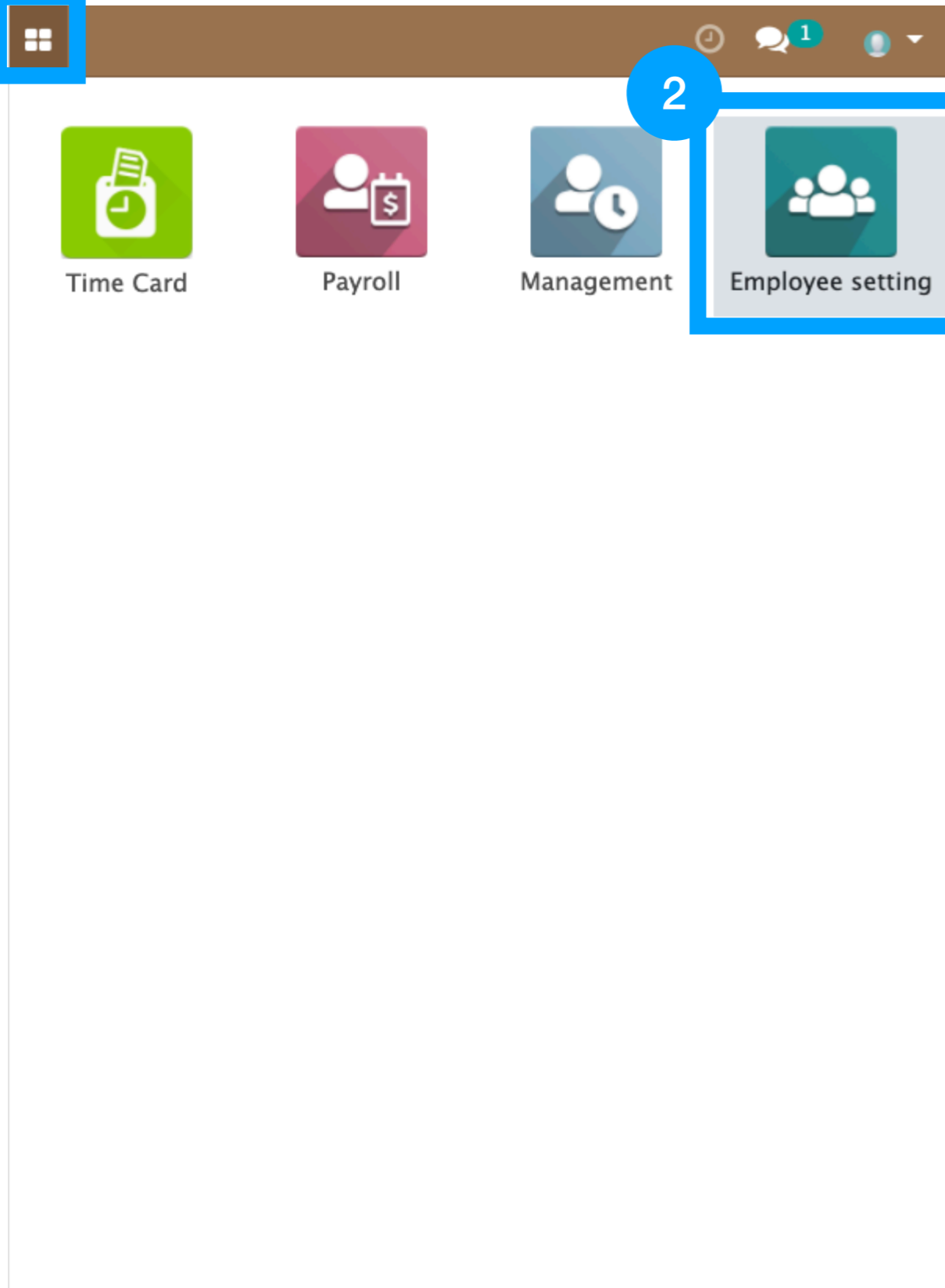
직원 이메일 - Payslip 사인할 때 영수증을 이메일로 발송

직원 모바일 전화 번호

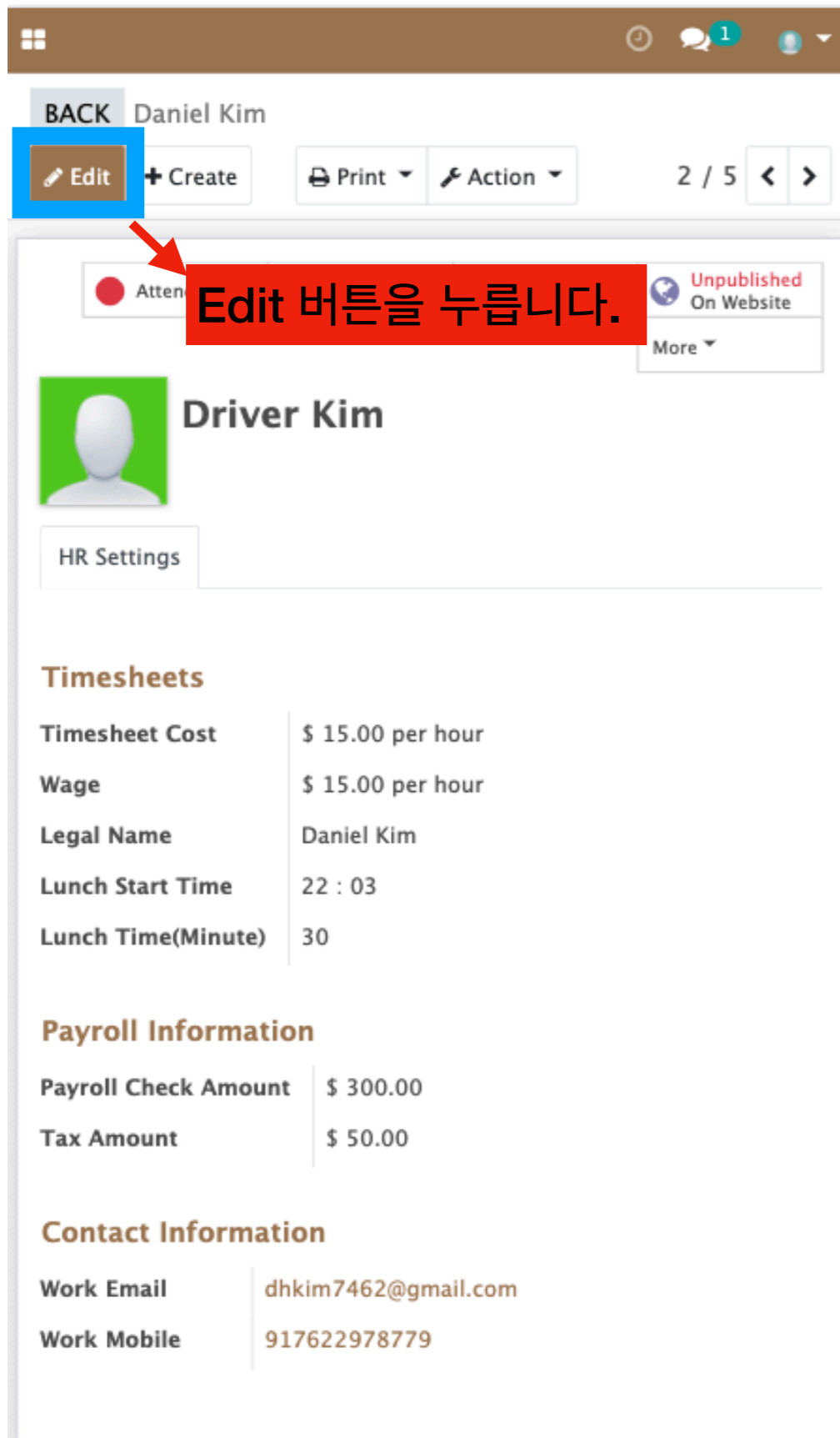
2. 직원 정보 변경

Employee Setting 메뉴를 선택합니다.

정보를 변경할 직원을 선택합니다



2. 직원 정보 변경



BACK Daniel Kim

Edit + Create Print Action 2 / 5

Atten Unpublished On Website

Driver Kim

HR Settings

Timesheets

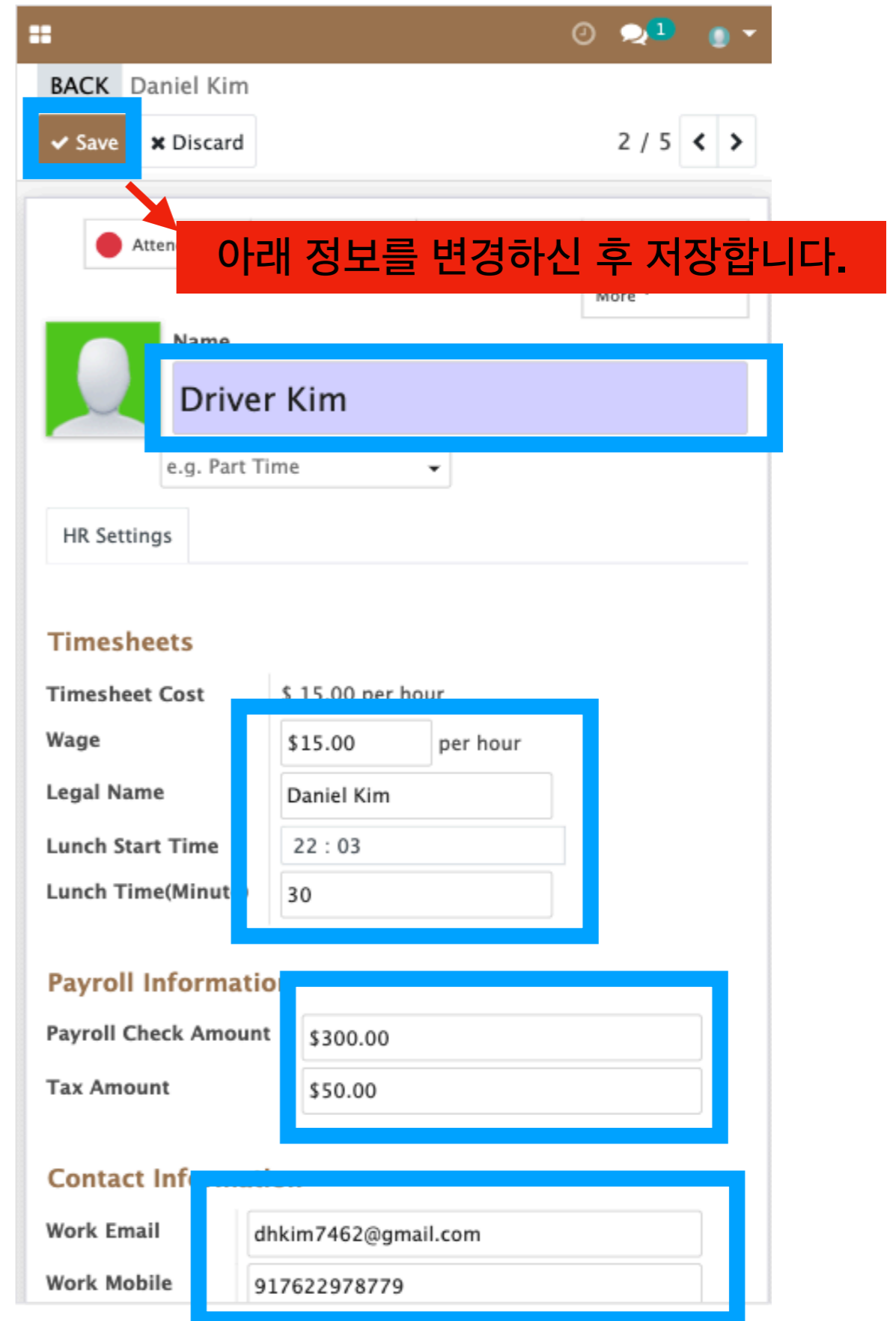
Timesheet Cost	\$ 15.00 per hour
Wage	\$ 15.00 per hour
Legal Name	Daniel Kim
Lunch Start Time	22 : 03
Lunch Time(Minute)	30

Payroll Information

Payroll Check Amount	\$ 300.00
Tax Amount	\$ 50.00

Contact Information

Work Email	dhkim7462@gmail.com
Work Mobile	917622978779



BACK Daniel Kim

Save Discard 2 / 5

Atten

Driver Kim

e.g. Part Time

HR Settings

Timesheets

Timesheet Cost	\$ 15.00 per hour
Wage	\$15.00 per hour
Legal Name	Daniel Kim
Lunch Start Time	22 : 03
Lunch Time(Minute)	30

Payroll Information

Payroll Check Amount	\$300.00
Tax Amount	\$50.00

Contact Information

Work Email	dhkim7462@gmail.com
Work Mobile	917622978779