

Admin Center - Employees - Creating Jobs

11 Steps [View most recent version](#) 

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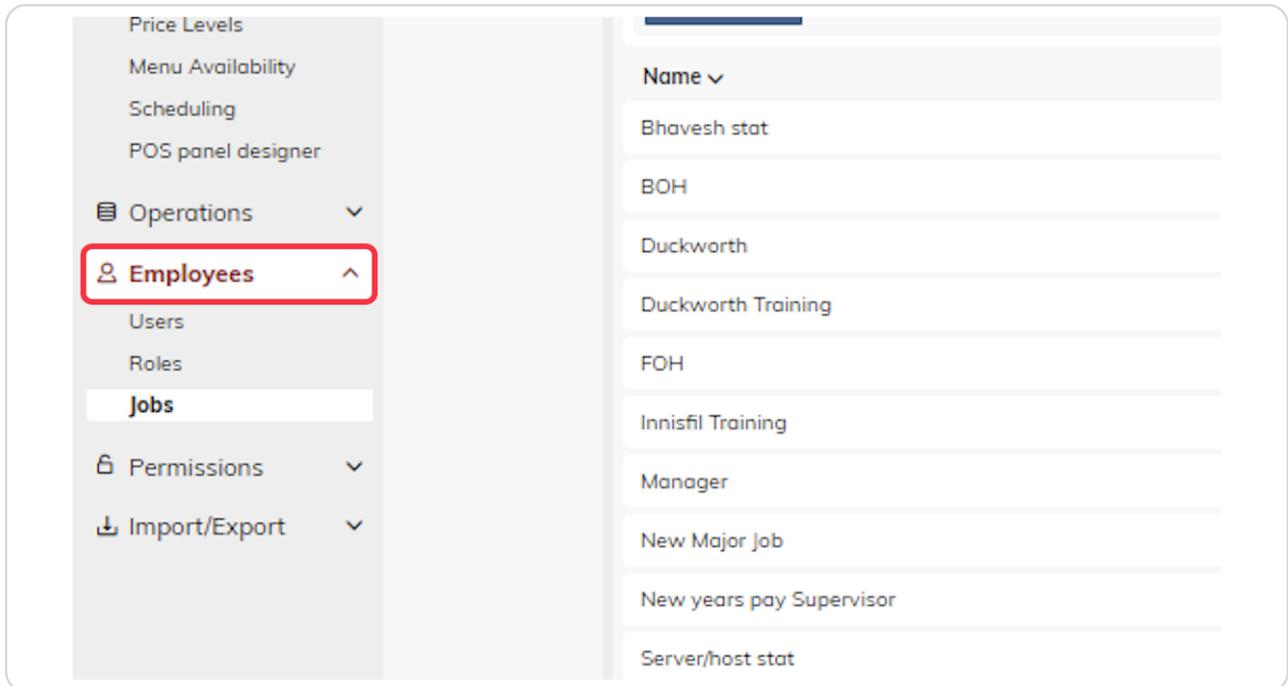
May 29, 2023

STEP 1

[Go to staging-management.silverwarepos.com](https://staging-management.silverwarepos.com)

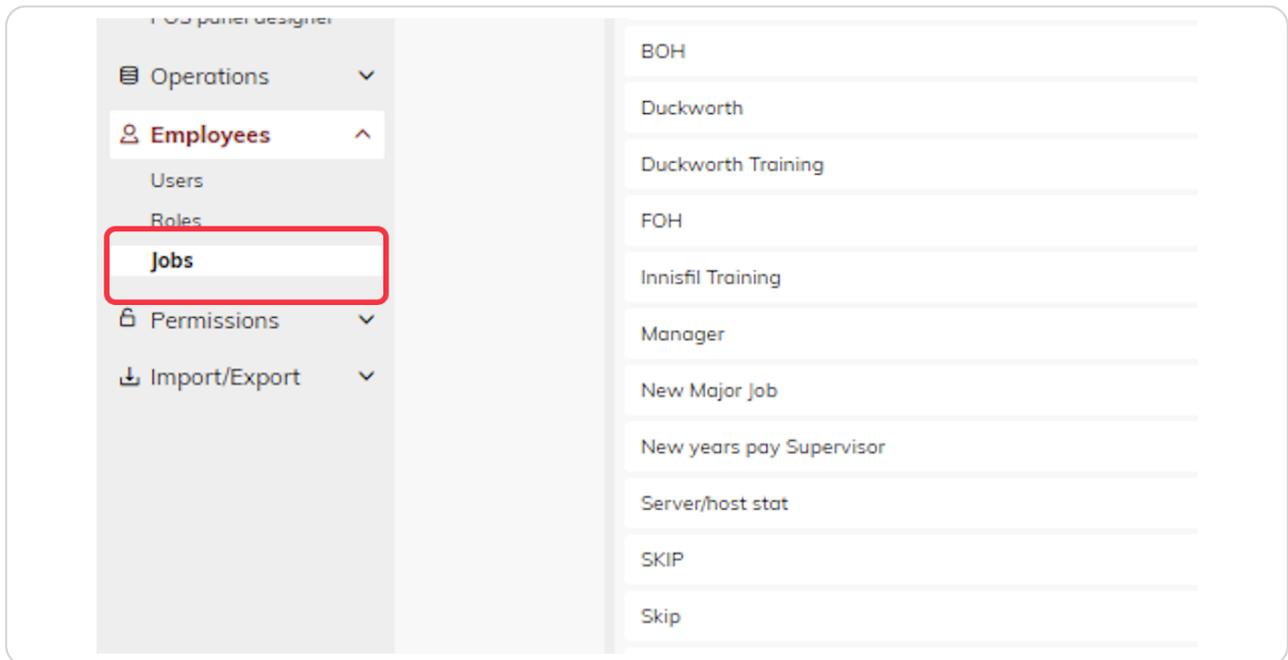
STEP 2

Click on Employees



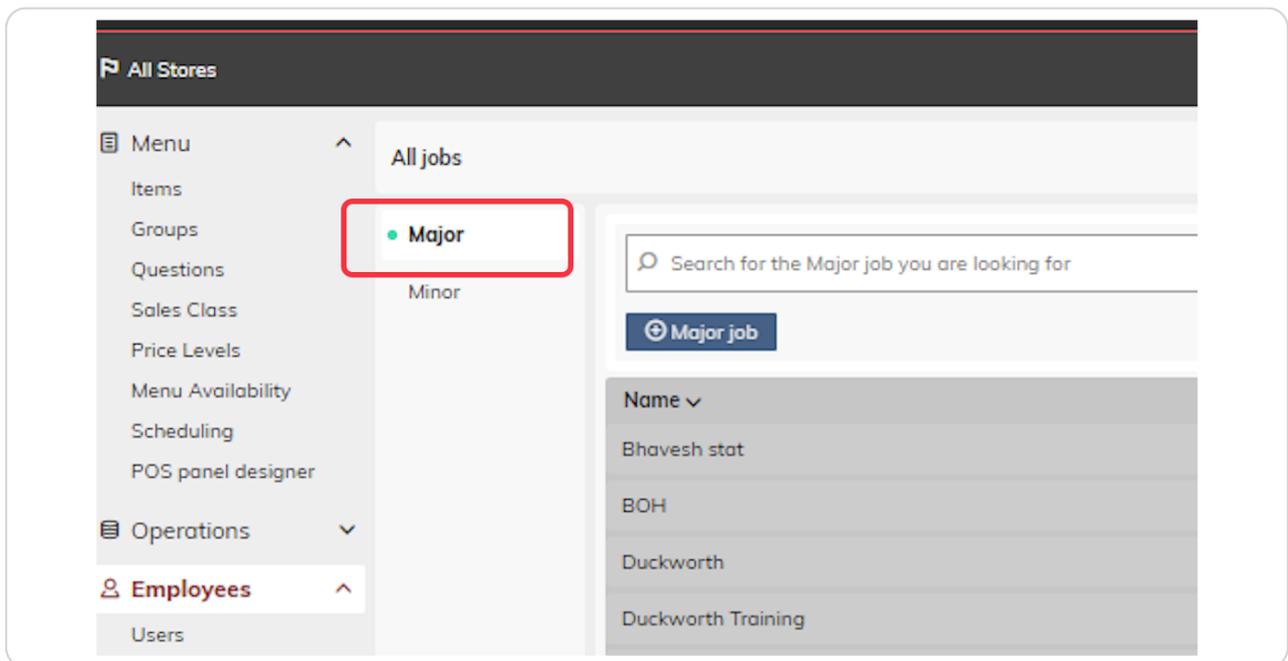
STEP 3

Click on Jobs



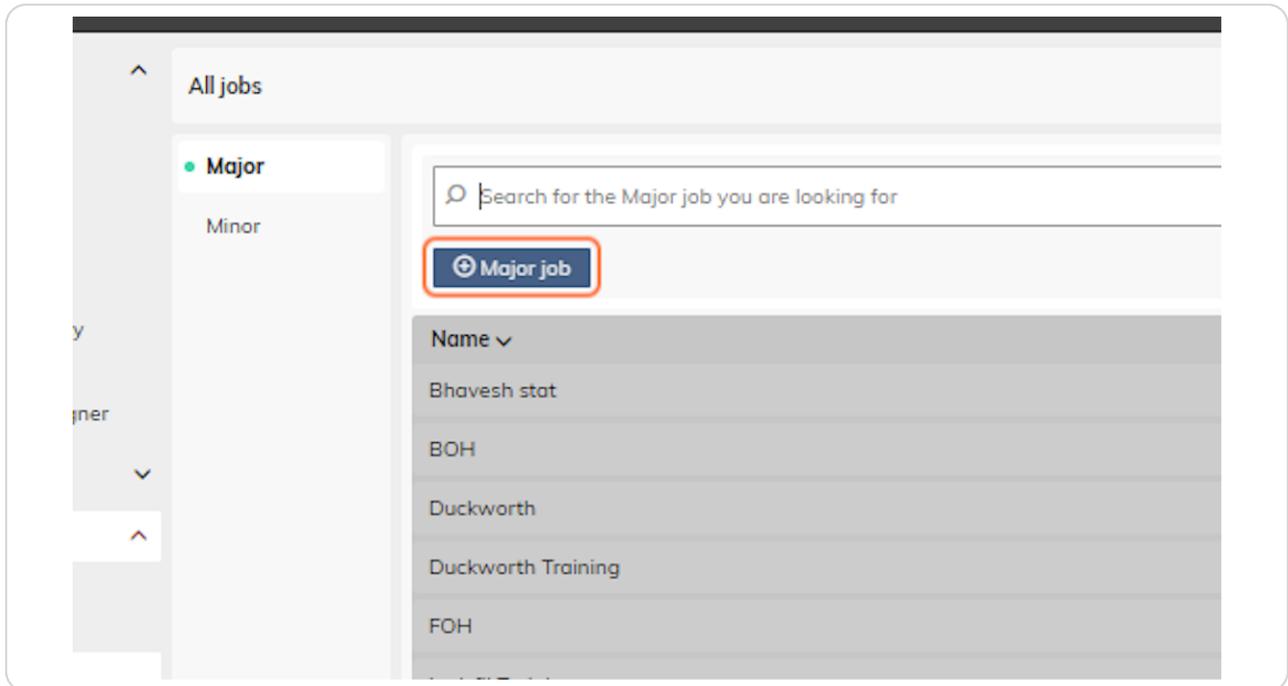
STEP 4

Click on Major



STEP 5

Select "+ Major job"



STEP 6

Fill in the General Tab Settings

- Name
- Active
- Interface ID
- Pay Rate
- Overtime Rate
- Permission Level
- Store Assignment

The screenshot displays the 'General' tab settings for a new major job. The interface includes a sidebar on the left with navigation options and a main content area. The 'General' tab is selected, and the 'Major job name' is 'Creating a new major job'. The following fields are highlighted with a red box:

Field	Value
Name	Create a major job
Active	<input checked="" type="checkbox"/>
Interface ID	Enter Interface ID
Pay rate	0.00
Overtime rate	0.00
Permission level	Choose permission set

STEP 7

Fill in Grace Period Tab Settings, if required

- Early sign-in (Minutes)
- Early sign-out (Minutes)
- Late sign-in (Minutes)
- Late sign-out (Minutes)
- Store Assignment

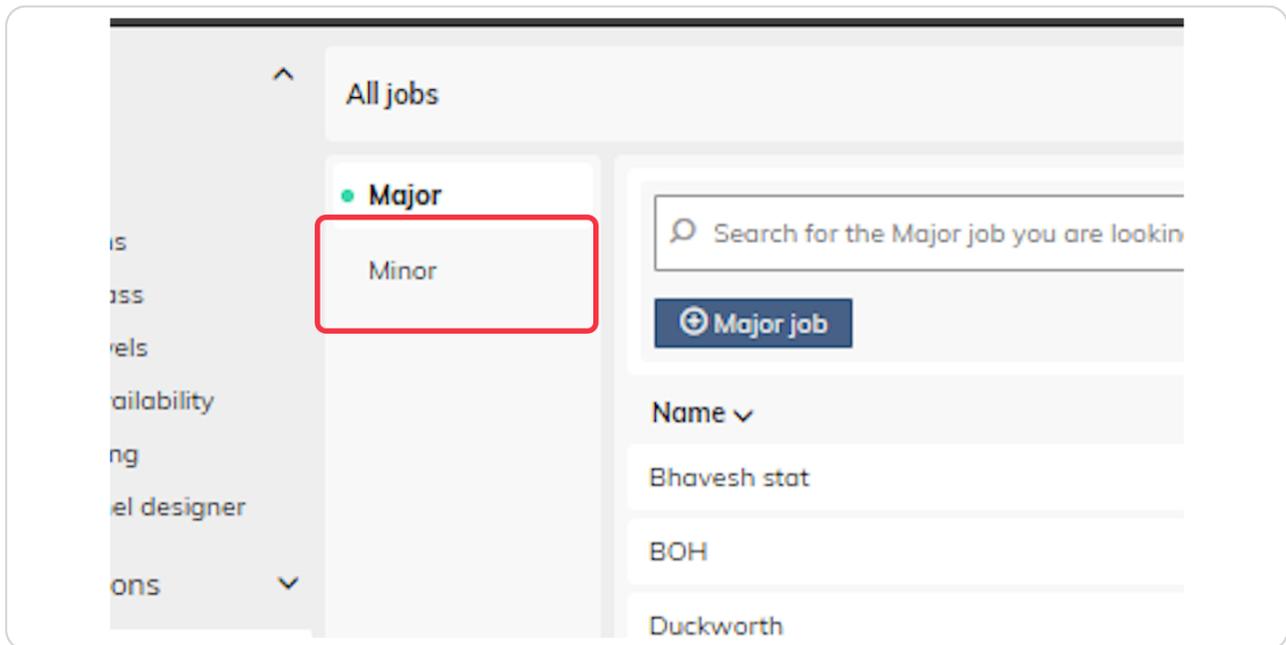
The screenshot shows the 'Major job name' configuration page in the Silverware system. The 'Grace period' tab is selected, and the following settings are visible:

Setting	Value
Early sign-in (Minutes)	Early sign-in (Minutes)
Early sign-out (Minutes)	Early sign-out (Minutes)
Late sign-in (Minutes)	Late sign-in (Minutes)
Late sign-out (Minutes)	Late sign-out (Minutes)

The 'Early sign-in (Minutes)' and 'Early sign-out (Minutes)' settings are highlighted with a red box.

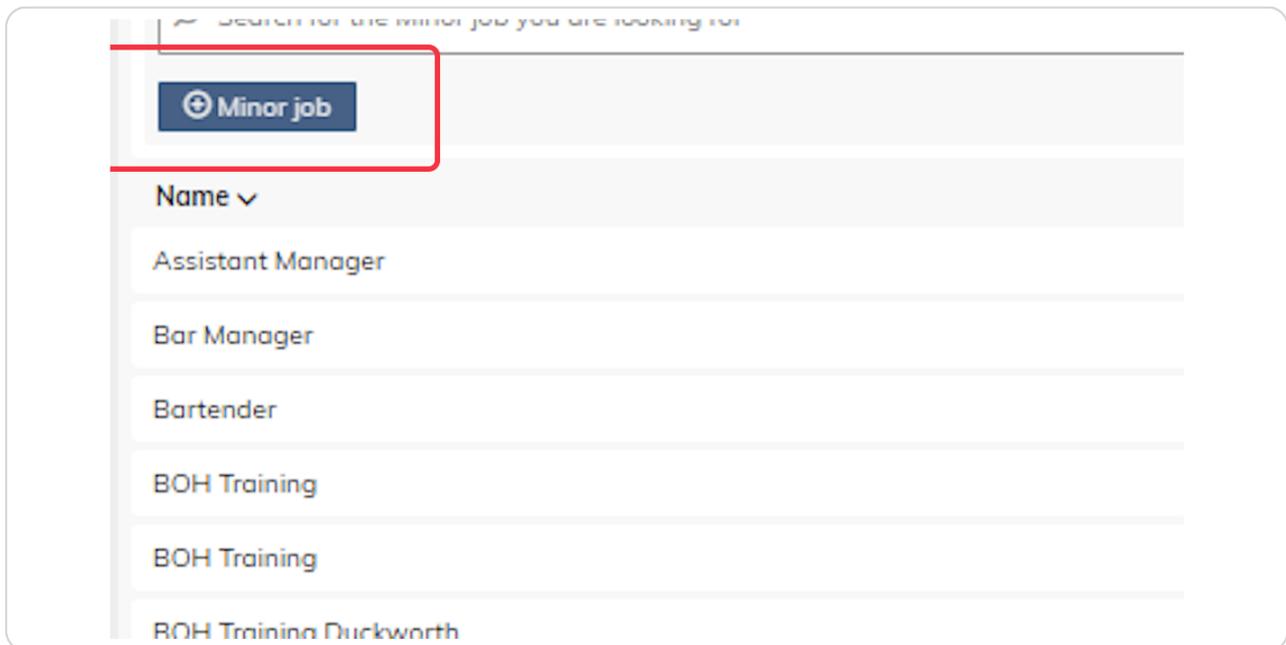
STEP 8

Click on Minor



STEP 9

How to create a new minor job



STEP 10

General Tab Settings

- Name
- Major Job
- Active
- Interface ID
- Declare Tip on Sign-Out
- Labour Scheduling
- Pay Rate
- Overtime Rate
- Override Role
- Permission Level
- Store Assignment

The screenshot displays the 'General' tab settings for a 'Minor job name' in a software application. The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains navigation options such as 'ions', 'Class', 'Levels', 'Availability', 'Scheduling', 'Panel designer', 'ations', 'oyees', 'issions', and 'rt/Export'. The main content area is titled 'Minor job name Creating a new minor job' and contains the following settings:

Setting	Value/Status
Name	Create a minor job
Major job	Choose major job
Active	<input checked="" type="checkbox"/>
Interface ID	Enter Interface ID
Declare tip on sign-out	<input type="checkbox"/>
Labour scheduling	<input type="checkbox"/>
Pay rate	Pay rate
Overtime rate	Overtime rate
Override role	Choose role
Permission level	Choose permission set

STEP 11

Grace Period Tab Settings

- Early sign-in (Minutes)
- Early sign-out (Minutes)
- Late sign-in (Minutes)
- Late sign-out (Minutes)
- Store Assignment

The screenshot shows a software interface for configuring 'Grace Period' settings. On the left is a vertical sidebar with two tabs: 'General' and 'Grace period'. The 'Grace period' tab is selected and highlighted. The main content area is titled 'Minor job name' with a subtitle 'Creating a new minor job'. Below the title, there are four rows of settings, each consisting of a label and a corresponding input field:

Label	Input Field
Early sign-out (Minutes)	Early sign-out (Minutes)
Early sign-out (Minutes)	Early sign-out (Minutes)
Late sign-in (Minutes)	Late sign-in (Minutes)
Late sign-out (Minutes)	Late sign-out (Minutes)

