



Staff Management



Easy for you

You can set schedules in minutes and manage time off or shift trade requests. Easily customize access for your team, view performance and sales analytics in real time. Automate tip and commission calculations and pay employees quickly when you integrate Square Payroll.



Easy for your team

Onboarding your staff is simple, and they can clock in and out at the register or in the Square Team App. They can view and adjust their schedules, request time off, and see timecards, hours worked, tips and commissions, earned and estimated pay — all in the mobile app. And when payroll is integrated, they can see their pay stubs.

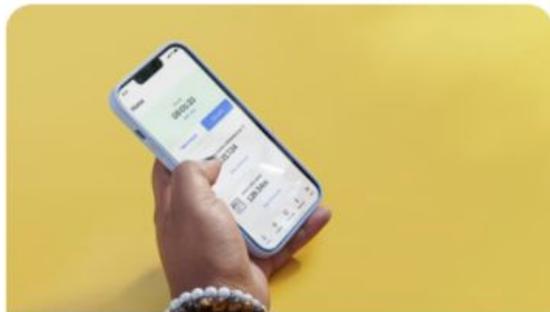
Time Tracking

Keep track of your team's time.



Time clock (POS and Mobile)

Your team can clock in with a personal passcode at the register or with the Square Team App if they're away from the POS, so you can always track hours worked.

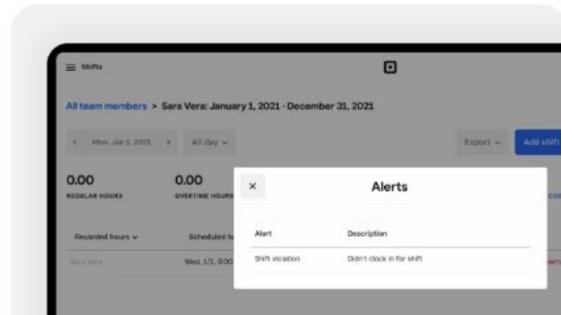


Timecards

Automatically generate timecards once a team member clocks in. You can add notes or edit timecards at any time.

Labor Costs

Manage labor costs to help your business grow.



Clock-in protection

Prevent early and unscheduled clock-ins and get alerts about unscheduled shifts to manage your overall labor costs.

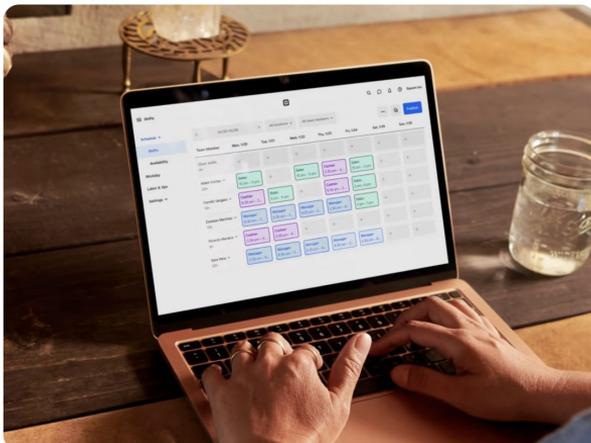


Break and overtime tracking

Track breaks and overtime to ensure you don't exceed your labor-cost limits.

Scheduling

Create a schedule in minutes.



Shift scheduling and publishing

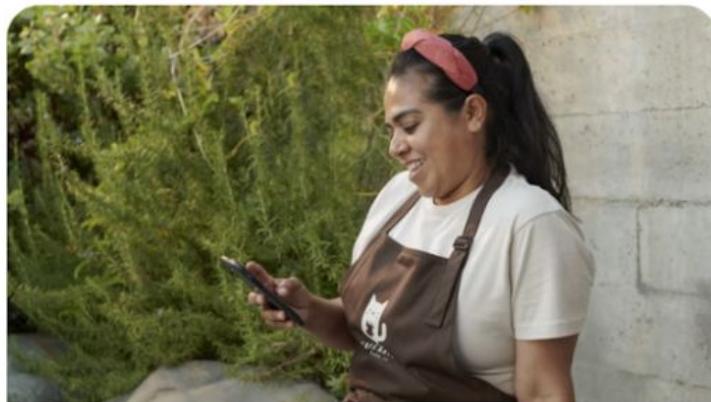
Track your team's availability, assign upcoming shifts, and ensure everyone on the team knows when and where they are working with email and notifications in the Square Team App.

Schedule duplication

Duplicate shifts week over week to simplify creating schedules.

Availability and time-off requests

Team members can add their availability and request time off with the Square Team App. You can see availability and edit the schedule according to their needs.



Shift reviews

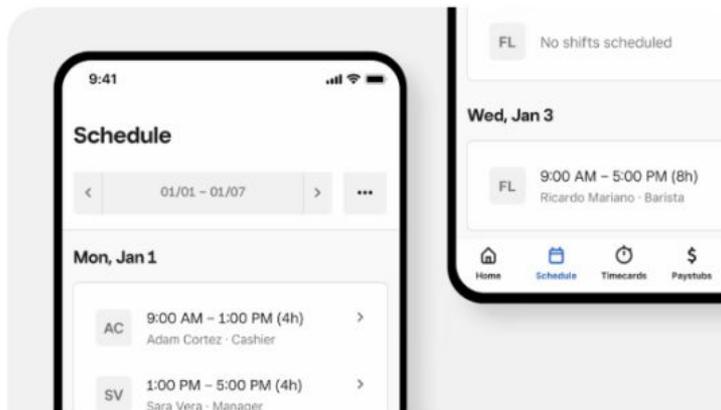
View all planned shifts by week to assign a job or a team member. A shift can be viewed weekly or daily to make changes.

Open-shift scheduling

Publish open shifts for available team members to claim. Your team can also swap shifts with other team members.

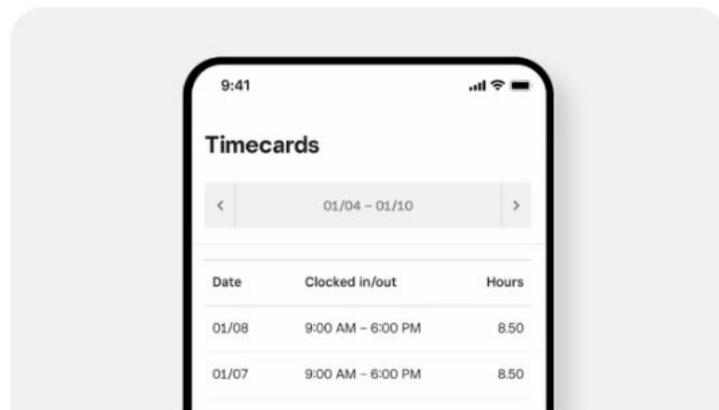
Team App

Empower your team.



Team-initiated scheduling

Empower your team to manage their schedules by providing them with time-off requests, shift swapping, and open-shift scheduling that can be managed from the Square Team App.



Timecards, schedules, and estimated pay

Let your team see their information remotely with the Square Team App. Team members can view their timecards, scheduled hours, and estimated pay, including tips and commissions.

Protect your business and empower your team.

Permissions for your whole team

You can give the same level of access to your staff, so everyone can clock in and out, adjust items, make sales, or process refunds on your POS.

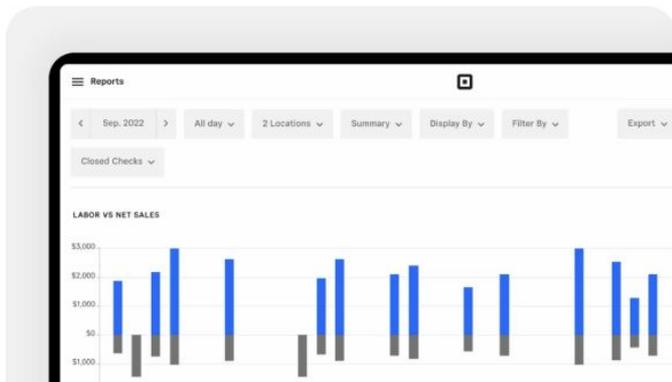
Create multiple levels of access

Customize different levels of access for different jobs. That way your cashier and your manager only get access to the parts of your Point of Sale and Dashboard they need.



Reporting

Optimize your business with reporting.



Labor-cost reporting

View your team's hours, wages, and tips in one dashboard to gain insight into your labor costs.

Team sales reports

Track your team's performance and keep productivity up with detailed reports on how your team is growing your business.



Labor-versus-sales reports

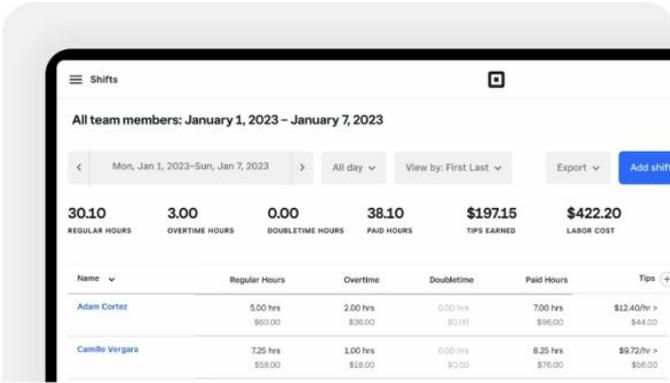
See how much you're selling versus how much you're paying out in labor costs so you can improve your bottom line.

Improve staffing, boost sales, and reduce the potential for losses

See which employees are selling the most, and who needs a little coaching. See your labor vs. sales charts to make sure you're open at the right times, and monitor sensitive actions with an advanced activity log.

Wages

Provide transparent compensation.



The screenshot shows the 'Shifts' dashboard for the period of January 1, 2023, to January 7, 2023. It displays summary statistics for all team members:

- REGULAR HOURS: 30.10
- OVERTIME HOURS: 3.00
- DOUBLETIME HOURS: 0.00
- PAID HOURS: 38.10
- TIPS EARNED: \$197.15
- LABOR COST: \$422.20

Below the summary is a table with columns for Name, Regular Hours, Overtime, Doubletime, Paid Hours, and Tips. Two team members are listed:

Name	Regular Hours	Overtime	Doubletime	Paid Hours	Tips
Adam Cortez	5.00 hrs \$60.00	2.00 hrs \$36.00	0.00 hrs \$0.00	7.00 hrs \$86.00	\$12.40/hr > \$44.00
Camille Vergara	7.25 hrs \$58.00	1.00 hrs \$18.00	0.00 hrs \$0.00	8.25 hrs \$76.00	\$9.72/hr > \$56.00

Tip pooling

Easily manage tips at your business with tip pooling. Automating your tip pooling process helps your team get paid promptly, reduces costly errors, and saves you time.

Commission tracking

Motivate team members with custom commission rates that reward them for their sales.



Cash tip tracking

Let team members claim cash tips they accrue during their shifts. You can view cash tip tracking data in the Square Dashboard at any time.

Payroll Prep

Make payday easier.

Run Payroll
Hours and Earnings > Adjustments > Review

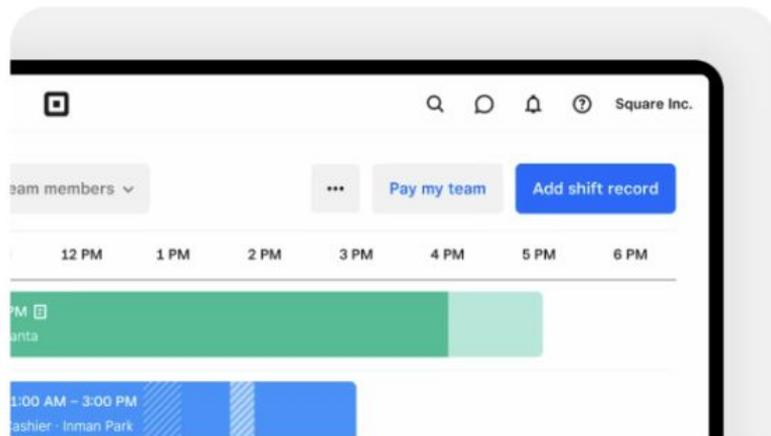
Pay Period: Apr. 16 - Apr. 30 Pay Date: May 7

Payment Method:
 Use Employee's Payment Method
Direct deposits will be received on Thursday, May 9 by 5pm
 Pay All Employees by Check
Write checks or print on customer stock type DLT 504

Import Timecards > Tips

Timecards and tips were imported for May 6, 12:00 am - May 21, 11:59 pm. View Timecards

Name	Rate	Reg Hrs	Overtime	Double	Psychick Tips	PTO Hours	Sick Hours	Gross Pay
Ciff Rowman	\$18.00	3.0	2.0	0	0	3.0	3.0	\$224.00
Elisa Rizzo	\$15.00	5.0	0	0	0	3.0	3.0	\$240.00
Eric Hills	\$15.00	3.0	2.0	0	0	3.0	3.0	\$200.00
Jake Anderson	\$22.00	5.0	0	0	0	3.0	3.0	\$310.00
Kathlyn Spindel	\$15.50	3.0	2.0	0	0	3.0	3.0	\$200.00
Lauren Noble	\$17.00	5.0	0	0	0	3.0	3.0	\$310.00
Subtotal		15.0	4.0	0	0	\$0.00	\$0.00	\$974.00



Payroll syncs and exports

Timecards are synced with Square Payroll. You can also export timecards to a third-party payroll provider.

Multiple wage types

Support both hourly and salary workers and track multiple wages for team members who wear more than one hat at your business.

Payroll calculations

Thanks to automatic tip and commission calculations, all wages are included in exports so payroll stays up to date.

Designed for your team. Built to help you run your business.



Square Team app

Let your team use their phones to clock in and out, track hours worked, view estimated earnings and pay stubs, and update personal information—all from the Square Team app.



Benefits

Through our benefits partners, your employees can sign-up for direct-to-employee benefits like health insurance and 401(k) retirement plans or your business can also offer the same employer-sponsored benefits.



Cash App

Payroll integrates directly with Cash App so team members without bank accounts can receive their pay via direct deposit instead of manual check—up to one day faster.



Cash App

Cash App offers your team a no-fee solution for receiving direct deposit payouts faster. Team members can get a free Cash Card debit card as another way to access their funds quickly.



On-Demand Pay

Eligible Payroll employees have instant access to a portion of their earned wages after completing each shift—up to \$200 per pay period.