- **Closing Events and Payment**
  - To close out an event and get the staff paid, it is preferable to have all pertinent information, as well as the client feedback.
    - Staff Hours
      - Staff is paid hours worked
        - This means that they are paid from contract start time (unless they are late) to the time they clock out. They are paid for their actual hours worked.
        - Early clock ins and late clock outs must be authorized by the client on all events.
          - Our corporate staffing partners have already preauthorized late clock outs for their events as they frequently will go over. They have no preauthorized early start times however.
          - If a client does not approve extra hours by having a conversation with the Roster Manager/Captain or Management, staff that stay late will only be compensated for contracted time.
    - On rostered events, this will require your Roster Manager or Captain to have texted or emailed you a picture or given you the SIGNED roster with everyone's' sign in/out time completed.
  - Gratuities
    - Gratuities are typically between the client and the staff, and we have nothing to do with it. This will be stated in the order you receive.
    - If the client wishes to pay a gratuity on their credit card, this amount must be placed into the "gratuity needing paid" box on the roster as well as noted on your ready for payment.
      - This can only be done if you have had a conversation with the client about the gratuity and they have told you how much to run. This will be rare.
        - Most of the time, you will just make a note in the body of your RFP to let management know that they need to contact the client for gratuity.
        - DO NOT wait to send RFP if you do not have gratuity amount.
  - Once you have all information necessary, you can close out the event.
    - From the Manage event screen, click on the tab "Edit Payroll"
      - This screen allows admin to make any corrections for payroll before sending the ready for payment
    - Directly under the Revenues box is the "Employees salary" box (by view of left to right)
      - Name box: the staff members name
        - Rating: 1 to 5 stars are used to rate that person's overall performance for that event
      - Shift box: allows changes to the shift but not the start and end time only to change to a different assigned shift
      - Hours started box allows changes to be made to the hours started
        - All times are to the closest quarter hour
          - Manually adjust any times that are necessary
        - Directly under in parenthesis will be the actual time the staff member clocked into Ubeya
        - Directly under the parenthesis is a location button'
          - Clicking on the location button will bring up the map to show you exactly where the clock in took place
      - Hours ended box allows changes to be made to the hours ended
        - All times are to the closest quarter hour
          - Manually adjust any times that are necessary
        - Directly under in parenthesis will be the actual time the staff member clocked out
        - Directly under the parenthesis is a location button'
          - Clicking on the location button will bring up the map to show you exactly where the clock out took place

BEFORE MOVING ON, VERIFY THAT THE HOUR STARTED AND HOUR ENDED MATCH THE ACTUAL HOURS WORKED

- Total hours box gives a total amount of hours worked for that events shift **DO NOT CHANGE**
  - Use this box to re-verify that your start and end times are entered correctly
- Regular hours box **DO NOT CHANGE**
- Break time box
  - For events that need a break time taken out, you will manually do that here.
    - Click on the + sign
      - Enter the break start and end times and click the x in the top right.
  - Any time you enter a break time into a shift you need to make sure it is calculating correctly.
    - Go to the “Actions” dropdown next to the blue “Archive event” button
      - Select “Payroll settings for the specific event”
      - Go down to where it says “Deduct break times from total payroll and make sure this toggle is green.
        - If it is not green, click the toggle to change it and click the blue “Update Group” button.
- Overtime box **DO NOT CHANGE**
- Client rate box **DO NOT CHANGE**
- Hourly rate box allows changes to the hourly pay which can be event specific
  - This spot will default to the announced rate for all staff. If you need to change any rates, you can manually click and type in the amount.
    - Roster Managers are paid $1/hr more
    - Captains are paid $2/hr more
    - Sometimes there will be a rate bonus for multiple day events, referrals, etc.
- Shift flat rate box **DO NOT CHANGE**
  - This info is populated if there was a flat rate entered when building the announcement.
- Flat rate limit box **DO NOT CHANGE**
- Travel expenses box allows any travel allowances to be entered
  - Travel allowances would be known at the time of announcing the event. This could include:
    - Parking reimbursement
    - Flat rate travel pay
    - Fuel reimbursement
- Tip box: enter the tip amount from the client that is to be added to the staffs’ pay
  - Remember: Subtract $5 for credit card processing
    - If the client says run $100 for the staff member on my credit card, then you would put $95 in this box.
- Notes box: DO NOT USE
- Payroll box: DO NOT USE
  - This will calculate hourly pay, hours worked, and any travel or tip pay entered
  - If there is a flat rate that will calculate with any additional travel pay or tip entered
- Total client rate box: DO NOT USE
- Delete box: by clicking the trashcan icon this will completely delete that staff members’ shift from the event
  - Use this if that shift was not completed
- Locate the white “Comments” box in the top right
  - Enter any general event comments here

- All the info entered in each box listed above will auto save as you move to the next box
  - Remain in the Edit Payroll area for the next section