

- **Staff Notes and Tagging**
  - Go back to Ubeya
    - Make sure you are in the “Edit Payroll” section of the event
  - Update all staff notes and tags from the event
    - Go into each staff member’s profile by clicking on their name
      - Go to the “comments” section in their profile and leave a comment about their performance at the event
        - Be as detailed as possible
        - If you have no feedback yet, say that in the note.
          - If you get feedback from the Roster Manager/Captain or client, you need to add that note later.
        - Hit Enter to add the comment to the log
        - After entering comments, click the blue “Update” button in the top right to save the notes
      - Add tags
        - In the staff member’s profile, select “fields”
        - Scroll down until you find “Select Corporate Clients” and click on that line.
          - A dropdown will appear with a list of our corporate staffing partners.
            - Select the one that applies to the event you are closing out
              - This tagging step only applies to our corporate staffing partner events
  - Archive Event
    - In Edit Payroll section in Ubeya, click the “Archive Event” button

**You may need to go back into the archived event and update staff notes if you do not get feedback until later.**