

# Heartland

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# Restaurant

Heartland Time Setup Guide

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Date	Product Version	Author	Summary
10/20/2020	5.60	JD	Original document introduced.

## Overview

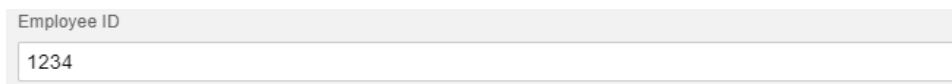
The integration for Heartland Restaurant and Heartland Time will help merchants simplify their operations by

- ▶ Streamlining the process of managing punch data from both systems into one convenient place due to the shift data sync between both systems.
- ▶ Making it easy and convenient to schedule shifts from anywhere and anytime.
- ▶ Providing employees with a mobile app to view schedules, time clock punching, PTO balance and more.

## Entering Employee Payroll IDs

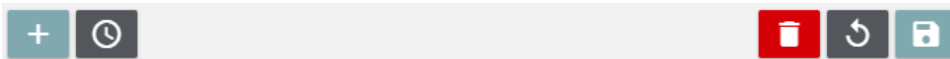
Heartland Time syncs employees automatically from the Heartland Restaurant Admin Portal to create schedules and manage labor. For users that are also utilizing Heartland Payroll with Heartland Time, the Employee ID field must match the Payroll ID found in Heartland Payroll.

- 1 Log into the Admin Console.
- 2 In the Main Menu, click **Location Setup**, then click **Staff**.
- 3 Select an existing staff member.
- 4 In the Staff Settings screen, enter the employee's **Payroll ID** number into the **Employee ID** box.



Employee ID

- 5 Click the **Save** disk symbol in the bottom right corner.



- 6 Repeat these steps for each staff member that will be on the payroll.