



Send Memo to Admin

Memo's are consolidated into the one Text File that is transmitted to your Payroll Administrator at weeks end

The screenshot shows a web application interface for creating memos. At the top is a toolbar with five icons: a plus sign for 'Add', a pencil for 'Edit', a floppy disk for 'Save', a curved arrow for 'Cancel', and a trash can for 'Delete'. Below the toolbar is a form titled 'Memos to Admin'. On the left side of the form is a table with one column labeled 'Date'. The main area of the form contains three sections: 'Subject' with a text input field containing 'Underpaid one hour for Sunday 1st April'; 'Details' with a larger text area containing 'Good Morning,' followed by a paragraph about an underpaid employee and a request for back pay; and a 'Store Manager' field with a text input.

Date

Memos to Admin

Subject
Underpaid one hour for Sunday 1st April

Details
Good Morning,
Jane Citizen was underpaid on Sunday 1st April, shift paid was 18:00 to 21:00 should have been 18:00 to 22:00. Please back pay one hour from 21:00-22:00.

Store Manager

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Send Memo to Admin:

- Click on ADD to create a new entry against the current days date.
- You can create an entry for every day (if required.)
- Memos are consolidated into the one Text File that is transmitted to your Payroll Administrator at weeks end.
- When payroll data is released and exported via the internet to the Payroll system.