

Setting Up an MIT (Manager Trainee) in POSitouch and in the eLearning Center

1. When entering a new Manager in Training (MIT) into the POSitouch system, choose “**M - Manager**” from the dropdown menu in the **Em. Type** (Employee Type) field.
2. In the **Dep/Job** (Department/Job) field, choose “**Manager in Training**” as the job type.

NOTE: Unless the **Dep/Job** is assigned as “**Manager in Training**,” the MIT will not be assigned all of the courses, quizzes, exams, and signoffs associated with Tier 1 of the MIT program.

*** Quick Setup ***

989 Card # 0000

MANAGER

MIT

Prev Goto... Next

☐ Show Active Emp. Only

Empl. # 989 SS # 000-00-0000

L. Name MANAGER F. Name MIT

Card # 0000 Alt. # 123400001

Em.Type M - Manager

Edit Empl. Menu :

Quick Setup

Personal Info

Empl. Status

POS Info

Job/Rate

Exit

Pos Info

☒ POS User CstCnt/Station 1 ENTIRE HOUSE

2 ENTIRE HOUSE

3 ENTIRE HOUSE

4 ENTIRE HOUSE

Us.Type ASSOC MANAGER

Tbl.Asg ENTIRE HOUSE

Jobs

Dep/Job MANAGER IN TRAINING CC MGR TRAINEE Rate \$0.000

NONE \$0.000

NONE \$0.000

NONE \$0.000

<* - Rate was changed>

Press <F1> for help... Add Empl Del Empl Del POS Save Empl Print

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3. After you click **Save Empl**, choose “**N – Salary, not on reports**” in the **Wage Type** field on the next screen.

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MIT

Prev Goto... Next

☐ Show Active Emp. Only

Edit Empl. Menu :

Quick Setup

Personal Info

Empl. Status

POS Info

Job/Rate

Exit

Press <F1> for help...

Employee Status

Empl Type M - Manager

Empl Stat F - Active

Wage Type N - Salary, not on reports

Pay Period B - Biweekly < 14 days >

☒ Template

☐ Employee Tipped ☐ No Split Shift Pay

☒ Enforce Schedule ☐ No Overtime Exceptions

☐ PunchOut w/Tbls Open

☒ Use POS w/out PunchIn

☒ Pay Salary

Jobs and Rates < * - rate was changed >

MANAGER IN TRA 0.000

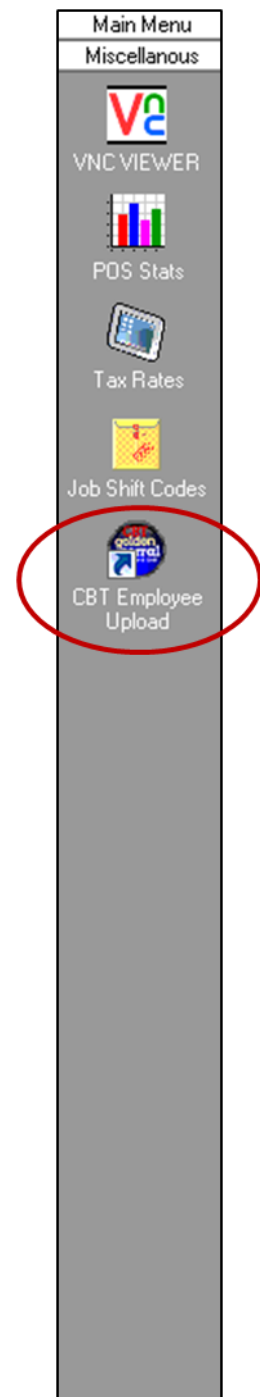
Save Status

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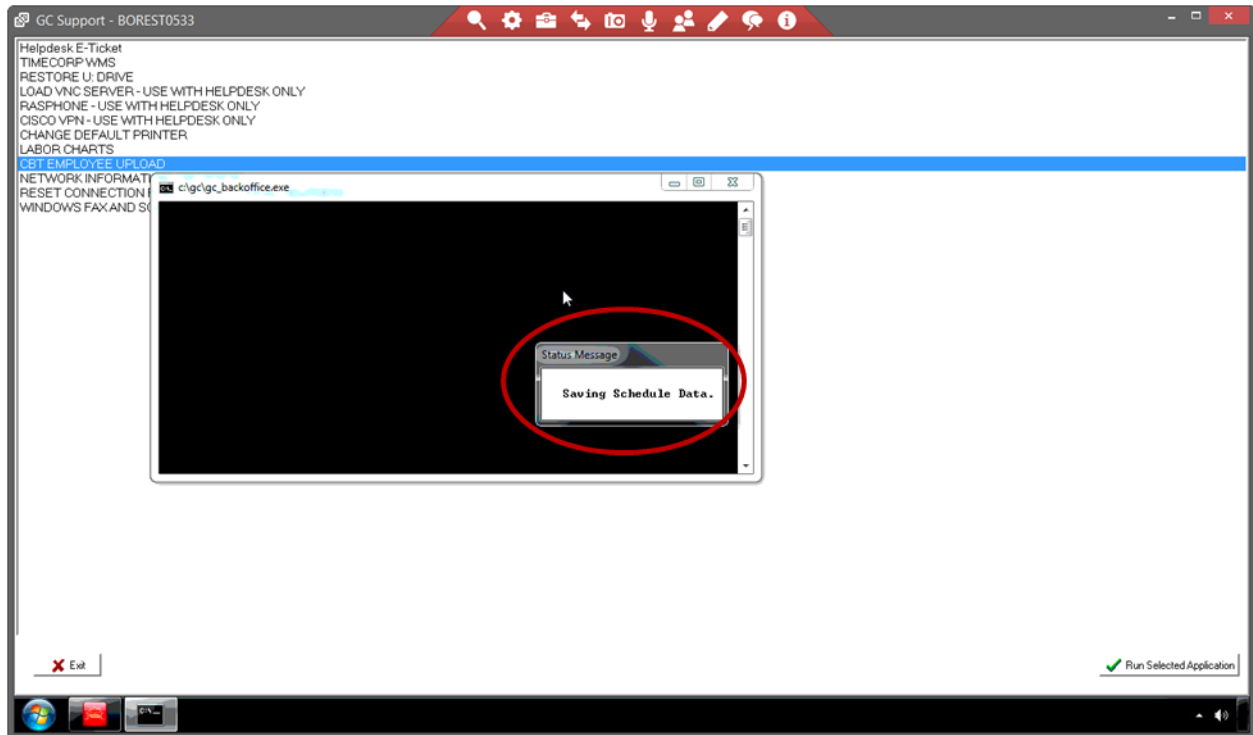
4. After you click **Save Status** to add the Manager Trainee as a new employee, you need to transfer the record over to the CBT. Click on **Miscellaneous** at the bottom of the menu bar on the left hand side of the screen.

5. From the **Miscellaneous** menu, click on **CBT Employee Upload** to upload the record of the new Manager in Training to the eLearning Center.



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6. While the record is uploading to Talent (the new CBT), you will receive a message stating **“Saving Schedule Data.”** Once the upload finishes, the box will close.



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7. The MIT Learning Program (courses) will be automatically assigned to the Manager Trainee. If the record does not upload successfully, log off of POSitouch and Windows and log back into both.

- To logoff of Windows, click the **Windows Start** button. Then, click the **arrow to the right of the Restart** and choose **Log Off**.

Note: A reboot of the POSitouch system would also work to resend the CBT Employee Upload again, but this is not recommended while the store is open.

- Once you log back into POSitouch, go into Miscellaneous and click **CBT Employee Upload** again.

