



## FAQ

[Home](#) / [FAQ](#) / How do we set up a new entity in Labor?

### How do we set up a new entity in Labor?

When your company opens a new entity, you must complete the necessary setup. Below are step-by-step instructions on how to *Set Up Your New Entity* in Labor. For a PDF version of this checklist, click [here](#).

1. Jobs. In [Workforce 1.0](#), go to **Labor Admin > Scheduling > Jobs**. Double-click each job the new restaurant needs from the existing list. For each, click the **Entity Assignments** tab and **Add Row**. Choose the new entity number from the drop-down and enter the correct POS code for this job. If you are creating a new job, select the option to **Add** at the bottom of Jobs listing page. Remember that employees see the job code when viewing a schedule, so it should be something identifiable.
2. Wage Rules. *If your new entity resides in the same state as another entity, and is subject to the same labor laws, skip this step.* If not, create a Wage Rule Set for the new state. This may require that you set up

new labor laws first, then apply them to the new Wage Rule Set (OT Rules, Minor Rules, etc.). The setup for labor laws and Wage Rule Set can be found on the **Labor Admin > Wage Rules** menu in [Workforce 1.0](#).

3. Day Parts. *If your new entity uses the same Day Parts (breakfast/lunch/dinner) as another entity, skip this set.* If not, go to **Labor Admin > Forecasting > Day Part Sets** in Workforce 1.0 and create a new day part by clicking **Add** at the bottom of the screen. If you need to set up forecasting for a new day part, please contact [support@compeat.com](mailto:support@compeat.com). The forecasting menu is located under **Labor Admin > Forecasting** in [Workforce 1.0](#).
4. Labor Definitions. If your new entity requires settings different from that of your Default Labor Definitions (including any new sets created in steps 2-3), you must create a new Labor Definitions record for this entity. Go to **Labor Admin > Labor Definitions > Labor Definitions** in Workforce 1.0. Select **Add** at the bottom of the page and choose your new entity from the drop-down. Override existing settings by clicking the checkbox next to the necessary field. If you use the ADP or Paychex export configuration, enter the company code for the new entity at the bottom of this screen.
5. Employees. Go to **Labor > Employees** to set up employees for your new entity. If your POS is compatible with the employee import feature, we may be able to import employee records from your POS. Please contact [support@compeat.com](mailto:support@compeat.com) for further information, as this feature requires some initial setup.

Was this Helpful ?  **yes**  **no**

I am trying to import vendor files but Compeat says the directory doesn't exist. What do I do?

Items aren't auto-populating when I place orders. What do I do?

I get a catch weight error when importing invoices. What do I do?

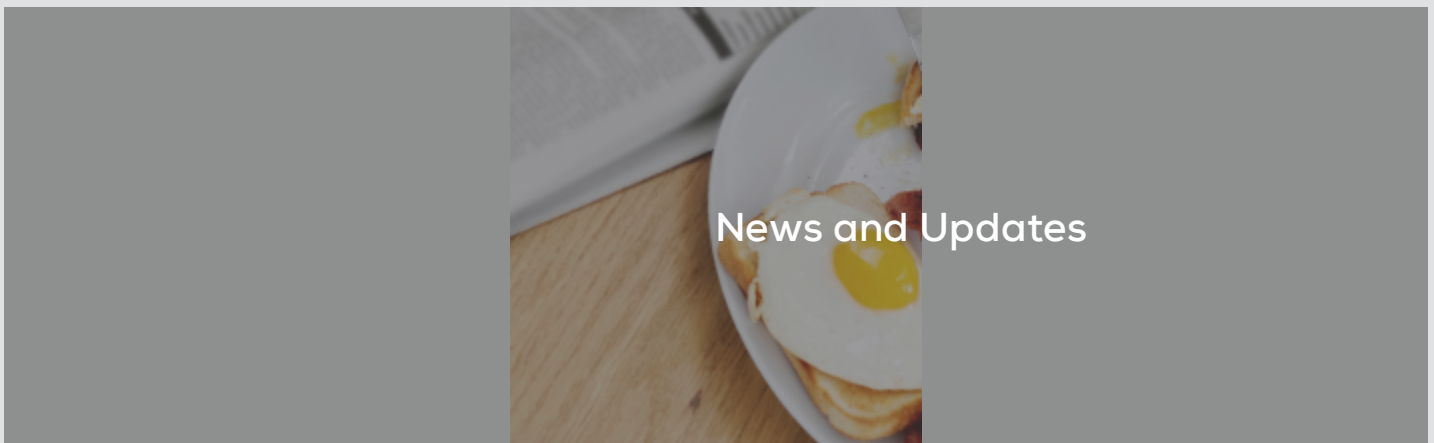
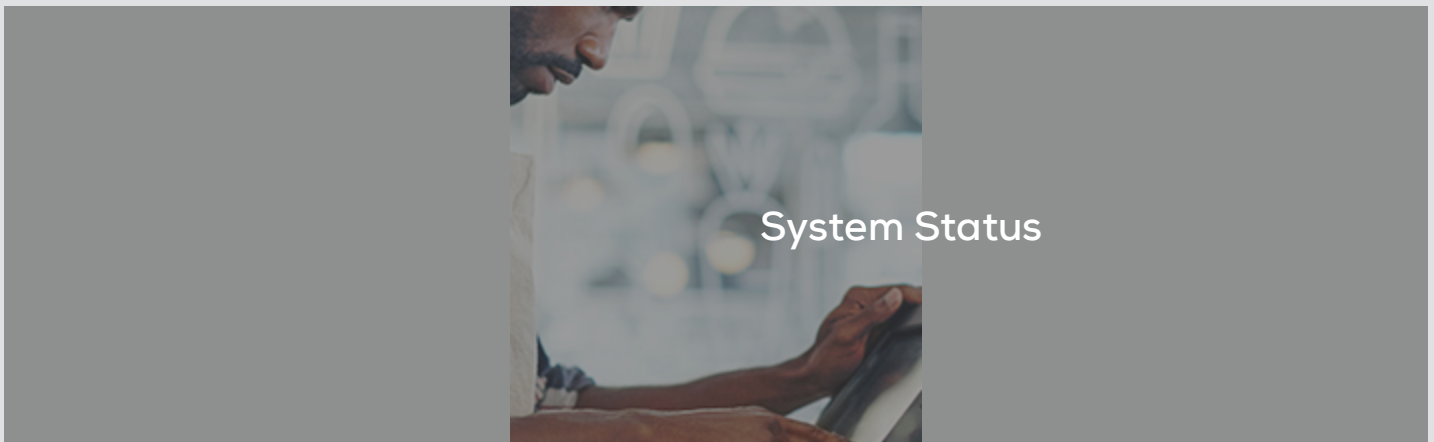
What kind of barcode scanner can I use for mobile inventory counts?

I get a sales tax error when importing invoices. What do I do?

How do I fix an item that was matched incorrectly on an invoice or order guide import?

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