

Kim Plourde - McDonald's Administrative Manager

- Her responsibilities are day - to - day tracking waste, inventory, financial, labor. Her responsibilities also include managing payroll, benefits, accounts receivable, review filing and adding and removing employees.
- She uses the Clearview systems every workday and spends the most time on it. Most of the responsibilities she mentioned are taken care of through Clearview.
- There were a physical copy of every employee's orientation files up till a year ago. The system was upgraded last year to store all of that electronically. The current system only stores reviews, void cheques and other physically signed papers in filing cabinets. The bulk is stored electronically.
- The payroll is done through Clearview, but pay stubs are generated using an external system which does require manual upload of files.
- As employees work hourly, the benefits are based on them working more than 32 hours a week. The Clearview system does not have an automated check for benefits. Kim needs to check all employee files manually, which results in easier mistakes as she oversees 6 restaurants.
- Further talking about benefits, as the Clearview system at McDonald's does not have a fully developed employee portal, anything about benefits is sent to the employee through email. Any updates to the benefits also go through email.
- Generating new employees is not automated as of now and requires manual entering of their information and creating their employee punch number. Since the hiring system was updated recently to be automated, connecting the systems together for automated addition of employees is the next step.
- Removing the employees is simple but requires a lot of manual intervention to generate a physical paycheque. This is done as the cheque needs to be handed out in person due McDonald's requiring the return of uniforms.