

# CAFÉ LA | LAUSD UNIFIED Best Practices

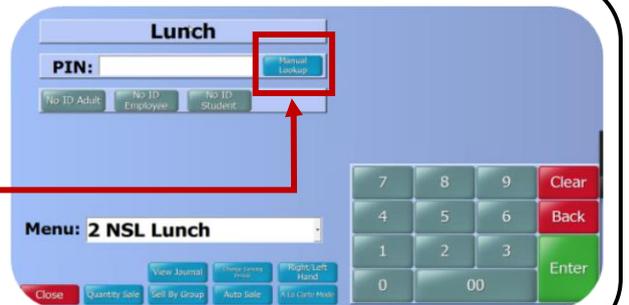
## How To Enter Employee Meals

When entering an employee meal into CMS, all employee meals will be entered using the employee account by entering the employee's name. Employee meals must be recorded on the *Employee Meal Allowance Record* located on the FSD website. Please refer to the step-by-step process in this Best Practice to ensure all employee meals are claimed correctly in CMS.

Step 1

- Open till to preferred serving period:
- Choose the appropriate serving period using the “Menu Drop Down”.\*
  - Next click the “Manual Lookup” button

\*Example shows lunch serving period.



Type in the last name of the employee:

- Select the correct employee's name
- Click “Enter”

Step 2



Step 3

Depending on the serving period select the “Lunch Meal” or “Breakfast Meal” button:

- Verify the meal is \$0.00
- Click “End Sale”



For FSD employees/subs not listed in “Manual Lookup”:

- Click the “No ID Employee” button
- To complete the sale, refer to step 3

Create a *Remedy Ticket* for permanent employee's not in “Manual Lookup”.

No ID

