

SCHEDULING APPLICATION

Automated Scheduling Solution

Schedule the Right Employee in the Right Place at the Right Time

No matter what type of business you're in, workforce scheduling can be a time-consuming, error-prone, and downright frustrating task. You need to match up employee availability, skill sets, and preferences with fluctuating business demand in order to maximize productivity — and profits. But trying to schedule a diverse workforce using spreadsheets and semi-automated systems too often results in overstaffed shifts, shorthanded rushes, and less-than-optimal performance. How can you build, fill, manage, and measure best-fit schedules that enable you to meet output and service level goals without overspending your labor budget?

Scheduling, an application in our integrated, cloud-based workforce management suite, helps you put the right employees in the right place at the right time so you can control labor costs, minimize compliance risk, and improve workforce productivity. Built specifically for small to midsize organizations, this comprehensive scheduling solution provides the automation and high-quality information needed to create accurate schedules that align staffing requirements with budget and demand. In addition, it enforces scheduling rules and policies — automatically and consistently — to help you avoid employee grievances, litigation, and fines. With the Scheduling application, your managers can finally spend less time creating and managing schedules and more time focusing on core business priorities to drive bottom-line results.

Key Benefits

- Control labor costs by making informed scheduling decisions that take into account budget constraints
- Improve workforce productivity by aligning staff coverage to fluctuating business demand
- Minimize compliance risk by automatically enforcing scheduling policies, labor laws, and union rules
- Simplify schedule creation and management so managers can focus on strategic priorities



Our Scheduling application allows managers to fill schedules quickly and effectively using an intuitive drag-and-drop interface. At-a-glance visibility into open versus filled shifts helps ensure that you provide appropriate staff coverage.

Manage your labor spend with effective scheduling

Keep labor costs under control without compromising delivery performance. Our Scheduling application makes it easy to build accurate schedules that align staff coverage to anticipated demand imported from other business systems. That way, you can minimize the wasteful overstaffing, reliance on contract workers, and overtime pay that can send labor costs soaring. Automated alerts notify you when schedules exceed budget limits so you can make appropriate adjustments to keep labor costs in check.

Build efficient schedules that support compliance

Once you've built your schedule, the Scheduling application enables you to fill open shifts to maximize productivity and minimize compliance risk. The system automatically sorts through employees based on predefined criteria — availability, preferences, skills, certifications, company policies, union rules, state and federal labor laws, and more — so you can assign the right person to each position.

An intuitive interface allows you to perform scheduling tasks with remarkable speed and ease. Drag and drop to assign shifts. Split or swap shifts with a single click. Or select multiple shifts to edit side by side. The system lets you know when scheduling actions violate established rules, enabling you to make changes and stay in compliance.

Get on-demand visibility into workforce schedules

The system lets employees view their schedules from a desktop computer or an Apple®, Android™, or Windows® mobile device for maximum flexibility and convenience. Managers also have on-demand access to schedules from their desktops or mobile devices, allowing them to keep tabs on staffing coverage from anywhere, at any time.

Measure schedule effectiveness to drive improvement

Our application's reporting capabilities make it simple to look at past schedules, measure their effectiveness, and apply lessons learned to make better scheduling decisions. View coverage maps to quickly pinpoint open shifts that still need to be filled. Examine budget versus actual reports to identify areas of overspend. Even compare preliminary and final schedule versions to see how many changes were required to effectively align staffing with budget and demand.

Respond more effectively to last-minute scheduling changes — *COMING SOON*

With this application, you're able to handle staffing changes on your own terms to control labor costs — without jeopardizing productivity or service. Need to fill an open shift? Forget about paying unnecessary overtime or hiring contract workers. The system automatically generates a prioritized call list of qualified employees based on availability, seniority, skill set, and more, so you can fill the shift with the right person at the right cost.

Empower employees with self-service scheduling — *COMING SOON*

Give employees more control over their schedules for higher engagement and improved morale. Enable employees to sign up for open shifts, bid on shifts, or even swap shifts with other workers — all from their desktops or mobile devices. These self-service tools give employees the opportunity to be more autonomous while making the scheduling process more transparent.