

THE ULTIMATE SCHEDULING PLAYGROUND



Integrate your time clock into your Point of Sale system

Turn any smart phone device into a time clock

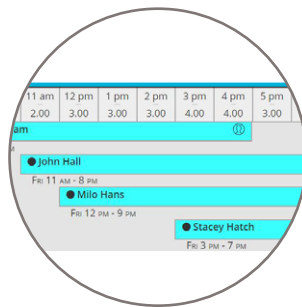
STREAMLINE SCHEDULING

» **Online Schedule Posting** – Avoid calls about schedule inquiries by posting online.

» **Give Management** control over the numbers.

» **Schedule adjustments are immediately sent** to affected employees.

» **GoferMail** – Allow employees to communicate online without giving out their personal information to coworkers.

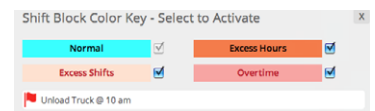
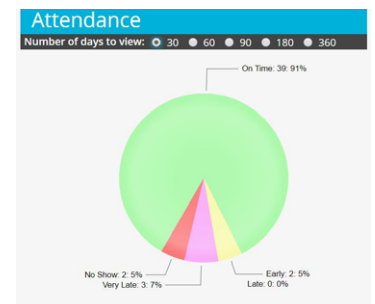


ADJUST ALERTS

» **Know in real time** who's clocked-in, clocked-out, on break, or late clocking in.

» **Activate Pop-Up Warnings while Scheduling** to alert when boundaries are exceeded: Excess Hours, Excess Shifts, Preference Conflicts. Shift color codes indicate **Excess Hours & Overtime**.

» **Flag Shifts with daily comments.**





MONITOR LABOR COSTS

- » **Monitor Schedule Cost** while Scheduling.
- » **See Actual Schedule Cost vs Projected Cost.** i.e. Daily, Weekly Monthly.
- » **Confine clock-in time to schedule time.** Receive immediate notification of off-schedule clock-ins, early or late clock-ins and schedule overrides.
- » **Transfer hours and pay rates directly to payroll via csv.**

Shift Reassignment Box

3 hours, Server
Wed, June 20, 11:00AM - 2:00PM

Offered by: ● Becker, Janet, Janet
Trading \$7.00 for \$6.00/hr
Trading 3 hrs for 0 hrs Trade
Hours After Trade: 6.00 - Shifts: 2 Trade Cost: \$3
Accepting: ● Babalon, Lacy
Lacy

✓ Pickup
3 hours - \$6.00/hr
Hours After Trade: 26.00 - Shifts: 9
Trade Cost: \$3 (Savings)

6.00/hr
er Trade: 26.00 -
t: \$3 (Savings)


STAY ORGANIZED

- » **Access employee information** everywhere you see their name with a single click.
- » **Review past schedules** – Use them to create schedule templates for specific events.
- » **Import a past schedule** into the current week.
- » **Activate Auto-Adjustments** to Assist with Break Monitoring.
- » **View and create schedules in various formats** - e.g., position, bar chart, spreadsheet, each with adjustable settings.

Thursday 06/21

Manager on Duty

TEACH, EDWARD
2pm - 11pm
9.00 Hours 18.00 Total



- » **Use your Favorite Schedule Creation Format** – View schedules in any format, employee, position, timeline graph, etc. **Poster View** is for printing & posting on a wall.
- » **Create Employee Pools** to view or schedule certain groups of employees exclusively such as Front of House, Back of House, Servers, Bartenders, etc.
- » **Track multiple locations.**

MANAGE REQUESTS EASILY

- » **Online Time-Off, Drop & Trade Requests** – Review and approve online. Schedules are immediately updated.
- » **Set time-frames** when time-off requests are not allowed.
- » **Modify punches and tips** easily from the Hours Report.

Requests

Add Time-Off to Employee Settled Request Submitted

| | | | |
|-----------|-----------------------|---------|------|
| 6/18/2018 | Wed 6/20/2018 3:31 PM | Approve | Deny |
| 6/19/2018 | Wed 6/20/2018 3:30 PM | Approve | Deny |

Hours Chart

● This Pay Period ○ Last Pay Period ● 2 Pay Periods Ago

| Position | Type | Date | Punch Time | Paid Hours |
|----------|------|------------|---------------|--------------|
| Cashier | In | 06-15-2018 | 16:59:38 | 3.18 |
| | Out | | 20:10:37 | |
| | | | 20:39:43 | 1.71 |
| Cashier | In | | 22:22:06 | |
| | Out | 06-16-2018 | 16:56:19 | 3.54 |
| | | | 20:28:56 | |
| Cashier | In | | 20:51:17 | 1.81 |
| | Out | | 22:39:55 | |
| Cashier | In | 06-17-2018 | 15:56:03 | 6.10 |
| | Out | | 22:02:20 | |
| | | | Total: | 16.34 |

My Schedule

| Date | Start Time | End Time | Location | Position |
|----------|------------|----------|----------------|----------|
| Tue 6/19 | 11:00AM | 3:00PM | Square Riggers | Server |
| Wed 6/20 | 4:00PM | 9:00PM | Square Riggers | Server |
| Thu 6/21 | 2:00PM | 9:00PM | Square Riggers | Server |
| Sun 6/24 | 11:00AM | 3:00PM | Square Riggers | Server |
| Sun 6/24 | 4:00PM | 9:00PM | Square Riggers | Server |
| Mon 6/25 | 11:00AM | 3:00PM | Square Riggers | Server |
| Mon 6/25 | 4:00PM | 9:00PM | Square Riggers | Server |

