THE ULTIMATE SCHEDULING PLAYGROUND

Integrate your time clock into your Point of Sale system

STREAMLINE SCHEDULING

» **Online Schedule Posting** – Avoid calls about schedule inquires 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.
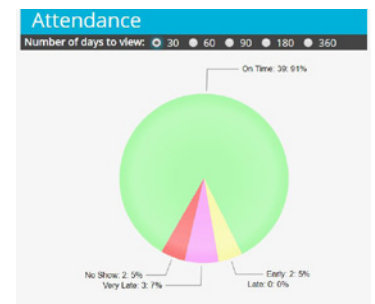
ADJUST ALERTS

» **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.**

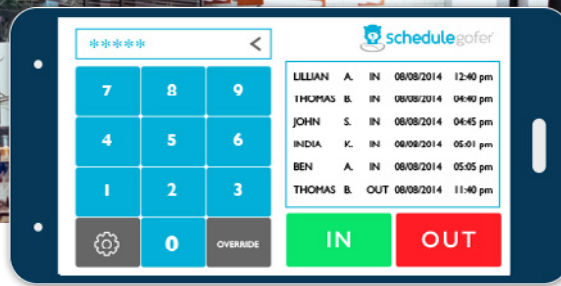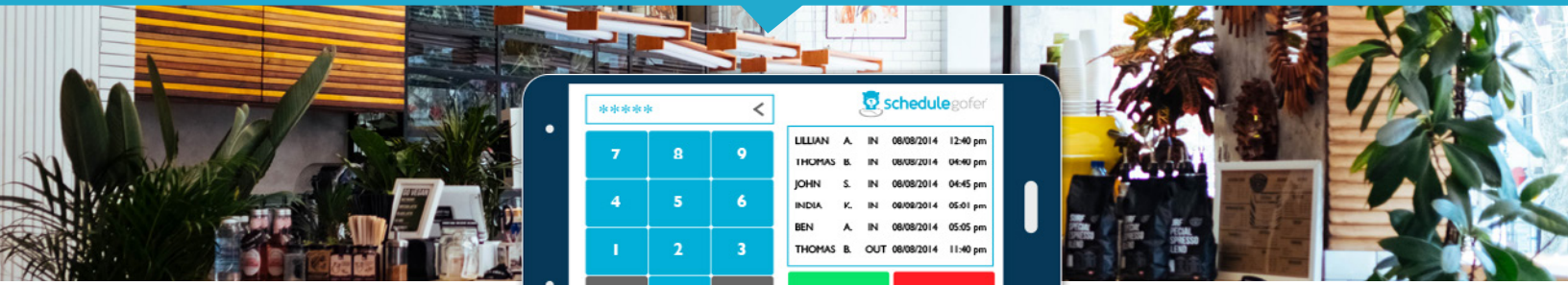» **Flag Shifts with daily comments.**

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STREAMLINE YOUR SCHEDULING
Contact Lorren Barrineau, *Chief Executive Gofer*
lorren@schedulegofer.com | (850) 516-6188

Turn any smart device into a time clock

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
Hours After Trade: 6.00 - Shi
Accepting: ● Babalon, La, Lacy

Trade Cost: **$3**
Shifts: 2

✔ 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)

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.

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.

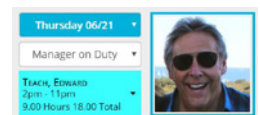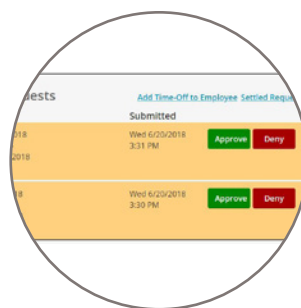» **Import a past schedule** into the current week.

» **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.

» **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.**

Thursday 06/21
Manager on Duty
TEACH, EDWARD
2pm - 11pm
9.00 Hours 18.00 Total

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	
Cashier	In		20:39:43	1.71
	Out		22:22:06	
Cashier	In	06-16-2018	16:56:19	3.54
	Out		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

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