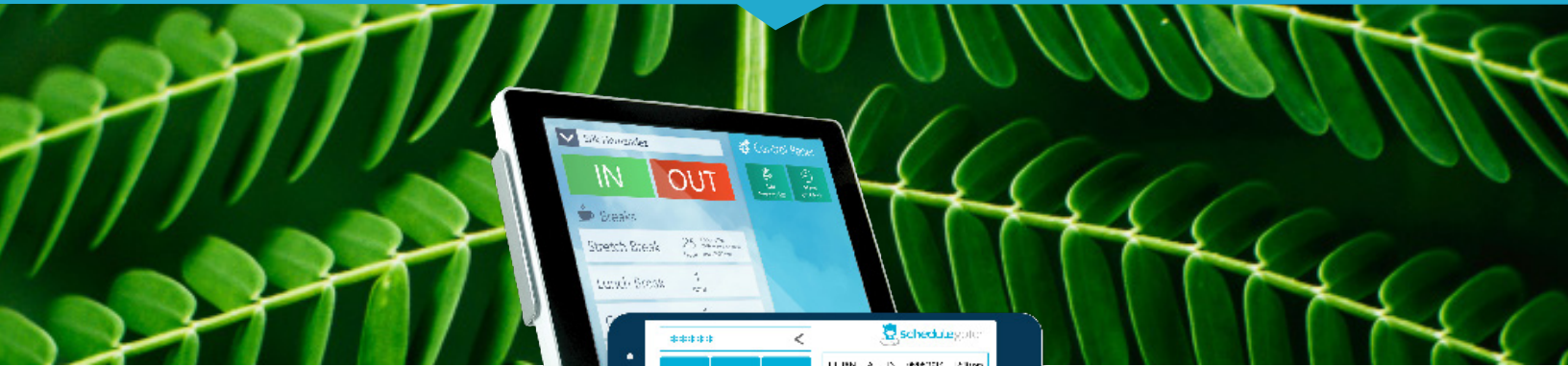


THE ULTIMATE SCHEDULING PLAYGROUND



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.

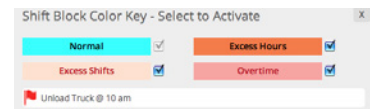
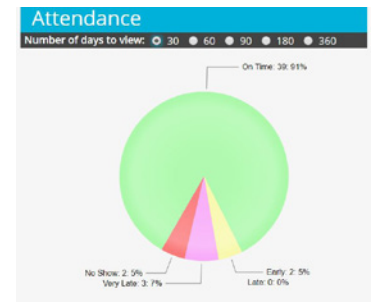


ADJUST ALERTS

» **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: Decker, Janet, Janet
Trading \$7.00 for \$6.00/hr
Trading 3 hrs for 0 hrs Trade Hours After Trade: 6:00 - Shifts: 2
Accepting: Dabalon, Lacy

Trade Cost: \$3

Trade Shifts: 2

Trade Cost: \$3 (Savings)

Trade: 26.00 - Shifts: 9
Trade Cost: \$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

Trach, 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	Wed 6/20/2018 9:31 PM	Approve	Deny
6/19	Wed 6/20/2018 9:30 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	
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	2:00PM	Square	Server
			Riggers	
Wed 6/20	4:00PM	9:00PM	Square	Server
			Riggers	
Thu 6/21	2:00PM	9:00PM	Square	Server
			Riggers	
Sun 6/24	11:00AM	2:00PM	Square	Server
			Riggers	
Sun 6/24	4:00PM	9:00PM	Square	Server
			Riggers	
Mon 6/25	11:00AM	3:00PM	Square	Server
			Riggers	
Mon 6/25	4:00PM	9:00PM	Square	Server

