

# TimeSimplicity™

## Complete Features

For dynamic, multi-shift, multi-location schedules that accommodate employee preferences, skills and availability as well as shift trades and self-service (example industries include healthcare facilities, restaurants, hospitality, security services, etc.). Managers and employees have schedule flexibility through web-based interfaces and mobile apps. Easily-implemented business rules and detailed reporting support cost management and compliance.



### Schedule Management

Tools to manage dynamic, multi-shift, multi-location schedules with accommodation for employee preferences.

#### Schedule Creation

Schedule Templates Create schedule for date, time, location; apply to multiple people

Drag & Drop Scheduling Graphical UI with ability to drag shifts/resources to time slot

Schedule Creation Delegation Multi-manager support for different schedules/views/locations

Scheduling Groups Define and schedule Groups based on skills, preferences location, positions, departments or other attributes

Individual Shift Templates Create shift templates for time slot, position or other dimensions

Employee Schedule Preferences Employee set availability and maximums with preferred or absolute hours

Draft Schedule Creation Create future schedules in plan mode and keep hidden until ready to publish

#### Schedule Views

Customizable Schedule Views Create schedules by name, seniority or position with sort ordering and filtering

Multiple Schedule Layouts View schedule layout by people and shifts or shifts by position for quick coverage visibility

Company Rules	Employee	Scheduler	Edit	System	Role: Manager	Log Off				
Views: Weekly	Filter: [No Filter]	Home menu	Options	Advanced						
Workgroup: SHELTER 1	Schedule: BUJF AM (25.00A - 03.00A)	02/23/2015	Selected: 0							
Name	Position/Shift	Hours	Wk Grp	Monday 02/23/2015	Tuesday 02/24/2015	Wednesday 02/25/2015	Thursday 02/26/2015	Friday 02/27/2015	Saturday 02/28/2015	Sunday 03/01/2015
OPEN SHFT		59.50		DISH 630A-300P	SERV 900A-500P		PREP COOK 1100A-730P	PREP COOK 1100A-730P	SERV 1300A-200P	
WORKGROUP NOTES		685.50								
Servers										
Clay, Liz 303.555.9371	SERV/SLEEP AM	36.00	36.00	SERV 800A-500P	SERV 800A-500P		SERV 800A-500P	SERV 1000A-200P		
Peterson, Christy 303.555.8322	SERV/SLEEP AM	38.00	38.00	SERV 800A-500P	SERV 300P-800P	SERV 700A-300P	SERV 200P-700P	SERV 800A-500P	SERV 1100A-200P	
Robertson, Pat 303.555.9938	SERV/SLEEP AM	36.00	36.00	SERV 800A-500P	SERV 800A-500P	SERV 900A-500P	SERV 300A-800A	SERV 800A-500P	SERV 400P-900P	
Fotis, Barbara 303.555.7382	SERV/SLEEP NOON	31.00	31.00	SERV 730A-100P	SERV 800A-500P	SERV 800A-500P	SERV 1000A-200P	SERV 1100A-200P	SERV 400P-900P	SERV 400P-900P
Smoltz, Angie 303.555.8372	SERV/SLEEP NOON	20.00	20.00	SERV 400P-900P	SERV 300P-800P	SERV 400P-900P	SERV 400P-900P	SERV 730A-100P	SERV 730A-100P	
Wick, Jon 303.555.9993	SERV/SLEEP NOON	20.00	20.00	SERV 400P-900P	SERV 400P-900P		SERV 400P-900P	SERV 700P-1000A	SERV 730A-100P	
Zrenner, Jim 303.555.7832	SERV/SLEEP NOON	23.00	23.00	SERV 730A-930A	SERV 1100A-200P	SERV 300P-800P	SERV 400P-900P	SERV 400P-900P	SERV 1100A-200P	SERV 730A-100P
Total Hours		686	133.5	90.0	105.0	89.0	93.0	100.0	75.0	
Overtime		8.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0	
Server Hours		354	58.0	60.0	62.5	49.0	59.0	37.0	28.0	
Server Over/Under Budget		179	33	35	38	24	34	12	3	



## Compliance Tools

Features and controls for monitoring and enforcing labor standards compliance.

<b>Compliance/Cost Constraints</b>	Max/Min Shift Length	Warning if shift does not meet length criteria (customizable)
	Shift Proximity to Previous	Warning if time between shifts is not adequate
	Consecutive Days Worked	Block/warning if too many consecutive days worked
	Max hours	Block/warning if too many hours in a specified period
	Certifications & Skills	Block/warn/alert if employee certifications or skills required for a shift do not meet the specified shift criteria
	Certification Management	Associate certification expiration date with holder and check compliance
<b>Reporting</b>	Customized Reporting	Generate reports for compliance tracking and auditing when used with TimeWorksPlus
	Daily Auto-email	Daily time card summary showing actual against scheduled for critical overage
<b>Enforcement Options</b>	Warning	Warns employee on login
	Clock Lock-out	Blocks employee on attempted login



## Cost Management

Control labor spend and correlate activity with designated cost categories, jobs or locations. Utilize reports for cost projections/actuals to measure impact of initiatives and proactively monitor trends.

<b>Reporting</b>	Unlimited, Customizable Fields	Add any number of custom fields for jobs, tasks, locations, shifts, etc. and use for detailed reporting and cost allocation
<b>Labor Cost Controls</b>	Hours of Operation Rules	Evaluate hours needed/used before and after "store" or "open" hours
	Coverage Views	View labor hours correlated to shifts, estimated hours, required coverage
	Labor Budgets	Compare actual to budgeted hours when used with TimeWorksPlus
	Scheduled Labor Estimate	View projected costs of planned schedule against a set labor budget
	Customizable Summary Calculation	Flexible summary reporting with formula calculations for: shift counts, total hours, expected dollars based on hours, counts of shifts, hours per employee or employee groups and more
	Customizable Manager Permissions	Set manager views of employees, wages, certifications and more

## Shift Coverage and Attendance Tracking

Manager tools and visibility for shift administration, coverage tracking and attendance monitoring

### Schedule Change Management

Employee managed schedule changes Employee options to initiate shift changes and accept open shifts; manager approval required or optional

Shift Trades/Drops Employee initiated with manager approved/open and eligibility/drop rules; notification privileges

Self-Scheduling & Open Shifts Create open shifts with signup for any eligible employee

Immediate Availability List Shows immediately who is available for a given shift

Best Fit Shift Replacements Filter to best fit shift replacements based on skills, availability, compliance restraints, proximity, seniority or other maximized logic

Shift Change/Availability Notifications Email/text custom message on shift change or open shift; recipients can pick up directly from the message; notifications are tracked and auditable

### Scheduling Depth

Granular Scheduling Date/Time, Location, Job or Task, Shift

### Attendance Management

Attendance vs Schedule Reports Reports show actual attendance against a given schedule; generate reports to show deviations over time when used with TimeWorksPlus

### Schedule Visibility & Communication

Real Time Schedule Updates Changes made to the schedule are updated in real time

Email/SMS Messages Notifications to staff are via email or text

Tiered Manager Alerts Set up different levels of alerts based on level of management

Note/Reminder Messages Add notes, reminders or messages to shifts or work groups

Shared Contact Directory Allow employees to see contact information for shift trades



## User Experience and Administration

Simple, intuitive use with tools for administration and management

### Employee Access

Mobile app View schedules, add/drop shifts and change profile settings

Employee Portal Web-based time clock and self-service portal options

Define Shift Preferences Browser-based pixel "paint" shift availability windows

Time Card Visibility View time card and time-off requests

### Manager Tools

Manager Dashboard High level view of shifts; dashboard with easy access to execute shift actions; alerts of expiring credentials

Time Clock Integration Easily integrates with web-based punch clocks

Integrated Time-off Requests Schedules recognize and honor time-off requests