

# 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]		Options						
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 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 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 730A-100P					
Wick, Jon 303.555.9993	SERV/SLEEP NOON	20.00	20.00	SERV 400P-900P			SERV 400P-900P	SERV 700P-1300A	SERV 730A-100P				
Zrenner, Jim 303.555.7822	SERV/SLEEP NOON	23.00	23.00	SERV 730A-930A	SERV 1100A-200P	SERV 300P-800P	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.

### Compliance/Cost Constraints

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

### Reporting

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

### Enforcement Options

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.

### Reporting

Unlimited, Customizable Fields Add any number of custom fields for jobs, tasks, locations, shifts, etc. and use for detailed reporting and cost allocation

### Labor Cost Controls

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

<b>Schedule Change Management</b>	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
<b>Scheduling Depth</b>	Granular Scheduling	Date/Time, Location, Job or Task, Shift
<b>Attendance Management</b>	Attendance vs Schedule Reports	Reports show actual attendance against a given schedule; generate reports to show deviations over time when used with TimeWorksPlus
<b>Schedule Visibility &amp; Communication</b>	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

<b>Employee Access</b>	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
<b>Manager Tools</b>	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