

## Department Manager Scheduling

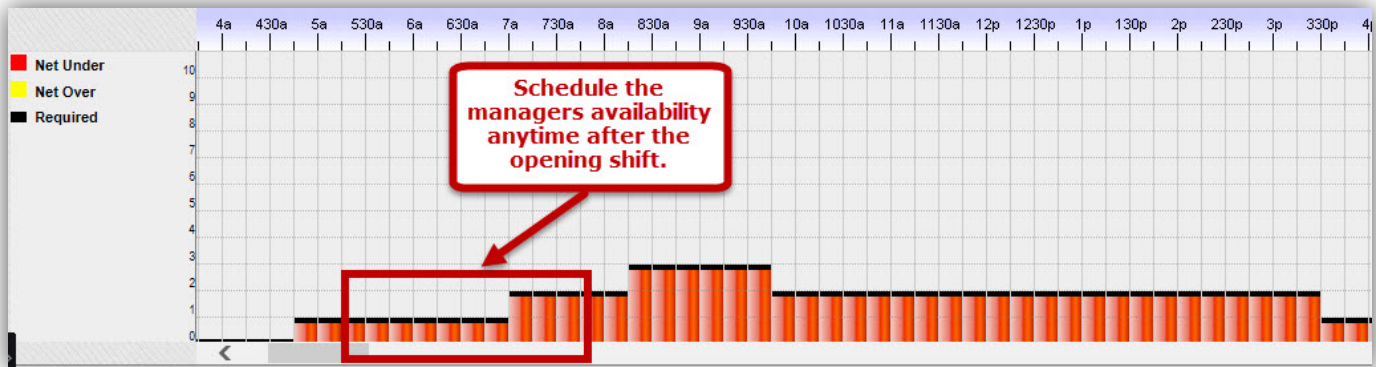
To maximize coverage within the service departments, all Coffee/Juice Managers will cover the same workload as the clerks. There is no separate workload for Coffee/Juice Managers.

Coffee/Juice Managers' shifts should be optimized leveraging availability settings.

- View the workload for the week by using the scrollbar to move from left to right.
- Identify the time of 1<sup>st</sup> workload requirement and when additional workload needs are suggested.
- If you do not want your department manager opening or closing the department, you should make him/her unavailable for the start and end of the departments operating hours.
- To maximize the departments workload coverage, have the department managers availability as open as possible. Consider both the earliest or latest you'd want him/her scheduled and adjust their availability to match.

*Note: It may be necessary to schedule Non-traditional start times for your Coffee/Juice Manager to maximize your departments coverage.*

In this schedule example, to avoid the department manager from opening at 4:15, set availability on or after 5am. mySchedule will auto schedule the Coffee/Juice Manager where the workload is needed the most and likely start him/her at 7am.



If you prefer your department manager not to close, you can do the same availability restriction and make them unavailable around 7pm. This will likely prevent them from being scheduled for the closing shift.

*Note: Because of their seniority mySchedule will try to give them the earliest shift possible, so they will typically only get a closing shift if absolutely necessary.*

