Empower Job Aid Hot Sheet Creation

Overview

Albertsons

Companies

Store Directors/Timekeepers run a report that will generate a Hot Sheet to recap daily operations for the departments for comparison on sales and labor spend.

Process

In this scenario, the store will log into Empower and print up the information needs for the Hot Sheet.

Step 1: Log into Empower MySchedule and click on Reports



Step 2: From the Drop Down Box Select "Operations Weekly"



Hot sheet Instructions

mySchedule

Step 3: Select "Operations Detail" from Report Dopdown Box



Step 4: Click on "Export" radio icon



Step 5: Verify the filter is set to the current week - Click the Running Man icon to run the Report



Step 6: Open the report by clicking on the 'excel' icon

9. 3417 🔚 Reports	* 11 5	Operations	Weekly 🗸	
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Quarterly Planner				
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Weekly Job Planner				
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Step 7: Select "open" to view the report



Step 8: Make sure to Enable Editing on the newly opened report.

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4	Target 5 \$326.22	\$43.661	1530 331	9548.200	0541.591	1540.611	2555.50	1550.328						
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12	Calculat 19.22 %	19.22 9		and the second	Sec. Sec. Sec.		Carlo Land	1						
14	Target %544,953	\$6,552	\$6,201	\$5,927	\$6,305	\$5,464	\$7,372	\$7,131						
10	Schedu \$46,435	\$6,846	\$5,940	\$7,563	\$6,726	\$6,912	55,014	\$6,434						
16	Calculat \$6,472	\$6,472												
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10	OT 54120 067 %	0.067 5	4 70.4	4 303	4 334			4 400						
24	Custom 9,902	1,000	1,304	1,303	1,320	1,319	3,608	1,400						
22	301 Geneary													
23	System \$116.75	\$17,477	\$15,090	\$5.15, 133	7514.444	515 931	\$19.59	\$519.084						
24	Target 2 \$106.80	515,988	\$\$13.803	7513.84	7513,213	1514 674	\$\$17.923	2817 467						
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20.	Target F 243	35	226	35	36	22	45	45						
29	Schedu 293	42	38	68	45	42	24	45						
30	Calculat 44	44												
31	Target 5-4 35 %	4.20 %	3 66 %	4.85.%	5.08 %	2.90 %	4.79.%	4.09.%						
32	Sichedu 5.29 %	6.31 %	4.40 %	7.82.16	6.71 %	5.69.%	2.53 %	4.51 %						
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24	Target \ 54,651	\$671	\$503	5671	5671	5422	\$455	\$853						
25	Schedu \$5,654	\$1,008	\$607	51,083	\$807	5829	\$453	\$788						
29	Calcular \$1,050	\$1,050												
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44	Target 1 \$25,701	\$2,060	52,009	\$2,709	53,194	\$3.576	\$5.224	\$5.322						
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Ibertsons Companies

mySchedule

Step 9: Left-click on the "Select All box" to Highlight the entire report (Every cell will now be selected and highlighted in light blue)



Step 10: Right-click anywhere in the document and "Copy" the text - Hot Keys work (CTR + C = copy) and (CTR + V= Paste)

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23 Syste	m3116.7	5317,473	\$15,093	3515,131	\$14.44	\$15.93	1519.59	1319.00	14		
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Step 11: Click on the "Paste Empower Data Here" tab in the Sales and Labor Planner

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Daily Scorecard	Daily Numbers	Instructions	Paste Current Empower Da

tep 12: Click or	ו the "S	elect a	II" Box	- right	-click a	nd pas	te the r	report da
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	Total	Sun-8/14	Mon-8/15	Tue-8/16	Wed-8/17	Thu-8/18	Fri-8/19	Sat-8/20
2 All Lor								
3 System His Sales	\$336,437	\$49,317	\$47,494	\$47,670	\$41,304	\$44,998	\$56,288	\$49,366
4 Target Sales	\$337,447	\$49,465	\$47,617	\$47,814	\$41,428	\$45,133	\$56,457	\$49,514
5 Actual Sales	\$248,396	\$52,650	\$45,435	\$47,424	\$55,381	\$47,506	and the second second	
6 Last Year Sales	360,901	\$53,082	\$50,840	\$50,975	\$44,322	\$48,241	\$60,216	\$53,225
7 Act vs LY Sales %	- 3 1 776	-0.81%	-10.63%	-6.97%	24,95%	-1.52%	-100.00%	-100,00%
a Target Hours	2,2	335	332	313	308	268	354	351
Scheduled Hours	2,383	270	400	323	375	337	358	322
Calculated Hours	1,524		377	285	344	265		
1 Target Salary %	13.11%	13.257	13.74%	12.82%	14.52%	11.57%	12.58%	13.48%
2 Scheduled Salary %	14.03%	11.59%	1.376	13.0376	18,13%	15.01%	12.01%	12.82%
3 Calculated Salary %	12.53%	10.49%	16.2	12.32%	12.38%	11.66%	-	1.000
a Target Wages	544,239	\$6,553	\$6,543	56,128	56,017	\$5,222	\$7,103	50,074
5 Scheduled Wages	\$47,352	\$5,734	\$7,683	\$6,518	\$7,512	\$6,774	56,781	\$6,348
Calculated Wages	531,133	\$5,522	57,373	55,845	56,855	55,537		
7 OT Hours	19,4	4	3.2	4	4	4.3		
a OT Wages	\$173	\$33	\$31	\$36	\$37	\$36		
9 OT Salary %	0.07%	0.06%	0.07%	0.08%	0.07%	0.08%	1 3000	(
Customer Count	21,369	2,734	2,953	2,878	2,816	2,904	3,546	3,538
1								
2 301 Grocery								
System Frc Sales	\$115,571	\$18,155	\$16,122	\$10,100	\$14,983	\$15,731	\$17,131	517,283
4 Target Sales	5115,918	\$18,210	516,170	\$10,214	\$15,028	515,778	\$17,183	\$17,335
Actual sales	\$93,804	\$22,286	519,327	\$18,144	510,903	\$17,084		
ast year sales	5125,176	519,004	517,462	517,509	510,228	517,038	518,555	518,720
Tagent Mount	-25.06%	13.34%	10.68%	3.0.376	4.53%	0.27%	0.00%	0.00%
Ficheduled Hours	290	29	39	-48	42	28	48	
Calculated Hours	297	35	61	35	61	32	35	39
Terrent Calans	206	3.035	4 375	5 245	5.07	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	-	5.005
Scheduled Falses	4.0476	3.8376	2.32%	4.000	7.0776	3.015	3.47%	3.00%
Calculated Salary %	4.30%	3.35%	5 9276	3.06%	6.815	3.54%	3.47%	3.7476
Target Mager	05 265	2000	5600	6866	6767	65.09	0055	6966
Scheduled Man	55,263	\$724	61 103	5000	61 102	5008	0000	2000
Calculated Wages	\$4.017	6724	61.145	6556	61 155	5434	5557	Stars
T OT Hours	0.2	0.7	01.140	3336	34,435	0		
a OT Wages	63	63	50	50	50			
and and the second					-	-		1
 Bally Scorecar 	Daily P	tumbers	Instruction	s Paste	Empower D	hata Here	and a	

13. Print copies of the Hot Sheet and share results with your Staff daily

	Daily Sales & Labor Hot Sheet																								
1234	Manday Sales WEEK TO DATE SALES PROJECTED WEEK ENDING SALES Tureday Manday PROJECTED WEEK ENDING PROJECTED WEEK ENDING															Iberts Tet									
R302018	THIS YE	Monday	Sales ST YE M		THIS	TE SALES	Proi WF	Target	Vs Taror	sales t	SALES		LABOB	_		HOURS	PROJ	ECTED W	WAGES	NG	'Adi Varianci	LABOR 2			+Dwc
Department	Sales	Sales	ID %	+/-	Sales	Mix %	Sales	Sales	ID %	+/-	Last Yr	Hours	Wages	Lbr %	Acti	Sched	+/-	Acti	"Target	Scheduled	to Target	Acti	Target	Variance	[Under]
Total Grocery	52.878	56.689	-6.7%	(3.811)	119,959	41.5%	354,360	359.000	-1.3%	(4.640)	45.713	126	1,836	3.47%	831	836	5	12.060	11,871	12,137	189	3.40%	3.35%	0.05%	12
Liquor	7,928	7,818	1.4%	110	21,057	7.3%	87,307	88,000	-0.8%	(693)	8,761	10	179	2.26%	48	48	-	930	960	930	(30)	1.07%	1.10%	-0.03%	(1)
Pharmacy	1,679	15,488	-89.2%	(13.809)	6,465	2.2%	58.622	64,000	-9.2%	(5.378)	9.837	37	1,391	82.85%	213	213	-	8,160	6,888	8,157	1.272	13.92%	11.75%	2.17%	33
Food Service	3,862	3,654	5.7%	208	6,641	2.3%	19,767	19,500	1.4%	267	2,769			0.00%	192	256	64	2,373	2,967	3,264	(594)	12.00%	15.01%	-3.01%	(47)
Dell	6,609	7,335	-9.9%	(726)	14,900	5.2%	42,852	43,500	-1.5%	(648)	5,280	113	1,541	23.32%	529	458	(71)	7,858	6,432	6,813	1,426	18.34%	15.01%	3.33%	96
Total Deli	10,471	10,989	-4.7%	(518)	21,541	7.5%	62,619	63,000	-0.6%	(381)	8,049	113	1,541	14.72%	721	714	(7)	10,231	9,398	10,077	833	16.34%	15.01%	1.33%	59
GM/HBC	14,236	14,472	-1.6%	(236)	31,858	11.0%	93,560	94,000	-0.5%	(440)	11,210	35	465	3.27%	181	180	(1)	2,405	2,152	2,372	253	2.57%	2.30%	0.27%	19
Floral	743	966	-23.1%	(223)	1,844	0.6%	7,648	8,000	-4.6%	(352)	896	8	131	17.63%	66	66	-	960	917	961	43	12.55%	11.99%	0.56%	3
Bakery	4,044	4,630	-12.7%	(586)	9,600	3.3%	30,454	31,000	-1.8%	(546)	3,581	27	350	8.65%	246	258	12	3,887	4,081	4,025	(194)	12.76%	13.40%	-0.64%	(12)
Coffee Bar	515	750	-31.3%	(235)	1,355	0.5%	4,836	5,000	-3.4%	(164)	587	21	226	43.88%	156	147	(9)	1,928	1,891	1,855	37	39.87%	39.11%	0.76%	3
Produce	19,580	20,607	-5.0%	(1,027)	46,036	15.9%	124,728	124,000	0.6%	728	15,232	115	1,380	7.05%	804	822	18	10,736	11,226	11,154	(490)	8.61%	9.00%	-0.39%	(36)
Seafood	1,677	2,105	-20.3%	(428)	3,969	1.4%	11,411	12,000	-5.2%	(589)	1,483	-	-	0.00%	64	88	24	935	925	1,263	10	8.19%	8.11%	0.08%	1
Meat	10,576	11,391	-7.2%	(815)	25,056	8.7%	68,028	69,000	-1.4%	(972)	8,126	49	821	7.76%	264	274	10	4,605	5,442	4,688	(837)	6.77%	8.00%	-1.23%	(49)
Fuel				-		0.0%				-	1.00				-	-	-						0.00%		
Juice Bar	1.1					0.0%				-	1.1		-		-		-						0.00%		
FE Admin	1.1							1.1			1.1.1	35	808		403	479	76	9,187	9,942	10,546	(755)	1.00%	1.10%	-0.10%	(41)
FE Service										-	1.1	235	3,091		1,390	1,313	(77)	17,556	16,422	16,319	1,134	1.91%	1.82%	0.09%	65
Dot Com	1.1							1.1			1.00	39	517		304	305	1	3,886		3,911	3,886		0.00%		
Total Store	124,327	145,905	-14.8%	(21,570)	288,740	100%	903,573	917,000	-1.5%	[13,427]	113,475	811	12,219	9.83%	5,387	5,438	52	83,580	82,116	84,484	1,464	9.25%	9.12%	0.13%	75.6
Customer Count		-	-	-	-						1.1														
Sales/Customer	#DIV/0!			#DIV/0!	#D(V/0!																				
Script Count				1.1																					