

JOB AID: Schedule Role; Managing and Reporting

Release Date: January 9, 2019



To: Store Directors and Primary Empower Users

Schedule Role is a new feature as of January 2019 that allows for a specific role to be assigned to an employee to supplement the job assignment in Empower Personnel. The objective of the schedule role is to provide more context to an individual's role at the store and ensure identification of key employees on the daily schedule.



The schedule role selection list is directed by the Division Labor Leads across all Albertsons Companies, if there are any questions on the requirements to apply the schedule role to an individual employee, or a role that may need to be used in your store, please reach out to the Division Labor Lead.

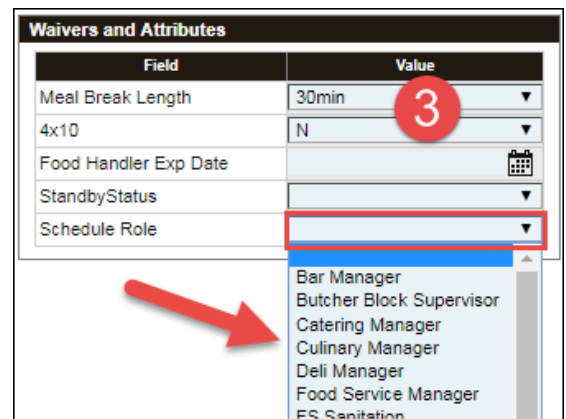
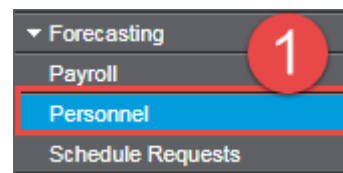
Users with Store Director and Div Admin level access will have the ability to assign and edit the Schedule Role field in Personnel.

Assigning the Schedule Role

Use the schedule role assignment on the personnel screen to ensure that an employee has the desired role displayed on the schedule.

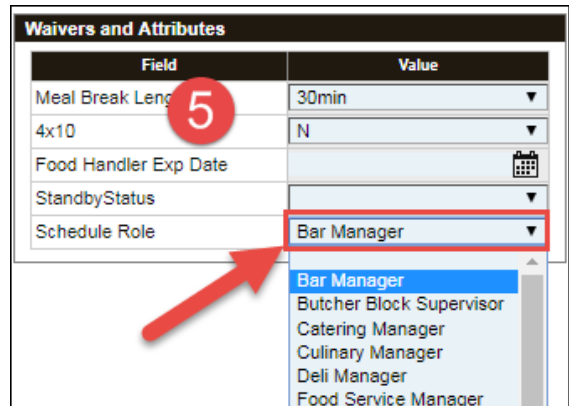
Note: Once set, this will be visible on all schedules that employee appears on until updated in personnel


1. From the main menu, select [Personnel]
2. Select [Employee Information] tab
3. Review schedule role selections by clicking on the schedule role selector box under the "Waivers and Attributes" section
 - a. Not all employees may require a schedule role assignment. Use this field at your discretion, keeping in compliance with the requirements of any union contracts
 - b. Schedule roles are submitted to the Empower team by Division Labor Leads; if there is a contractual need for a schedule role not listed, please reach out to the Division Labor Lead
4. Use the dropdown at the top of the page to select the employee to assign a schedule role
 - a. Tip: Use the filter icon  to find employees by primary job
 - b. Tip: Use the magnifying glass icon  to search for an employee by name



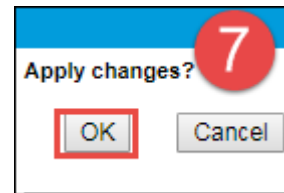
5. Under the “Waivers and Attributes” section, use the selector box next to “Schedule Roles” to assign a schedule role to the identified employee.

- Selecting a schedule role will assign it to the employee. Selection will remain until changed again.
- To remove schedule role, select the blank space at the top of the list
- Please note that this is a global application list, and not all schedule roles will pertain to your location
- If a schedule role is not available and should be per the terms of various union contract requirements, please reach out to your Division Labor Lead



6. Click the save icon  after every assignment to save all changes

7. Click [OK] in the pop-up to apply changes

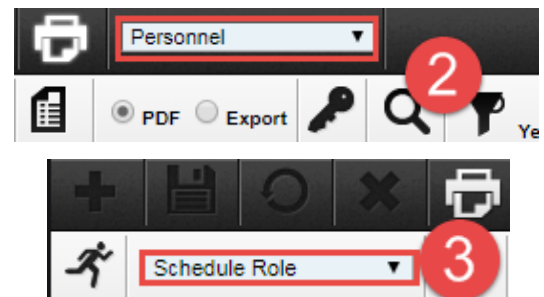



Viewing Schedule Role Report

The Schedule Role Report will provide a list of all employees and their assigned schedule roles, per personnel set up (as described in the previous section). This will allow the user to easily identify if all employees have the desired schedule role assignment.

The schedule role does not appear in the scheduler but does appear in the printed version of the schedule. To verify that all needed roles are assigned prior to printing the schedule, please use the Schedule Role Report.

- From the main menu, select [Reports]
- Use the top selector to choose [Personnel] reports
- Use the lower selector to choose the “Schedule Role” report
 - You can use the filter as desired
 - Select output type if desired outcome is different than default
 - PDF
 - Excel



4. Click on the “running man” icon  to run the report.

5. Once completed, click on the PDF  or Excel  icon to the left of the report name to open the report

6. Report will provide the following information:
 - a. Name
 - b. Primary Site
 - c. Primary Job
 - d. Job Code
 - e. Job Title (as assigned in Peoplesoft)
 - f. Schedule Role (as assigned in Empower Personnel)

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Albertsons Companies
Personnel (Schedule Role)
 Created: 4:20p 11/2/2018 by SGROD02

0000

1 / 3

a

b

c

d

e

f

Name	Primary Site	Primary Job	Job Code	JobTitle	Schedule Role
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7. Report will display schedule role for all employees that have one assigned, employees that do not have a schedule role will not have information in that column

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Albertsons Companies
Personnel (Schedule Role) for 301 Grocery
 Created: 4:32p 11/15/2018 by SGROD02

0000

Name	Primary Site	Primary Job	JobCode	JobTitle	Sched Role
Apple, Alice	0000	301 Grocery.Night Stock	11352	Food Clerk Nights	Night Crew Chief
Banana, Barry	0000	301 Grocery.Night Stock	11352	Food Clerk Nights	
Carrot, Casey	0000	301 Grocery.Night Stock	16448	Night Crew Supervi	
Egret, Elaine	0000	301 Grocery.Day Stock	12200	Cashier Clerk	
Fry, Frenchie	0000	301 Grocery.Night Stock	16448	Night Crew Supervi	
Goat, Glibert	0000	301 Grocery.Day Stock	12200	Cashier Clerk	
Hatfield, Haddie	0000	301 Grocery.Night Stock	11352	Food Clerk Nights	
Ice, Isadore	0000	301 Grocery.Night Stock	11352	Food Clerk Nights	
Jelly, Janet	0000	301 Grocery.Night Stock	11352	Food Clerk Nights	
Ketchup, Kelly	0000	301 Grocery.Dairy	12200	Cashier Clerk	
Loveless, Linda	0000	301 Grocery.Night Stock	11352	Food Clerk Nights	
Marker, Matthew	0000	301 Grocery.Grocery Lead	11202	Grocery Manager	Grocery Manager
Nice, Nathan	0000				

Viewing Schedule Role on the Printed Schedule

Schedule Role is present in the printed version of the schedule for all schedule reports. To verify that all needed roles are assigned prior to printing the schedule, please use the Schedule Role Report.

Schedule role will appear in the column next to employee name; if an employee does not have a schedule role, no information will display in this column. All schedule reports will display schedule role, whether or not your location assigns schedule roles in personnel.

Dept Schedule_SR		301 Grocery									Page 1 of 2
Location: 0000		11/4/2018 - 11/10/2018									Created: 11/15/2018 5:14:01 PM by SGROD02
Name	Sched Role	Sat 11/3	Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Total	
301 Grocery											
Apple, Alice	Night Crew Chief				12:00a-6:30a (6) 3:00a-3:30a 301 Grocery Night Stock	12:00a-7:00a (6.5) 3:15a-3:45a 301 Grocery Night Stock	12:00a-6:30a (6) 3:00a-3:30a 301 Grocery Night Stock	12:00a-6:30a (6) 3:00a-3:30a 301 Grocery Night Stock	12:00a-6:30a (6) 3:00a-3:30a 301 Grocery Night Stock	-	
Banana, Barry			12:00a-6:30a (6) 3:00a-3:30a 301 Grocery Night Stock	12:00a-6:30a (6) 3:00a-3:30a 301 Grocery Night Stock	12:00a-6:30a (6) 3:00a-3:30a 301 Grocery Night Stock	12:00a-7:30a (7) 3:00a-3:30a 301 Grocery Night Stock	12:00a-6:30a (6) 3:00a-3:30a 301 Grocery Night Stock		12:00a-6:30a (6) 3:00a-3:30a 301 Grocery Night Stock	-	
Carrot, Casey			10:00p-6:30a (8) 2:00a-2:30a 301 Grocery Night Stock	10:00p-6:30a (8) 2:00a-2:30a 301 Grocery Night Stock	10:00p-6:30a (8) 2:00a-2:30a 301 Grocery Night Stock	10:00p-6:30a (8) 2:00a-2:30a 301 Grocery Night Stock		10:00p-6:30a (8) 2:00a-2:30a 301 Grocery Night Stock		-	
Egret, Elaine				4:00p-6:30p (8) 2:30p 301 Grocery Frozen	10:00a-6:30p (8) 2:00p-2:30p 301 Grocery Frozen		12:00p-6:30p (8) 4:00p-4:30p 301 Grocery Frozen	9:00a-5:30p (8) 1:00p-1:30p 301 Grocery Frozen	10:00a-6:30p (8) 2:00p-2:30p 301 Grocery Frozen	-	
Fry, Frenchie		10:00p-6:30a 2:00a-2:30a 301 Grocery Stock			10:00p-6:30a (8) 2:00a-2:30a 301 Grocery Night Stock	10:00p-6:30a (8) 2:00a-2:30a 301 Grocery Night Stock	10:00p-6:30a (8) 2:00a-2:30a 301 Grocery Night Stock	10:00p-6:30a (8) 2:00a-2:30a 301 Grocery Night Stock		-	
Goat, Gilbert				9:00p (5) 301 Grocery Day Stock	4:00p-9:00p (5) 301 Grocery Day Stock		2:00p-9:30p (7) 6:30p-6:00p 301 Grocery Day Stock	Float	3:00p-9:00p (5.5) 6:00p-6:30p 301 Grocery Day Stock	-	
Hatfield, Hattie			3:00a-3:30a 301 Grocery Night Stock 1744		11:00p-7:30a (8) 3:00a-3:30a 301 Grocery Night Stock 1744	11:00p-7:30a (8) 3:00a-3:30a 301 Grocery Night Stock 1744	11:00p-7:30a (8) 3:00a-3:30a 301 Grocery Night Stock 1744	11:00p-7:30a (8) 3:00a-3:30a 301 Grocery Night Stock 1744		-	

Schedule Role displayed here

If an employee does not have a schedule role assigned, this column will appear blank

If there are any questions or concerns with assigning or using schedule roles, please reach out to the Division Labor Lead