

Review Workload Allocation (Job Aid 13)

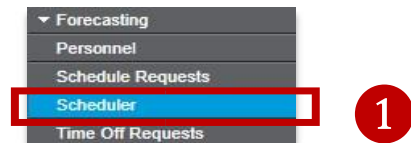
Overview

Store Directors/Schedule Writers may view workload allocation and can request changes for unique store events **prior** to writing a schedule. Once a schedule is written, workload cannot be adjusted and you can compare targeted workload versus scheduled workload.

Process

This job aid will walk through reviewing workload allocation in the Scheduler tab. **From the main menu:**

1. Go to the **Scheduler** tab.



2. Select the **Filter** icon from the toolbar.
A selection window will appear.

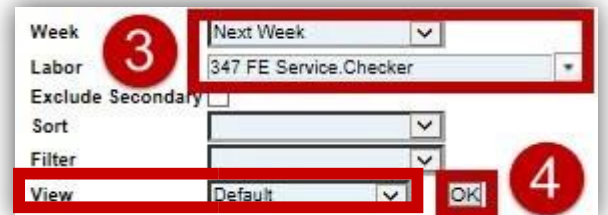


3. Change the Week setting to **Next Week** and set Labor to a **Specific Job** (and not department) using the drop down option.



Filter to the labor of auto scheduled job (Checker)

****Note: View needs to be set to "Default"**



4. Click **OK**. The screen will return to the Scheduler page.



Review Workload Allocation (continued)

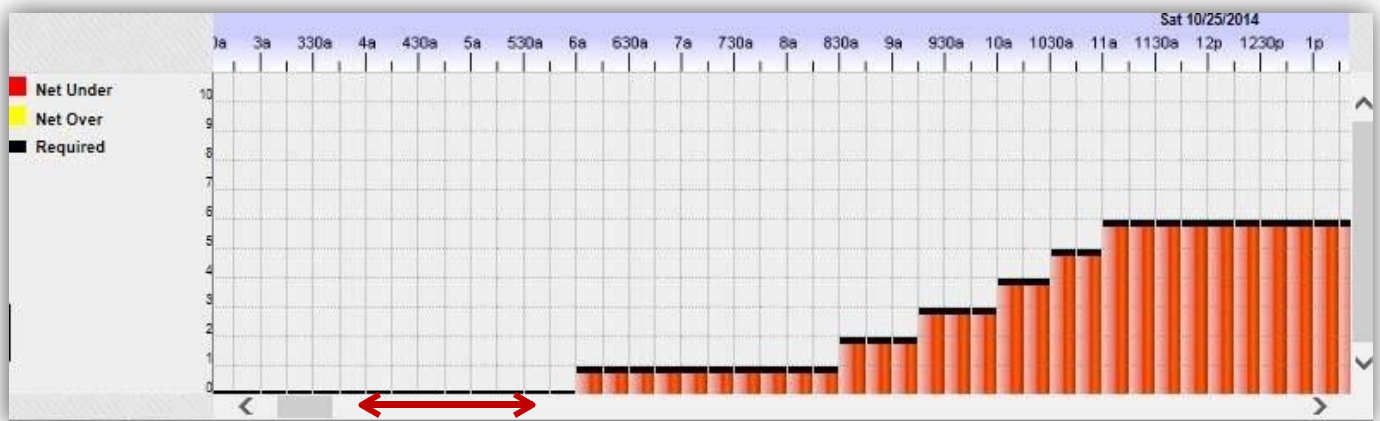
5. You need to be on the **View Graph** screen. You can toggle between **Visualizer** and **Graph** by clicking the alternating icons



If viewing **Visualizer**, click the **View Graph** icon to change the view to the graph from the secondary toolbar.



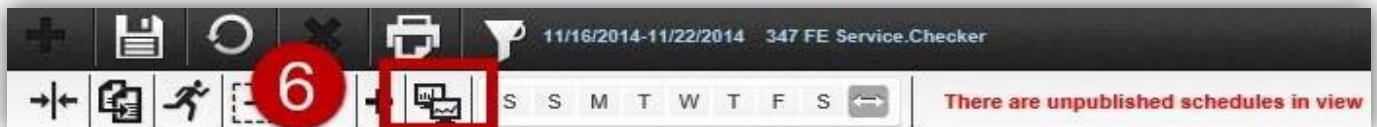
6. View the graph to assess the targeted workload.



Use the scrollbar to move the graph to different days.

Legend:

- **Red:** Targeted workload



Click **Visualizer** icon to return to the previous screen



Review Workload Allocation (continued)

The Visualizer will display:

- Scheduled Workload
- Targeted Workload
- Over/Under Workload (Displayed in Red)

Each number represents an employee labor need.



Look over the Workload and determine whether an adjustment needs to be made for a special event or changes to operating hours.

- If an adjustment is needed fill out the Workload adjustment form and submit to your Division specific contact. * Form attached in Job Aids with examples.

Empower Workload Adjustment Request Form

| Purpose: | To allow specific 1/4 hour workload adjustments to meet unique staffing circumstances throughout the year. | | | | | |
|------------------------------|---|------------------------------|-------------------------|----------------|-------------------|--------------------|
| Authorized Personnel: | Approved adjustments can only be performed by Labor Managers, FE Operations Team and District Managers. | | | | | |
| Requirements: | <ol style="list-style-type: none"> No workload adjustments will be authorized after a schedule is written. Sales forecast must be completed for requested dates. Target Hours must be set and labor already re-calculated. | | | | | |
| Warning: | Once submitted, adjustments will be erased when: *Re-calculating Labor *Adjusting Sales Forecasts | | | | | |
| Requesting Store | Reason for Request | Person Requesting Adjustment | Date Needing Adjustment | Job to Adjust | Time 0:00 - 23:45 | Workload Requested |
| 1234 | SS Friday additional staffing | Howard Wolowitz | 6/15/2018 | Checker | 09:00-19:00 | 5 |
| 1234 | Thanksgiving Early Close | Sheldon Cooper | 11/24/2018 | Courtesy Clerk | 17:00-00:00 | 0 |
| 1234 | Re-Grand Opening | Leonard Hofsteter | 7/4/2018 | Coffee Clerk | 06:00-14:00 | 3 |
| 1234 | BSU pre-game rush | Leonard Hofsteter | | Checker | 10:00-12:30 | 7 |
| | | | | Courtesy Clerk | 10:00-12:30 | 5 |
| | | | | Checker | 12:30 - 16:00 | 2 |
| 1234 | BSU game slowdown | Leonard Hofsteter | 9/18/2018 | Courtesy Clerk | 12:30 - 16:00 | 2 |

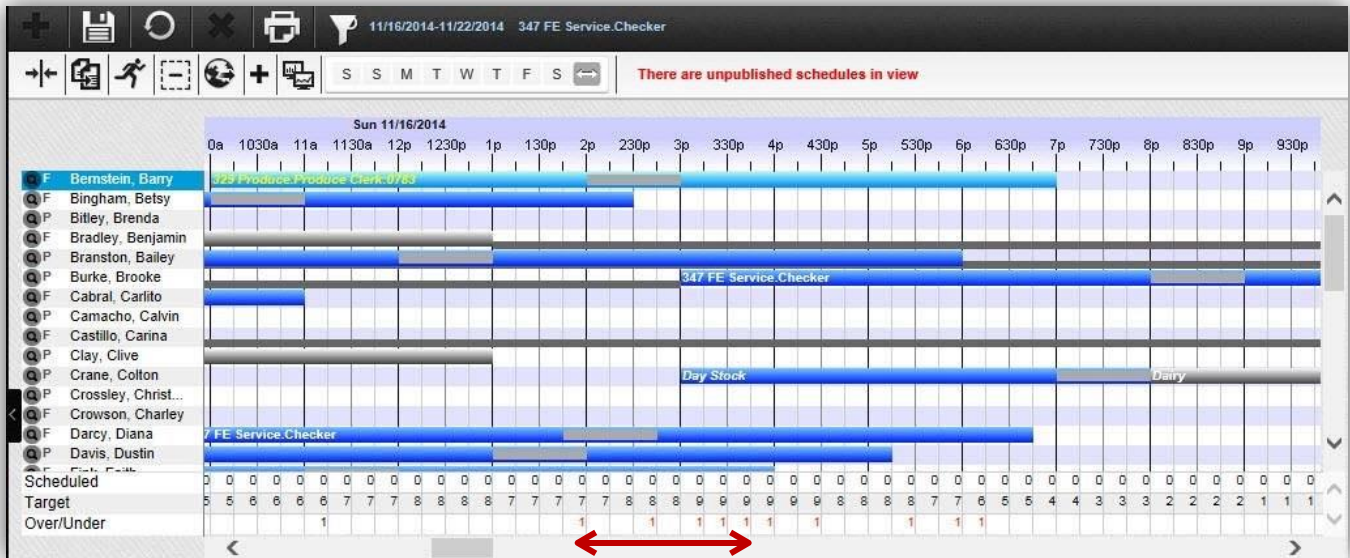
Note:

- No workload adjustments will be authorized after a schedule is written.
- Sales forecast must be completed for requested dates.
- Target Hours must be set and labor already re-calculated.

Division staff will make necessary adjustments and notify store of completion. Store will need to verify workload adjustment in the visualizer.

Review Workload Allocation (continued)

When returning to the Visualizer screen the system will default you back to Sunday.



Use the scrollbar to move the visualizer to the appropriate different day.

The Workload that was edited now appears and the Targeted Hours will be reflected with the new manual workload.



WARNING: After the Workload is adjusted DO NOT Recalculate Labor Hours or adjust Sales Forecasts. Doing so will erase any adjustments previously made to the schedule.

Auto schedule will schedule to the adjusted workload