

Review Employee Schedule Hours (Job Aid 17)

Overview

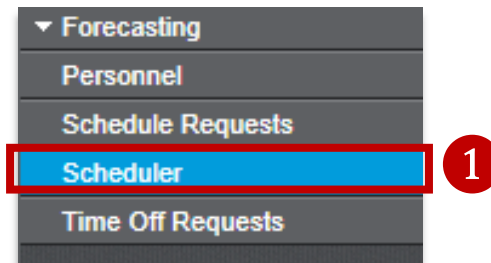
Store Directors/Schedule Writers are able to review the hours scheduled for employees after the auto-schedule.

Process

This job aid will show the process of reviewing the employee hours. The Store Director/Schedule Writer will be reviewing the schedule for Checkers.

From the main screen:

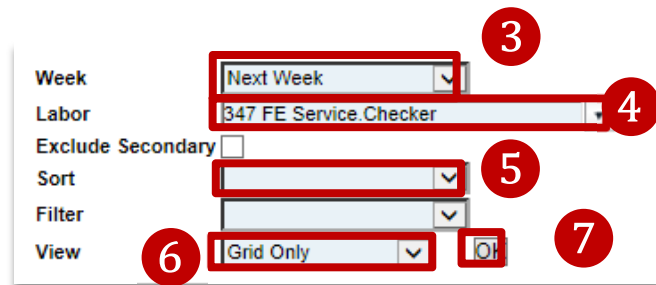
1. Select **Scheduler** tab.



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



3. Change the Week setting to the desired week (Next Week).



4. Change the Labor setting to a specific department and job (Checker).
5. Leave the **Sort** option blank (this will sort employees alphabetically)



6. Change the View setting to **Grid Only**.



7. Select **OK**. The screen will return to Scheduler.



Continued on next page

Review Employee Schedule Hours (continued)

Review the Scheduled hours for each employee for accuracy.

Make changes to the employee shifts if necessary

Name	Primary Labor	Sch Hrs	Est.TOR	Sat 10/1/2014	Sun 10/12/2014	Mon 10/13/2014	Tue 10/14/2014	Wed 10/15/2014	Thu 10/16/2014	Fri 10/17/2014	Sat 10/18/2014
Employee	Management	40.00	0.00		7:00a-4:00p	7:00a-4:00p	7:00a-4:00p	7:00a-4:00p	7:00a-4:00p		
Employee	Produce Clerk	40.00	0.00	3:00a-12:00p	3:00a-12:00p	3:00a-12:00p			3:00a-12:00p	3:00a-12:00p	3:00a-12:00p
Employee	Checker	40.00	0.00	4:00a-1:00p	4:00a-1:00p	4:00a-1:00p			4:00a-1:00p	4:00a-1:00p	4:00a-1:00p
Employee	File Maintenance	36.00	0.00		2:00a-6:00a	1:00a-10:00a	1:00a-10:00a	1:00a-10:00a	1:00a-10:00a		
Employee	Checker	40.00	0.00	8:30a-5:30p	9:00a-6:00p	1:00p-10:00p		9:15a-6:15p	11:00a-8:00p	Unpaid Day Off	Unpaid Day Off
Employee	Produce Clerk	0.00	0.00								
Employee	Liquor Manager	40.00	0.00	2:00a-11:00a	2:00a-11:00a		2:00a-11:00a	2:00a-11:00a	2:00a-11:00a		
Employee	Produce Clerk	0.00	0.00								
Employee	Dairy	40.00	0.00	5:00a-2:00p		9:30p-6:30a	10:00p-7:00a		12:00a-9:00a	12:00a-9:00a	5:00a-2:00p
Employee	Checker	40.00	0.00	8:30a-5:30p	9:45a-6:45p	10:30a-7:30p			12:30p-9:30p	10:00a-7:00p	6:00a-3:00p
Employee	Day Stock	39.00	0.00	4:30p-1:30a		12:00p-9:00p		10:00a-7:00p	1:00p-9:00p	3:00p-12:00a	10:30a-7:30p
Employee	Dairy	40.00	0.00	12:00a-9:00a	12:00a-9:00a	12:00a-9:00a	12:00a-9:00a	12:00a-9:00a			12:00a-9:00a
Employee	Day Stock	40.00	0.00	4:00p-1:00a	4:00p-1:00a	4:00p-1:00a		4:00p-1:00a			4:00p-1:00a
Employee	Checker	40.00	0.00	Unpaid Day Off	9:00a-6:00p	10:00a-7:00p	10:15a-7:15p	9:15a-6:15p	9:00a-6:00p	Unpaid Day Off	Unpaid Day Off
Employee	Checker	40.00	0.00	11:30a-8:30p	11:30a-8:30p		12:00p-9:00p	11:00a-8:00p	2:00p-11:00p	12:30p-9:30p	
Employee	Management	34.50	0.00		3:00p-12:00a		5:00p-9:00p	5:15p-12:45a		9:00a-6:00p	11:00a-8:00p
Employee	Checker	40.00	0.00	1:00p-10:00p	11:00a-8:00p	Unpaid Day Off	8:30a-5:30p	6:00a-3:00p	6:00a-3:00p	5:30a-2:30p	Unpaid Day Off

8. Select **Save** if you made changes to the schedule.



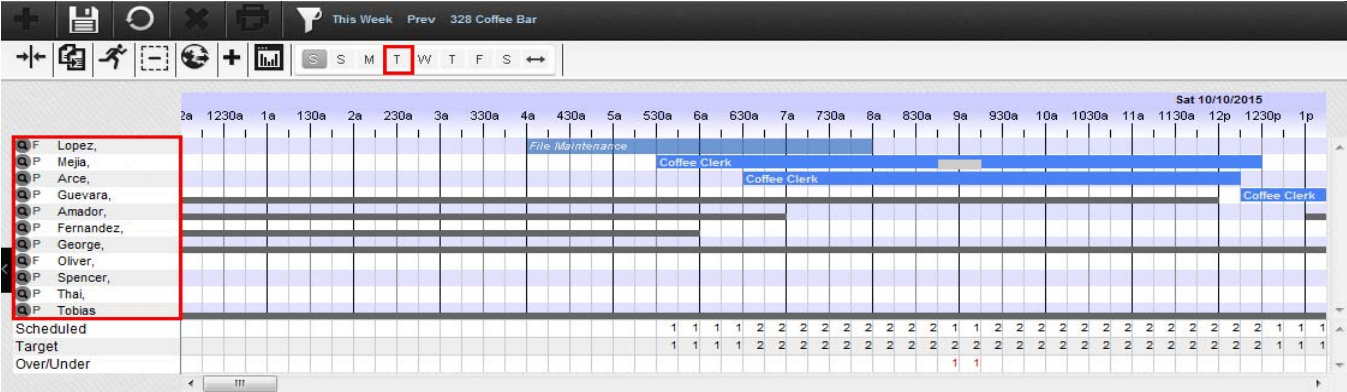
8



Additional Note for Visualizer: Select (Blank) Sort to place shifts in chronological order

Week: This Week
 Labor: [Coffee Bar]
 Exclude Secondary:
 Sort: **[Blank]**
 Filter:
 View: Default

Note selecting "T" places the Tuesday shifts in chronological order



Review Employee Schedule Hours (continued)

Note: The employee schedule graph will also only display the selected day also in chronological order.

	Name	Primary Labor	Schedule	Meal	Job	Transfer	Day Hours	Week Hours
	Apple Jacks	Coffee Manager	4:45a-1:45p	8:30a - 9:30a	328 Coffee Bar.Coffee Manager		8.00	40.00
P	Boo Berry	Coffee Clerk	7:00a-12:00p		328 Coffee Bar.Coffee Clerk		5.00	29.00
Q	Count Chocula	Coffee Clerk	8:00a-5:00p	12:00p - 1:00p	328 Coffee Bar.Coffee Clerk		8.00	37.00
P	Cracklin Bran	Coffee Clerk	2:00p-7:30p		328 Coffee Bar.Coffee Clerk		5.50	24.00
Q	Dino Bites	Coffee Clerk	5:00p-9:00p		328 Coffee Bar.Coffee Clerk		4.00	24.00
Q	Eggo Leggo	Coffee Clerk					0.00	37.00
Q	Fruit Loops	Coffee Clerk					0.00	0.00
Q	Grape Nuts	Coffee Clerk					0.00	0.00

To return to the weekly view, select the ↔ icon

