Hour Adjustments (Job Aid 4)

Overview

Store Directors/Schedule Writers are able to use the Target Hour Adjustments to refine and adjust their target hours.

Note the following:

- 1 is the default and equals 100% of targeted hours
- 1.1 indicates scheduling 110% of targeted hours
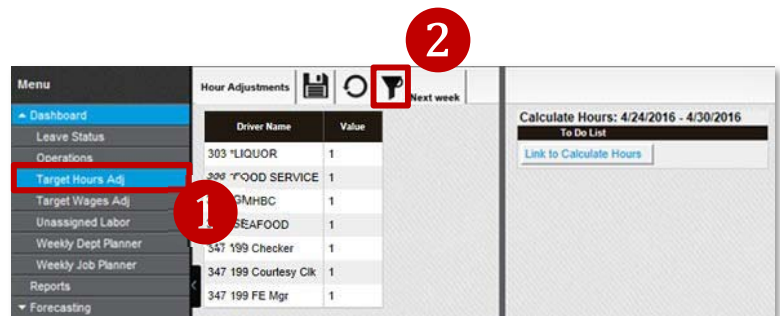- 0.9 indicates scheduling of 90% of targeted hours

Process

In this scenario, the store will schedule 110% of the targeted hours in Checker. After adjusting the hours, you will need to re-calculate the hours.
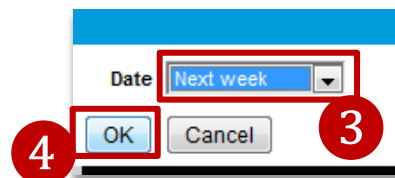
From the main menu:

1. Go to the **Target Hours Adj** tab.
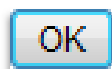
   Target Hours Adj

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

3. Change the Date settings to **Next Week** using the drop down option.

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

mySchedule

Hour Adjustments (continued)

5. Click the cell beside the first job you would like to adjust (Checker).

   a. Jobs are listed in order of department with Checker listed underneath **347 199**.

347 196 Service Cntr	0
347 199 *FE SERVICE	1
347 199 Checker	1
347 199 Courtesy Clk	1
347 199 FE Mgr	0
347 199 SCO	1

6. Enter the utilization percentage (1.1).

347 196 Service Cntr	0
347 199 *FE SERVICE	1
347 199 Checker	1.1
347 199 Courtesy Clk	1
347 199 FE Mgr	0
347 199 SCO	1

Click the cell beside the next job (if necessary) to change the utilization percentage.

347 196 Service Cntr	0
347 199 *FE SERVICE	1
347 199 Checker	1.1
347 199 Courtesy Clk	1
347 199 FE Mgr	0
347 199 SCO	1

7. Select the **Save** icon from the toolbar.

Static Driver Editor   Next week

8. Go to the window above and **ensure that the filter is set to the correct week**.

Hour Adjustments   Next week

Calculate Hours: 4/24/2016 - 4/30/2016
To Do List
Link to Calculate Hours

Driver Name	Value
303 *LIQUOR	1
306 *FOOD SERVICE	1
311 *GMHBC	1
330 *SEAFOOD	1

9. Click the **Calculate Hours** button.

Calculate Hours

10.

Calculate Hours: 4/24/2016 - 4/30/2016
To Do List
Calculate Hours

mySchedule

Hour Adjustments (continued)

11. Click the **Calculate Labor Hours** icon.
    This will re-calculate the hours

The system will update the target hours.

Targeted hours and targeted wages are available on this report to reflect the impact of the Hour Adjustments
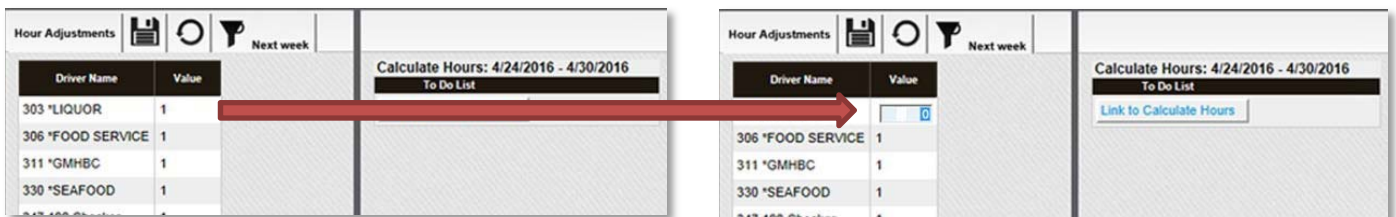
Component	Driver	Total	Sun-4/12	Mon-4/13	Tue-4/14	Wed-4/15	Thu-4/16	Fri-4/17	Sat-4/18
Store	Target Hrs	1,760.00	244.25	248.00	240.00	267.00	236.00	260.00	264.75
Store	Target Wages	$9,072.68	$1,284.10	$1,300.90	$1,300.90	$1,300.90	$1,300.90	$1,300.90	$1,284.10
301 Grocery	Target Hrs	70.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
301 Grocery	Target Wages	$1,734.85	$247.84	$247.84	$247.84	$247.84	$247.84	$247.84	$247.84
303 Liquor	Target Hrs	124.00	20.00	12.00	20.00	20.00	20.00	12.00	20.00
303 Liquor	Target Wages	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
304 Pharmacy	Target Hrs	71.00	8.00	11.00	11.00	11.00	11.00	11.00	8.00
304 Pharmacy	Target Wages	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
306 Food Service	Target Hrs	120.75	17.25	17.25	17.25	17.25	17.25	17.25	17.25
306 Food Service	Target Wages	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
309 Deli	Target Hrs	111.50	14.75	14.75	14.75	14.75	14.75	14.75	23.00
309 Deli	Target Wages	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
311 GMHBC	Target Hrs	40.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00
311 GMHBC	Target Wages	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Now that adjustments are complete, you need to review the changes in the **Weekly Dept. Planner**.

For more information see **Task 4** for instructions on checking the **Weekly Job Planner**.

Depending on your store needs you may have departments that you need to set to zero (0) hours. *(Example: Liquor, Food Service, Seafood, etc.)*

To set **department hours to zero (0)** you need to adjust the value in the **Hour Adjustments** value for the department *(only if available)*

Once you set the specific departments to zero (0), depending on your store needs, remember to press **Save**, **CHECK YOUR FILTER** and **Calculate Hours**.