

Review Workload Allocation

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.

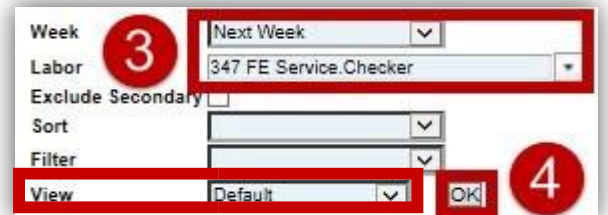


3. Change the Week setting to **Next Week** and set Labor to a **Specific Job** (and not department) using the drop down option.



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)

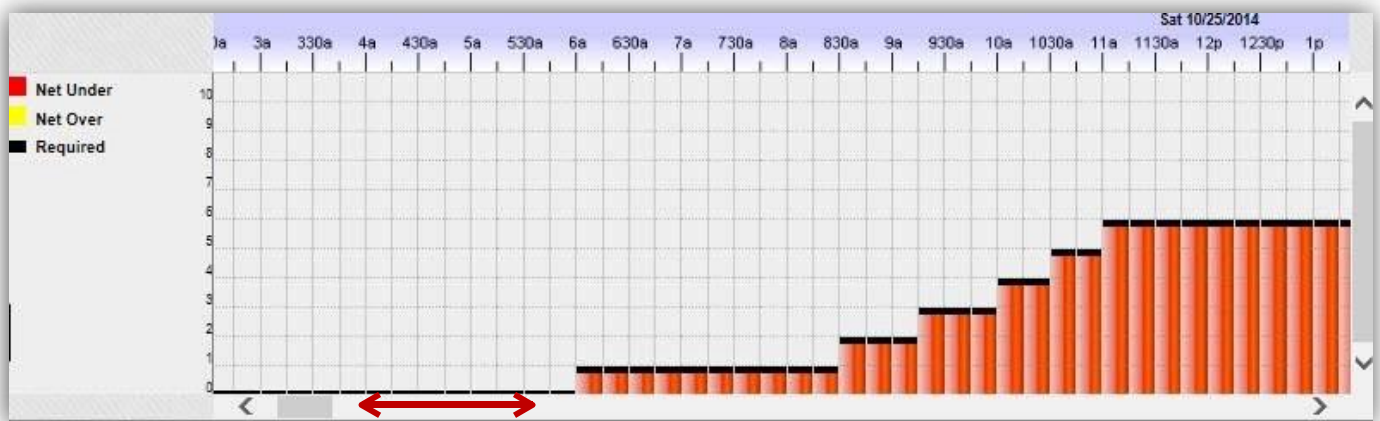
5. You need to be on the **View Graph** screen. You can toggle between **Visualizer** and **Graph** by clicking the alternating icons



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	\$5 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			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.

