# **Review Workload Allocation**

### **Overview**

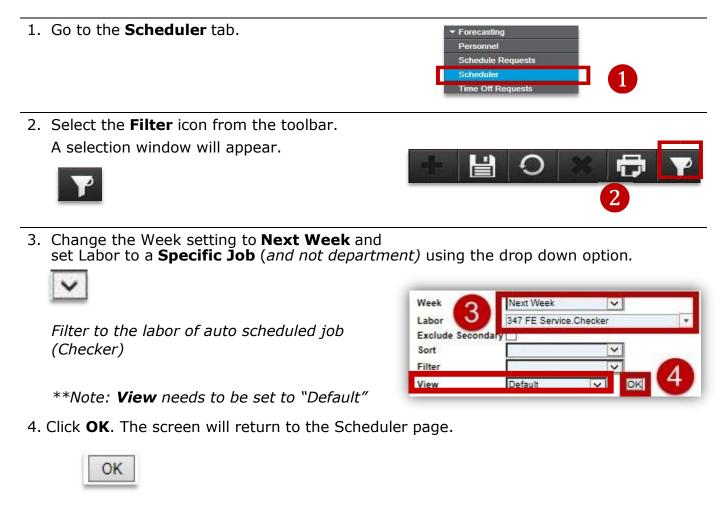
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Store Directors/Schedule Writers may view workload allocation and can request changes for unique store events **prior** to writing a schedule. Once a schedule is written, workload cannot be adjusted and you can compare targeted workload versus scheduled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

#### Process

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





### **Review Workload Allocation (continued)**

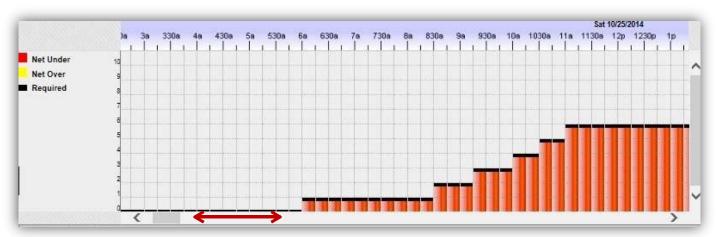
5. You need to be on the View Graph screen. You can toggle between Visualizer and **Graph** by clicking the alternating icons

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



6. View the graph to assess the targeted workload.

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Use the scrollbar to move the graph to different days.

Legend:

Red: Targeted workload П



Click Visualizer icon to return to the previous screen



## **Review Workload Allocation (continued)**

The Visualizer will display:

Scheduled Workload

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

Each number represents an employee labor need.

+ Name		Pr	imar	y La	bor		s	ch H	rs	E	st.TC	R		S 11/15	at /201	4	1	Sur 1/16/2				Mon 17/20	14	1	Tu 1/18/2	e 2014			Ned 19/20	14	1	Th 1/20/	u 2014	2	11/	Fri 21/20	14			at //2014	
		<	833										000			00	111	1111	100		00	707	<u></u>			103	000	100	00	111	300		111			200		000	100	111	>
Over/Under	1	1	1	1	1	1	1	1	1	1 1	4	1		1	1	2	2 2	1 2	2	2	2	3	3 3	4	3	4	4 3	4	3	4	4 3	3 3	3	3	3	3	3	2 2	2	3	2
Target	1	1	1	1	1	1	1	1	1 :	2 2	5	3	3	4	4	5	5 (	5 6	6	7	7	7	7 7	7	7	7	7 7	7	7	7	7 7	7 7	8	8	8	8	8	7 7	7	7	6
Scheduled	Þ	0	0	0	0	0	0	0	0 (	0 0	0	0	0	0	0	0	0 (	0 0	0	0	0	0	0 0	0	0	0	0 0	0	0	0	0 0	0 0	0	0	0	0	0	0 0	0	0	0
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Look over the Workload and determine whether an adjustment needs to be made for a special event or changes to operating hours.

7. 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.

	Empo	ower Workload A	djustment Re	quest Form	1	
Purpose:	To allow specific 1/4 hour workload	adjustments to meet unique staf	fing circumstnaces throug	hout the year.		
Authorized Personnel	Approved adjustments can only be p	performed by Labor Managers, FE	Operations Team and Dis	trict Managers.		
Requirements:	<ol> <li>No workload adjustments will b</li> <li>Sales forecast must be complete</li> <li>Target Hours must be set and la</li> </ol>	d for requested dates.	vritten.			
Warning:	Once submitted, adjustments will b *Re-calculating Labor *Adjusting Sales Forecasts	e erased when:				
<b>Requesting Store</b>	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
				Checker	10:00-12:30	7
1234	BSU pre-game rush			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:

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

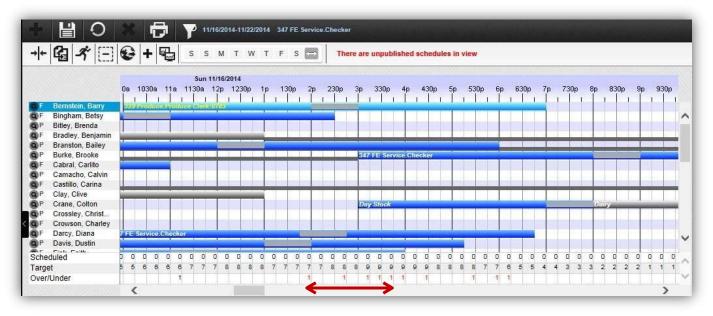
Division staff will make necessary adjustments and notify store of completion. Store will need to verify workload adjustment in the visualizer.

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# **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.

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Scheduled	þ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	) (	) (	D	0	0	0	0	0	0	0	0	0	0	0
Target	1	1	1	1	1	1	1	2	2	5	3	3	4	4	5	5	4	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7 7	8	8	8	8	8	7	7	7	7	6	6	5	ŧ
Over/Under	1	1	1	1	1	1	1	1	1	4	1		1	1	2	2	12	2	2	3	3	3	4	3	4	4	3	4	3	4	4	3	3	3	3	3	3	2	2	2	3	2	2	3	4

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