

Review Schedule Metrics and Assessment (Job Aid 15)

Overview

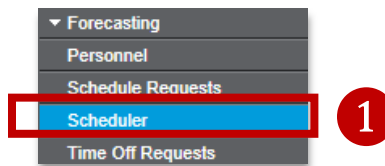
Store Directors/Schedule Writers are able to view schedule metrics and assess the coverage and utilization scores of targeted hours.

Process

This job aid will walk through reviewing the schedule metrics from the Scheduler tab.

From the main menu:

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



2. Select the **Filter** icon from the toolbar.

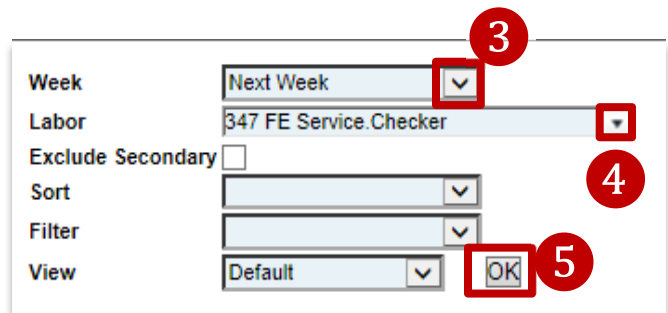
A selection window will appear.



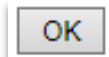
3. Change the Date settings to **Next Week** using the drop down option.



4. Select the desired Labor from the drop down option. (Checker)



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



Continued on next page

Review Schedule Metrics (continued)

6. Scroll down to the bottom of the page (if necessary and locate the metrics for the schedule (inside the gray box).

	Total	Sat 4/29	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Sat 5/6
Target Hours	332.75	48.75	57.50	48.75	44.00	43.50	40.00	45.00	50.00
Sch Direct Hours	18.00	48.50	3.00	3.00	3.00	0.00	3.00	3.00	3.00
Hours Utilization	5	59	5	6	7	0	8	6	6
Service Efficiency	5	50	5	6	7	0	8	6	6
Sch Indirect Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sch PTO Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sch OT Hours	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sch Direct Wages	\$235.28	\$728.02	\$74.03	\$32.25	\$32.25	\$0.00	\$32.25	\$32.25	\$32.25
Sch Prem Wages	\$24.68	\$0.00	\$24.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Target Wages	5,230.83	766.35	903.90	766.35	651.68	683.82	628.80	770.28	786.00

Legend:

- **Target Hours:** Store Director modified labor hours to schedule to
- **Sch Direct Hours:** Scheduled Hours for direct labor
- **Service Efficiency:** 15 minutes coverage for Checker, Checker SCO, Courtesy Clerk, Coffee Clerk, Juice Clerk
- **Sch Indirect Hours:** Scheduled Hours for indirect labor (indirect, training, jury duty)
- **Sch PTO Hours:** Scheduled time for paid time off
- **Hours Utilization:** Percentage of Scheduled hours to Target Hours
- **Sch Direct Wages:** Cost of scheduled hours for direct labor