

Review Employee Schedule Hours (Task 27)

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.	
		▼ Forecasting
		Personnel
		Schedule Requests
		Scheduler 1
		Time Off Requests
2.	Select the Filter from the top toolbar. A selection window will appear.	
3.	Change the Week setting to the desired week (Next Week).	Week Next Week 3 Labor 347 FE Service.Checker 4
4.	Change the Labor setting to a specific	Exclude Secondary
_	department and job (Checker).	Sort
5.	Leave the Sort option blank (this will sort employees alphabetically)	View 6 Grid Only View 7
6.	Change the View setting to Grid Only.	
7.	Select OK . The screen will return to Scheduler.	

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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	EstTOR	Sat 10/11/2014	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	
Q F	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			
Q F	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	^
Q F	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	
Q P	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			
Q F	Employee	Checker	40.00	0.00	8:30a-5:30p	9:00a-6:00p	1:00p-10:00p	11:00a-8:00p	9:15a-6:15p	11:00a-8:00p	Unpaid Day Off	Unpaid Day Off	ŧ
Q P	Employee	Produce Clerk	0.00	0.00									
Q F	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		2:00a-11:00a	
Q P	Employee	Produce Clerk	0.00	0.00									1
Q P	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	
Q F		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	
P	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	
Q) F	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	
Q) P	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		4:00p-1:00a	
Q F	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	f
Q) F	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		
Q P	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	
D F	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	۴N
n P		Checker	0.00	0.00									

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



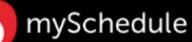


Additional Note for Visualizer: Select (Blank) Sort to place shifts in chronological order

Week	This Week	~	
Labor	[Coffee Bar]		
Exclude Seco	ndary		
Sort		\checkmark	
Filter		~	
View	Default	V OK	

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

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Review Employee Schedule Hours (continued)

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

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

To return to the weekly view, select the 😁 icon

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