

Review Employee Schedule Hours (Task 27)

Overview

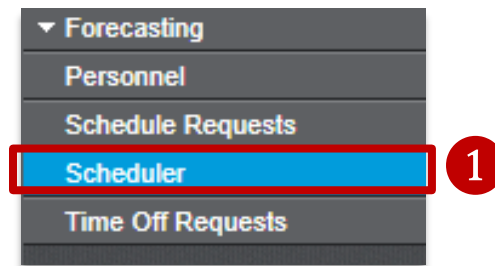
Store Directors/Schedule Writers are able to review the hours scheduled for employees after the auto-schedule.

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:

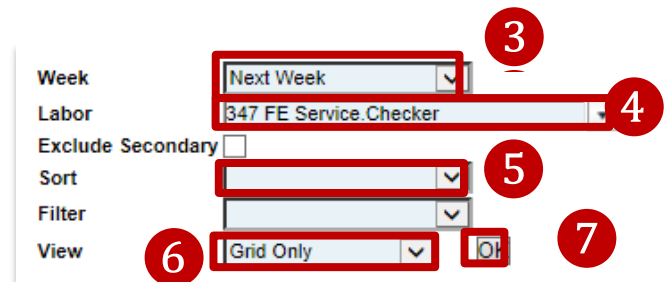
1. Select **Scheduler** tab.



2. Select the **Filter** from the top toolbar. A selection window will appear.



3. Change the Week setting to the desired week (Next Week).



4. Change the Labor setting to a specific department and job (Checker).
5. Leave the **Sort** option blank (this will sort employees alphabetically)



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	Est.TOR	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
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		
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
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
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		
Employee	Checker	40.00	0.00	8:30a-5:30p	9:00a-8:00p	1:00p-10:00p	11:00a-8:00p	9:15a-6:15p	11:00a-8:00p	Unpaid Day Off	Unpaid Day Off
Employee	Produce Clerk	0.00	0.00								
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
Employee	Produce Clerk	0.00	0.00								
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
Employee	Checker	40.00	0.00	8:30a-5:30p	9:45a-8:45p	10:30a-7:30p			12:30p-9:30p	10:00a-7:00p	6:00a-3:00p
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
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
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		4:00p-1:00a
Employee	Checker	40.00	0.00	Unpaid Day Off	9:00a-5:00p	10:00a-7:00p	10:15a-7:15p	9:15a-6:15p	9:00a-5:00p	Unpaid Day Off	Unpaid Day Off
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	
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
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
Employee	Checker	0.00	0.00								

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



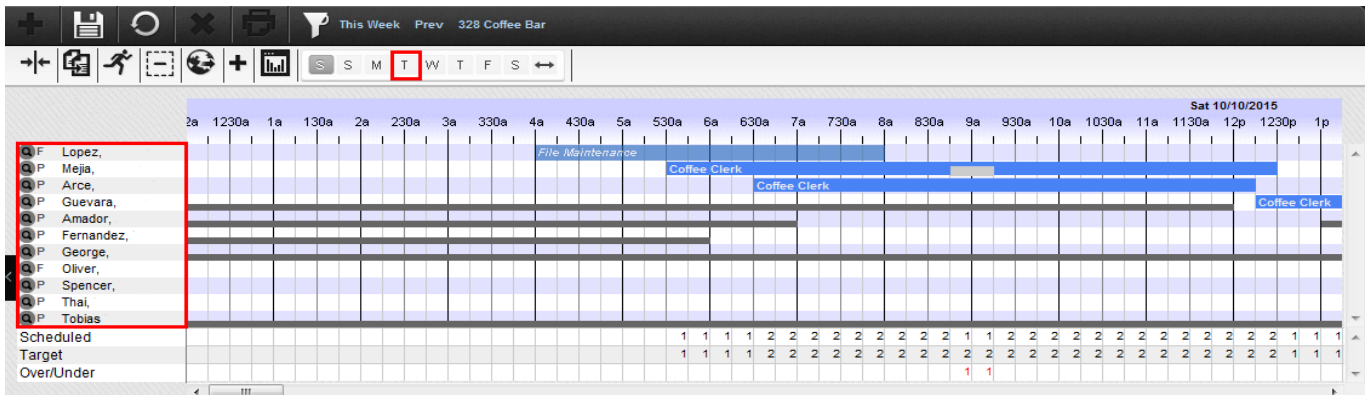
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Additional Note for Visualizer: Select (Blank) Sort to place shifts in chronological order

Week: This Week
 Labor: Coffee Bar
 Exclude Secondary:
 Sort: [Blank] (highlighted in red)
 Filter: [Blank]
 View: Default OK

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



Review Employee Schedule Hours (continued)

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

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

To return to the weekly view, select the  icon

