

## Review/Validate Target vs Scheduled Hours (Task 3)

### Overview

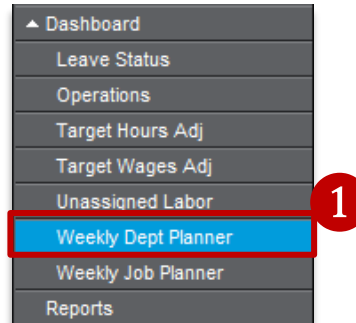
Store Directors/Schedule Writers are able to compare hours for the entire store, departments or jobs.

### Process

This job aid will show the process of viewing Target Hours versus Scheduled Hours.

#### From the main screen:

1. Select **Weekly Dept. Planner** from the Dashboard menu.



2. Select **Next** from the Week toolbar.



3. Review **Target Hours** and **Target Salary %** figures for the next week.

Labor	Target Sales	Target Hours	Scheduled Hours	Target-Salary %	Store-Target Sal-%	Scheduled-Salary %	Store-Sched Sal-%	Target Rate	Scheduled Rate
All Labor	\$1,006,330	4,743	52	0.95%	0.95%	1.20%	1.20%	\$20.49	\$24.00
301 Grocery	\$433,917	542	6	2.83%	1.08%	0.33%	0.13%	\$21.07	\$22.28
303 Liquor	\$105,200	135		2.57%	0.25%	0.00%	0.00%	\$19.98	\$0.00
304 Pharmacy	\$69,223	162		10.07%	0.64%	0.00%	0.00%	\$42.15	\$0.00
306 Food Service	\$23,085	401		26.56%	0.58%	0.00%	0.05%	\$15.83	\$0.00
309 Deli	\$37,771	287		11.53%	0.40%	0.20%	0.01%	\$15.20	\$9.25
311 GRNDIC	\$67,911	108		2.11%	0.13%	0.00%	0.00%	\$13.50	\$0.00
315 Floral	\$16,064	232		22.18%	0.34%	0.00%	0.00%	\$15.93	\$0.00
316 Bakery	\$46,485	430		14.95%	0.64%	0.00%	0.00%	\$16.15	\$0.00
328 Coffee Bar	\$10,200	108		13.46%	0.13%	0.00%	0.00%	\$12.68	\$0.00
329 Produce	\$161,300	400		5.16%	0.77%	0.00%	0.00%	\$20.88	\$0.00
330 SeaFood	\$16,011	134		12.58%	0.19%	0.00%	0.00%	\$15.61	\$0.00
333 Meat	\$37,105	225		4.23%	0.38%	0.00%	0.00%	\$18.28	\$0.00
339 Fuel	\$0	0		0.00%	0.00%	0.00%	0.00%	\$0.00	\$0.00
341 Juice Bar	\$0	0		0.00%	0.00%	0.00%	0.00%	\$0.00	\$0.00
347 PE Admin	\$0	521	40	0.00%	1.02%	0.00%	1.00%	\$36.06	\$29.78
347 PE Service	\$0	1,061	5	0.00%	1.02%	0.00%	0.05%	\$16.50	\$16.00
349 Indirect	\$0	0		0.00%	0.00%	0.00%	0.00%	\$0.00	\$0.00
352 Training	\$0	0		0.00%	0.00%	0.00%	0.00%	\$0.00	\$0.00
487 Dot Com	\$0	0		0.00%	0.00%	0.00%	0.00%	\$0.00	\$0.00
Unassigned	\$0	0		0.00%	0.00%	0.00%	0.00%	\$0.00	\$0.00

4. Return to this screen at any time to see how changes have impacted target and scheduled values.

