

Review/Validate Weekly Job Planner (Task 4)

Overview

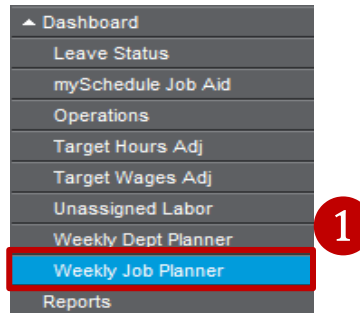
Store Directors/Schedule Writers are able to compare hours for the entire store, departments or jobs.

Process

This job aid will show the process of viewing Target Hours at job-level detail.

From the main screen:

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



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



3. Review **Target Hours, Target Salary % - Store, and Target Rate** figures for the next week.

Labor	Target Sales	Target Hours	Scheduled Hours	Sch-To Target-Ratio	Target-Sal %-Dept	Target-Sal %-Store	Sched-Sal %-Dept	Sched-Sal %-Store	Target Rate	Scheduled Rate
All Labor	\$1,086,388	4,743	522	0.11	8.95%	8.05%	1.20%	1.20%	\$20.4	\$24.88
301 Grocery	\$433,971	542	84	0.12	2.83%	1.05%	0.33%	0.13%	\$71.0	\$29.25
301 Grocery Dairy	\$433,971	125	40	0.32	0.63%	0.25%	0.20%	0.08%	\$21.8	\$21.28
301 Grocery Day Stock	\$433,971	45	24	0.53	0.22%	0.09%	0.15%	0.05%	\$71.1	\$25.99
301 Grocery Frozen	\$433,971	47	0	0.00	0.25%	0.10%	0.00%	0.00%	\$22.8	\$0.00
301 Grocery Grocery GMC	\$433,971	0	0	0.00	0.00%	0.00%	0.00%	0.00%	\$0.0	\$0.00
301 Grocery Night Crew Manager	\$433,971	56	0	0.00	0.30%	0.12%	0.00%	0.00%	\$23.4	\$0.00
301 Grocery Night Stock	\$433,971	242	0	0.00	1.13%	0.45%	0.00%	0.00%	\$20.3	\$0.00
301 Grocery Salvage CC	\$433,971	28	0	0.00	0.10%	0.04%	0.00%	0.00%	\$15.5	\$0.00
303 Liquor	\$105,206	136	0	0.00	2.57%	0.25%	0.00%	0.00%	\$19.9	\$0.00
303 Liquor Liquor Clerk	\$105,206	38	0	0.00	0.81%	0.08%	0.00%	0.00%	\$18.5	\$0.00
303 Liquor Liquor Manager	\$105,206	40	0	0.00	0.87%	0.08%	0.00%	0.00%	\$22.8	\$0.00
303 Liquor Wine Steward	\$105,206	50	0	0.00	1.09%	0.11%	0.00%	0.00%	\$20.4	\$0.00
304 Pharmacy	\$69,237	162	0	0.00	10.07%	0.64%	0.00%	0.00%	\$43.1	\$0.00
304 Pharmacy Patient Care Supv	\$69,237	0	0	0.00	0.00%	0.00%	0.00%	0.00%	\$0.0	\$0.00
304 Pharmacy Patient Care Tech	\$69,237	0	0	0.00	0.00%	0.00%	0.00%	0.00%	\$0.0	\$0.00

4. Review **auto-scheduled jobs** to ensure **targeted hours** are what you want to schedule to.

- Coffee Bar
- Juice Bar
- Checker
- SCO
- Courtesy Clerk

You will adjust the hours based on this review in Step 7 (Job Aid 7).

Labor	Target-Dept Sales	Target Hours	Scheduled Hours	Sch-to Target-Ratio	Target-Sal %-Dept	Target-Sal %-Store	Sched-Sal %-Dept	Sched-Sal %-Store	Target Rate	Scheduled Rate
All Labor	\$364,567	2,163	2,313	1.07	9.34%	9.34%	9.94%	9.94%	\$15.74	\$15.67
Fuel Manager	\$0	0	0	0.00	0.00%	0.00%	0.00%	0.00%	\$0.00	\$0.00
341 Juice Bar	\$0	0	0	0.00	0.00%	0.00%	0.00%	0.00%	\$0.00	\$0.00
Juice Clerk	\$0	0	0	0.00	0.00%	0.00%	0.00%	0.00%	\$0.00	\$0.00
Juice Manager	\$0	0	0	0.00	0.00%	0.00%	0.00%	0.00%	\$0.00	\$0.00
347 FE Admin	\$0	244	307	1.26	0.00%	1.23%	0.00%	1.53%	\$18.47	\$18.14
Bookkeeper	\$0	24	115	4.77	0.00%	0.09%	0.00%	0.44%	\$13.16	\$14.03
File Maintenance	\$0	46	73	1.57	0.00%	0.16%	0.00%	0.24%	\$12.43	\$12.04
ICC BDR	\$0	31	40	1.31	0.00%	0.14%	0.00%	0.19%	\$17.00	\$17.00
Management	\$0	59	80	1.36	0.00%	0.52%	0.00%	0.66%	\$32.26	\$30.12
Porter	\$0	0	0	0.00	0.00%	0.00%	0.00%	0.00%	\$0.00	\$0.00
Sanitation Clerk	\$0	0	0	0.00	0.00%	0.00%	0.00%	0.00%	\$0.00	\$0.00
Service Center	\$0	0	0	0.00	0.00%	0.33%	0.00%	0.00%	\$14.19	\$0.00
347 FE Service	\$0	458	470	1.03	0.00%	1.15%	0.00%	1.22%	\$9.13	\$9.46
Checker	\$0	222	235	1.06	0.00%	0.57%	0.00%	0.60%	\$9.90	\$9.39
Checker SCO	\$0	118	121	1.03	0.00%	0.32%	0.00%	0.33%	\$9.84	\$10.09
Courtesy Clerk	\$0	118	107	0.90	0.00%	0.26%	0.00%	0.25%	\$8.10	\$8.40
FE Service Manager	\$0	0	8	0.00	0.00%	0.00%	0.00%	0.04%	\$0.00	\$15.99

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

- ▲ Dashboard
- Leave Status
- Operations
- Target Hours Adj
- Target Wages Adj
- Unassigned Labor
- Weekly Dept Planner
- Weekly Job Planner**
- Reports