

Hour Adjustments (Task 7)

Overview

Store Directors/Schedule Writers are able to use the Target Hour Adjustments to refine and adjust their target hours.

Note the following:

- 1 is the default and equals 100% of targeted hours
- 1.1 indicates scheduling 110% of targeted hours
- 0.9 indicates scheduling of 90% of targeted hours

Process

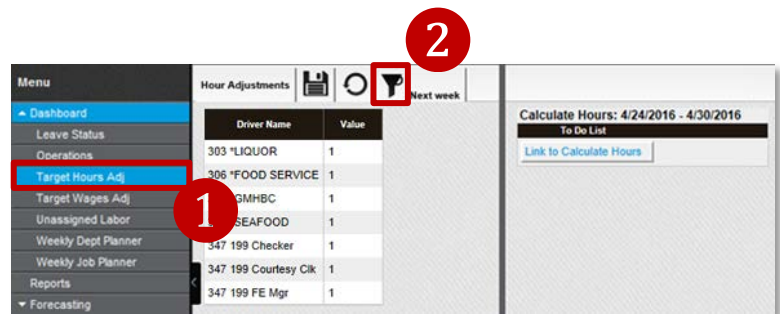
In this scenario, the store will schedule 110% of the targeted hours in Checker. After adjusting the hours, you will need to re-calculate the hours.

From the main menu:

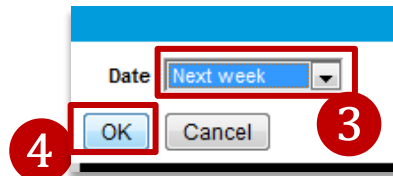
1. Go to the **Target Hours Adj** tab.



2. Select the **Filter** icon. A selection window will appear.



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



4. Click **OK**. The screen will return to the Hour Adjustments page.



Continued on next page

Hour Adjustments (continued)

5. Click the cell beside the first job you would like to adjust (Checker).

- a. Jobs are listed in order of department with Checker listed underneath **347 199**.

347 196 Service Cntr	0
347 199 *FE SERVICE	1
347 199 Checker	0
347 199 Courtesy Clk	1
347 199 FE Mgr	0
347 199 SCO	1

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6. Enter the utilization percentage (1.1).

347 196 Service Cntr	0
347 199 *FE SERVICE	1
347 199 Checker	1.1
347 199 Courtesy Clk	1
347 199 FE Mgr	0
347 199 SCO	1

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Click the cell beside the next job (if necessary) to change the utilization percentage.

347 196 Service Cntr	0
347 199 *FE SERVICE	1
347 199 Checker	1.1
347 199 Courtesy Clk	0
347 199 FE Mgr	0
347 199 SCO	1




7. Select the **Save** icon from the toolbar.



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8. Go to the window above and ensure that the filter is set to the correct week.

Hour Adjustments



Next week

Driver Name	Value
303 *LIQUOR	1
306 *FOOD SERVICE	1
311 *GMHBC	1
330 *SEAFOOD	1
347 199 Checker	1.1

Calculate Hours: 4/24/2016 - 4/30/2016
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To Do List

[Link to Calculate Hours](#)

9. Click the **Calculate Hours** button.



10.

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Calculate Hours: 4/24/2016 - 4/30/2016

To Do List

Calculate Hours

Hour Adjustments (continued)

11. Click the **Calculate Labor Hours** icon.

This will re-calculate the hours



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The system will update the target hours.

Targeted hours and targeted wages are available on this report to reflect the impact of the Hour Adjustments

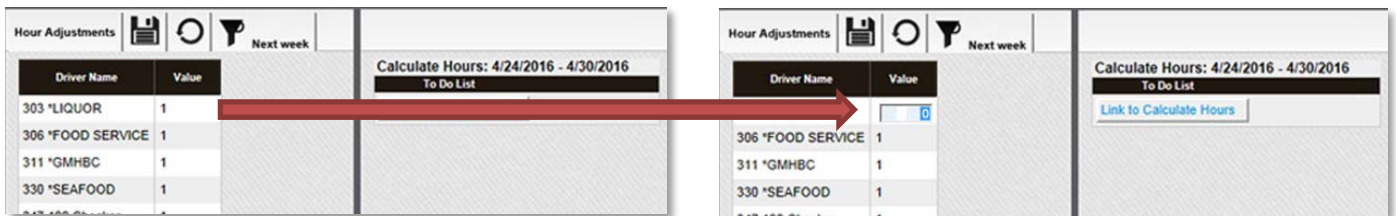
Component	Driver	Total	Sun-4/12	Mon-4/13	Tue-4/14	Wed-4/15	Thu-4/16	Fri-4/17	Sat-4/18
Store	Target Hrs	1,760.00	244.25	248.00	240.00	267.00	238.00	260.00	264.75
Store	Target Wages	\$9,072.68	\$1,284.10	\$1,300.90	\$1,300.90	\$1,300.90	\$1,300.90	\$1,300.90	\$1,284.10
301 Grocery	Target Hrs	70.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
301 Grocery	Target Wages	\$1,734.85	\$247.84	\$247.84	\$247.84	\$247.84	\$247.84	\$247.84	\$247.84
303 Liquor	Target Hrs	124.00	20.00	12.00	20.00	20.00	20.00	12.00	20.00
303 Liquor	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
304 Pharmacy	Target Hrs	71.00	8.00	11.00	11.00	11.00	11.00	11.00	8.00
304 Pharmacy	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
306 Food Service	Target Hrs	120.75	17.25	17.25	17.25	17.25	17.25	17.25	17.25
306 Food Service	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
309 Deli	Target Hrs	111.50	14.75	14.75	14.75	14.75	14.75	14.75	23.00
309 Deli	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
311 GMHBC	Target Hrs	40.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00
311 GMHBC	Target Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Now that adjustments are complete, you need to review the changes in the **Weekly Dept. Planner**.

For more information see **Task 4** for instructions on checking the **Weekly Job Planner**.

Depending on your store needs you may have departments that you need to set to zero (0) hours. (Example: *Liquor, Food Service, Seafood, etc.*)

To set **department hours to zero (0)** you need to adjust the value in the **Hour Adjustments** value for the department (*only if available*)



Once you set the specific departments to zero (0), depending on your store needs, remember to press **Save**, **CHECK YOUR FILTER** and **Calculate Hours**.



Calculate Hours

