

Process	Task	
1	Weekly Plan	Review Quarterly planner and Weekly Job planner
2		Remove Adjusted salary % from Quarterly planner
3		Review target sales by department by day
4		Review target wage rates by department and service centric job
5		Review target hours for service centric jobs
6		Review salary % by department
7		Review Weekly Department & Job Planner
8		Enter sales forecast and target salary % in quarterly planner
9	Personnel	Identify borrowed employee needs from other stores
10		Review secondary site assignments for loaned employees
11		Review Unassigned Labor and assign schedule jobs
12		Review secondary schedule job assignments and relief rates
13		Review employee Leave status
14		Review employee Time-Off Requests
15		Review Personnel employees availability and settings
16		Review Minor employee settings
17	Schedule	Department Mgrs enter manual department schedules
18		Perform job transfers as needed for proper master scheduling
19		Review workload for service centric jobs
20		Review scheduled labor for service centric employees
21		Run Auto-Scheduler for all service centric jobs
22		Review target wages versus scheduled wages (Utilization)
23		Review service centric schedule coverage (Service Efficiency)
24		Review employee scheduled hours
25		Adjust personnel settings as needed to improve service efficiency
26		Clear and re-run auto-scheduler as needed
27		Review shift assignments and swap shifts as necessary
29	Publish	Print store schedules and call sheets
30		Publish schedule
31		Review Operations page on a daily basis