

mySchedule Process

Process	Task	Day	Job Aid
1	Review system forecasted sales by department	Monday	1
2	Adjust target sales by department		2
3	Review target hours and prior week's labor planner		3
4	Review Weekly Planners department & job		3 & 4
5	Adjust Target Wage rates by job		5
6	Re-calculate wages at store level		5
7	Adjust Target Hours by job		7
8	Re-generate labor needs at store level		7
9	Review Weekly Planner		3 & 4
10	Review auto-schedule departments daily workload allocation		10
11	Write manual non-auto scheduled department schedules	Tuesday	N/A
12	Identify borrowed employee needs from other stores		12
13	Review and assign Unassigned Labor (schedule jobs)	Wednesday	13
14	Review secondary schedule job assignments and relief rates		14
15	Review secondary site assignments for borrowed employees		12
16	Review employee Leave status		16
17	Review employee Time-Off Requests (TOR)		17
18	Review Personnel settings (employees availability)		18
19	Review Minor employee settings		16
20	Enter manual department schedules	Wednesday	20 & 20.1
21	Perform job transfers		21 & 21.1
22	Run Auto-Scheduler at Store level		22
23	Review schedule metrics and optimization assessment		23
24	Validate target hours versus scheduled hours		3 & 4
25	Review schedule coverage		25
26	If schedule metrics or coverage is poor, adjust employee settings, availability & re-run auto-scheduler		18
26.1	Perform Select-A Schedule process		
27	Review employee scheduled hours		27
28	Review shift assignments and swap shifts as necessary		28
29	Print store schedules and call sheets	Thursday	39
30	Publish schedule		30
31	Review Operations page on a daily basis	Daily	N/A