

mySchedule Process (Depts)

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