



Scheduling Process

PILOT STORES

Version 1
October 2014

SCHEDULING PROCESS FOR PILOT STORES

Task	Day
1. Review system forecasted sales by department	Monday
2. Adjust target sales by department	Monday
3. Review target hours by department / job	Monday
4. Adjust utilization hours by job & recalculate hours at store level	Monday
5. Review target hours by department / job	Monday
6. Review workload allocation for each day	Monday
7. Write manual non auto scheduled department schedules	Tuesday
8. Identify borrowed employees from other stores	Tuesday
9. Home store manually enters borrowed employees schedules from district 7 stores	Tuesday
10. Administrator manually enters borrowed employees schedules from non-district 7 stores	Tuesday
11. Review and assign unassigned schedule jobs	Wednesday
12. Review employee Time-Off Requests (TOR)	Wednesday
13. Review employees Availability requests	Wednesday
14. Review/edit employee availability in Personnel menu, including primary and secondary job allocation	Wednesday
15. Enter Manual Schedules	Wednesday
16. Validate scheduled hours versus target hours for manual-scheduled departments	
17. Enter auto-schedule department manager schedules & recalculate target hours at store level	Wednesday
18. Run Auto-Schedule at Store level	Wednesday
19. Review scheduled hours for auto-scheduled departments	Wednesday
20. Validate scheduled hours versus target hours for auto-scheduled departments	Wednesday
21. Review schedule metrics and optimization assessment for each auto-scheduled department	Wednesday
22. Review schedule coverage for each auto-scheduled department	Wednesday
23. If schedule metrics or coverage is poor, adjust employee availability & re-run auto-scheduler	Wednesday
24. Review shift assignments and swap shifts as necessary	Wednesday
25. Print store schedules and call sheets	Thursday
26. Publish schedule	Thursday