

Manual schedules using spreadsheets is labor intense and can lead to non-compliant policy risks. Workforce Management PLUS eliminates these possibilities by combining rules-based scheduling with assignment criteria to ensure that the right employees, with the right skills, are scheduled at the right time, using the right equipment.

► **FLEXIBLE SCHEDULE PLANNING USING YOUR RULES**

Workforce Management PLUS uses a dynamic combination of schedule template masters, organization and work assignments to automate complex scheduling processes. An unlimited combination of schedule templates can be created by authorized personnel and associated with FLSA, pay exception or scheduling rules. Schedule templates can be established for rotational

**BENEFITS**

- Easy creation of schedules based on shift requirements
- Saves time with consistent automation of complex scheduling and payroll rules
- Ensures scheduling compliance for various departments and groups
- Centralizes all organizational scheduling in one solution

work periods, emergency operational conditions or to support unique schedules, such as seasonal events or Kelly days.

Once setup, individual employees or employee groups can be assigned to schedule templates up to 24 months in advance. This automatically generates shift rosters and employee calendars. When employees are moved from one schedule template to another, their approved leaves and overtime can be reviewed and either reinstated within the new schedule template or cancelled.

CONTACT US AT 866-779-1689.



### SCHEDULE PLANNING

- Generate an unlimited number of schedule templates
- Create any type of rotational schedule
- Set up shift differentials or shifts using Kelly days
- Create temporary schedules for seasonal events or emergency operations
- Manage shifts crossing midnight
- Reconcile approved employee PTO and OT when employees change templates

### ASSIGNMENT PLANNING

- Setup criteria for qualified staffing assignments, such as:
  - » Required, floater, calculated
  - » Job classification
  - » Skill-sets & certifications
  - » Gender requirement
  - » Job class bump up/down
  - » Bidding allowed
  - » Shift trades allowed
  - » Equipment assignments
- Associate assignments with work locations, organizations and shift schedules
- Set assignments as daily or for specific days of week

### ▶ PLACE THE RIGHT EMPLOYEES WITH THE RIGHT SKILLS IN THE RIGHT ASSIGNMENTS USING THE RIGHT EQUIPMENT

An unlimited number of work assignments can be created for each schedule and are displayed on shift rosters. These can be generated in advance or daily by authorized personnel. Assignment names can be based on unit ID's, call signs or any other type of identifying name. Operational equipment, such as radios or vehicles, can also be associated to employee assignments or to the unit itself.

The solution can be setup to allow selected job classes to bump up and/or down into different classifications with adapted permissions and associated pay rates. Skills and certifications can be associated with assignments to ensure that only qualified personnel fill positions. Assignments can be established as floater positions with broad capabilities, or as calculated positions based on staffing fluctuations.



CERTIFIED WOMEN OWNED BUSINESS