
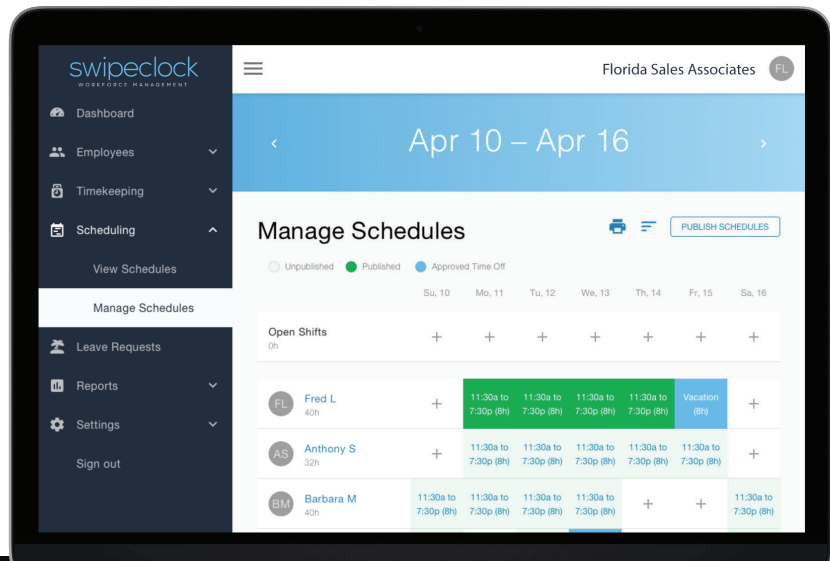


TimeSimplicity[®]

Complete Features

For dynamic, multi-shift, multi-location schedules that accommodate employee preferences, skills and availability as well as shift trades and self-service (example industries include healthcare facilities, restaurants, hospitality, security services, etc.). Managers and employees have schedule flexibility through web-based interfaces and mobile apps. Easily-implemented business rules and detailed reporting support cost management and compliance.

 Schedule Management		Tools to manage dynamic, multi-shift, multi-location schedules with accommodation for employee preferences.
Schedule Creation	Schedule Templates	Create schedule for date, time, location; apply to multiple people
	Drag & Drop Scheduling	Graphical UI with ability to drag shifts/resources to time slot
	Schedule Creation Delegation	Multi-manager support for different schedules/views/locations
	Scheduling Groups	Define and schedule Groups based on skills, preferences location, positions, departments or other attributes
	Individual Shift Templates	Create shift templates for time slot, position or other dimensions
	Employee Schedule Preferences	Employee set availability and maximums with preferred or absolute hours
Schedule Views	Draft Schedule Creation	Create future schedules in plan mode and keep hidden until ready to publish
	Customizable Schedule Views	Create schedules by name, seniority or position with sort ordering and filtering
	Multiple Schedule Layouts	View schedule layout by people and shifts or shifts by position for quick coverage visibility





Compliance Tools

Features and controls for monitoring and enforcing labor standards compliance.

Compliance/Cost Constraints	Max/Min Shift Length	Warning if shift does not meet length criteria (customizable)
	Shift Proximity to Previous	Warning if time between shifts is not adequate
	Consecutive Days Worked	Block/warning if too many consecutive days worked
	Max hours	Block/warning if too many hours in a specified period
	Certifications & Skills	Block/warn/alert if employee certifications or skills required for a shift do not meet the specified shift criteria
	Certification Management	Associate certification expiration date with holder and check compliance
Reporting	Customized Reporting	Generate reports for compliance tracking and auditing when used with TimeWorksPlus
	Daily Auto-email	Daily time card summary showing actual against scheduled for critical overage
Enforcement Options	Warning	Warns employee on login
	Clock Lock-out	Blocks employee on attempted login



Cost Management

Control labor spend and correlate activity with designated cost categories, jobs or locations. Utilize reports for cost projections/actuals to measure impact of initiatives and proactively monitor trends.

Reporting	Unlimited, Customizable Fields	Add any number of custom fields for jobs, tasks, locations, shifts, etc. and use for detailed reporting and cost allocation
Labor Cost Controls	Hours of Operation Rules	Evaluate hours needed/used before and after "store" or "open" hours
	Coverage Views	View labor hours correlated to shifts, estimated hours, required coverage
	Labor Budgets	Compare actual to budgeted hours when used with TimeWorksPlus
	Scheduled Labor Estimate	View projected costs of planned schedule against a set labor budget
	Customizable Summary Calculation	Flexible summary reporting with formula calculations for: shift counts, total hours, expected dollars based on hours, counts of shifts, hours per employee or employee groups and more
	Customizable Manager Permissions	Set manager views of employees, wages, certifications and more

Shift Coverage and Attendance Tracking

Manager tools and visibility for shift administration, coverage tracking and attendance monitoring

Schedule Change Management	Employee managed schedule changes	Employee options to initiate shift changes and accept open shifts; manager approval required or optional
	Shift Trades/Drops	Employee initiated with manager approved/open and eligibility/drop rules; notification privileges
	Self-Scheduling & Open Shifts	Create open shifts with signup for any eligible employee
	Immediate Availability List	Shows immediately who is available for a given shift
	Best Fit Shift Replacements	Filter to best fit shift replacements based on skills, availability, compliance restraints, proximity, seniority or other maximized logic
	Shift Change/Availability Notifications	Email/text custom message on shift change or open shift; recipients can pick up directly from the message; notifications are tracked and auditable
Scheduling Depth	Granular Scheduling	Date/Time, Location, Job or Task, Shift
Attendance Management	Attendance vs Schedule Reports	Reports show actual attendance against a given schedule; generate reports to show deviations over time when used with TimeWorksPlus
Schedule Visibility & Communication	Real Time Schedule Updates	Changes made to the schedule are updated in real time
	Email/SMS Messages	Notifications to staff are via email or text
	Tiered Manager Alerts	Set up different levels of alerts based on level of management
	Note/Reminder Messages	Add notes, reminders or messages to shifts or work groups
	Shared Contact Directory	Allow employees to see contact information for shift trades

User Experience and Administration

Simple, intuitive use with tools for administration and management

Employee Access	Mobile app	View schedules, add/drop shifts and change profile settings
	Employee Portal	Web-based time clock and self-service portal options
	Define Shift Preferences	Browser-based pixel "paint" shift availability windows
	Time Card Visibility	View time card and time-off requests
Manager Tools	Manager Dashboard	High level view of shifts; dashboard with easy access to execute shift actions; alerts of expiring credentials
	Time Clock Integration	Easily integrates with web-based punch clocks
	Integrated Time-off Requests	Schedules recognize and honor time-off requests