

# scheduling

## Employee scheduling So easy it's almost automatic.

Juggling the varying availability of a part-time staff makes scheduling one of the hardest things a restaurant manager does!

### Manage Information Related to Scheduling

Point of Success Employee Scheduling works with staff information already entered in your Point of Success office manager software. Begin using the program by setting up the times each day when staffing is needed at every position in the restaurant. Each day of the week can be defined differently. If Friday is a busy night for delivery, add additional delivery staff for those hours. If the restaurant is open fewer hours on Sunday, then reduce the time allotted for each position.

### Can You Work on Wednesday?

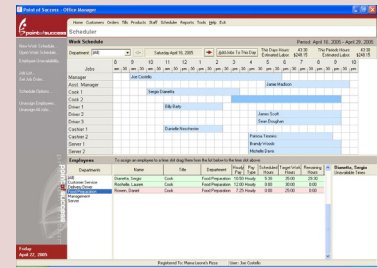
Employee availability tracking is central to scheduling. Point of Success Employee Scheduling tracks when employees are unavailable for work on repeating and one-time schedules.

### Copy New Schedules from Previous Weeks

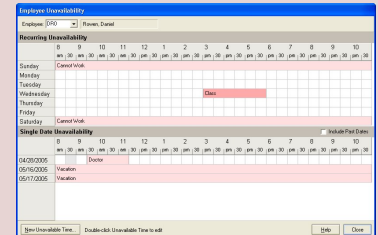
Previous schedules can be copied for use in new schedules. Copied schedules include jobs and times, with or without employees.

### Print Schedules and Other Reports

Point of Success Employee Scheduling includes over a dozen reports. Use this information for communicating schedule information to employees, analyzing predicted labor cost, and more.



Clicking a time slot will flag employee eligibility on the bottom of the window. In this example, the employee shaded in light red is unavailable for the shift.



Employee availability is defined for repeating periods (as for class schedules) or for one-time events (like a vacation day or doctor's appointment).

Hours	Employee	Job	Department	Length
6:00 am - 6:00 pm	David, Joe	Manager	Management	4:00
6:00 am - 6:00 pm	Dianna, Sergio	Cook 1	Food Preparation	5:00
6:00 am - 6:00 pm	Bob, Bob	Cook 2	Cooking Service	2:00
6:00 am - 6:00 pm	Marionette, Dorelle	Chatter 1	Customer Service	3:00
6:00 am - 6:00 pm	Wanda, Shirley	Server 1	Server	2:00
6:00 am - 6:00 pm	Dana, Michelle	Server 2	Server	3:00
6:00 am - 6:00 pm	Teresa, Patricia	Chatter 2	Customer Service	2:00
6:00 pm - 9:00 pm	Bob, James	Cook 2	Cooking Service	3:00
6:00 pm - 9:00 pm	David, Joe	Server 2	Customer Service	3:00
6:00 pm - 10:00 pm	Wanda, Roger	Server 1	Management	4:00
Total Hourly Employee Hours:				43:00
Total Salary Employee Hours:				9:00
Total Other Hours:				0:00
Total Scheduled Hours:				52:00

Work Period Totals	
Total Hourly Employee Hours	43:00
Total Salary Employee Hours	9:00
Total Other Hours	0:00
Total Scheduled Hours	52:00

\* This includes all hours besides "leaves" and "safety" hours  
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Print individual and company-wide work schedules in several formats.

designed for success



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