

# Schedule



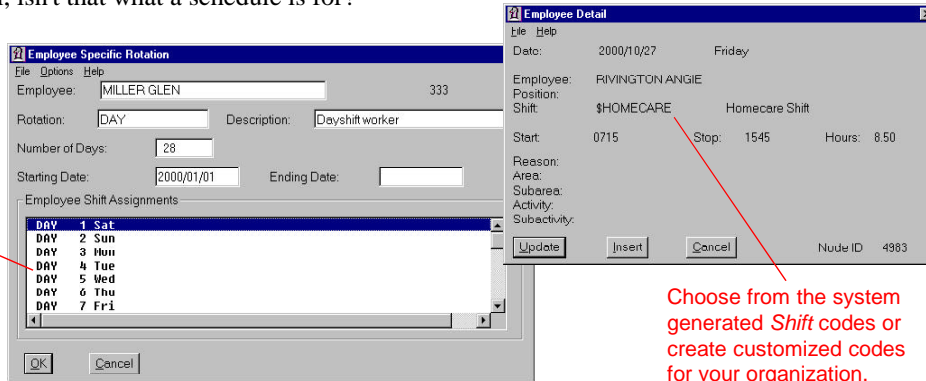
Schedule Module

Do you want to master the complexities of scheduling in a simple but brilliant manner? Now you can create optimum schedules for your organization using *GrandMaster Suite's Schedule* module. Avoid the chaos, frustration and unnecessary costs incurred from incomplete or inconsistent scheduling practices. Improve the effectiveness of your organization's human resource policies in key areas such as leaves, shift swapping and replacement workers.

The powerful *Schedule* module will help you take on the challenge of developing and coordinating accurate, equitable schedules. This will help to optimize the contribution of your employees to the success of your organization. Improved employee morale and punctuality are just two of the benefits that this module can help you achieve. Integrate the *Schedule* module with the *Resource Planning* module to add a strategic dimension to the effective deployment of your personnel. Establish an unlimited number of shift rotation patterns through direct input based on calendar, employee position or any other criteria specific to your organization.

Never again will your Human Resource department overlook details and mistakenly schedule work for employees who are on vacation or away on training. The *Schedule* module can even help you eliminate the confusion caused by employee shift swapping. It helps you keep track of all the details and automatically designates replacement staff so you have the right people in the right places at the right time. After all, isn't that what a schedule is for?

The *Schedule* module offers many powerful features such as *Employee Specific Shift Rotations*.



Choose from the system generated *Shift* codes or create customized codes for your organization.

## Power Packed Features:

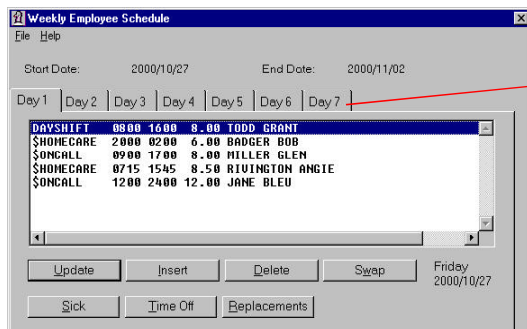
- Coordinate Fixed Shift Rotation
- Automatic Shift Scheduling
- Flexible Replacement Designate
- Flexible Scheduling
- Manage Leave Scheduling
- Coordinate Shift Swapping
- Maintain Scheduling Details
- Monitor Employee Seniority
- Select "On-Call" Employees
- Schedule Reports and Updates
- Home Care Scheduling

## Coordinate Fixed Shift Rotation

Just a click of the mouse sets up multi-shift patterns for your entire organization. Click again and it compiles an automatic rotation period just as you need it -- error free!

## Automatic Shift Scheduling

Ensure that your people are always in the right place at the right time. Integrate the *Resource Planning* module to employ the automatic shift scheduling feature and automatically designate personnel to fill any gaps related to departmental or positional requirements.



Easily create schedules on a Daily or Weekly basis.

## Flexible Replacement Designate

When you have employees away on leave, designate replacement workers for an hour, a day, a week, a month or even more! With the powerful *Schedule* module, interruptions in your organization's schedule are a thing of the past.

## Flexible Scheduling

Many times, employee work schedules follow complex patterns (or sometimes no established pattern at all). So if exceptions are the rule in the scheduling practices of your organization, allow the *Schedule* module to help you handle the task easily.

## Manage Leave Scheduling

You want your organization to operate smoothly all the time. Employee leaves can be disruptive and costly. The *Schedule* module can be setup to alert you prior to an employee leave. This means you can account for employee replacement requirements ahead of time. For added flexibility, you can identify replacements through a variety of situation criteria, including seniority and special skills.

## Coordinate Shift Swapping

Workers in various industries often depend on the ability to swap shifts. This task is often left up to the individual employees to perform, which sometimes produces mixed results. If shift swapping is necessary in your work force, the *Schedule* module can easily accommodate the needs of your employees and the needs of your organization at the same time.

## Maintain Scheduling Details

The difference between an efficient schedule and chaos can be found in the details. Seemingly minor details or revisions that can be frequently overlooked often transform master shift schedules into "make shift" schedules... at enormous cost to organizations.

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1	0000 0000	0800 1600	0800 1600	0800 1600	0800 1600	0800 1600	0000 0000
Week 2	0000 0000	0000 0000	0000 0000	0000 0000	0000 0000	0000 0000	0000 0000
Week 3	0000 0000	0000 0000	0000 0000	0000 0000	0000 0000	0000 0000	0000 0000
Week 4	0000 0000	0000 0000	0000 0000	0000 0000	0000 0000	0000 0000	0000 0000

The *Schedule* module can help you manage the details of revising the master shift schedule in your organization. Stay on top of the temporary day to day revisions for sick leave, vacation leave and shift swapping.

## Monitor Employee Seniority

You know how important seniority is to your employees. You know its just as important to your organization if you want it to be operated on a smooth and efficient basis. If seniority is ever a criteria for your organization in determining the selection of employees for particular assignments, then you will appreciate the power of this module.

The *Schedule* module automatically evaluates up to six different seniority lists for each work area -- that's enough power and flexibility to accommodate even the most extreme, multi-union requirements! You can also differentiate from full and part-time employees and automatically red flag potential costly overtime. When you manage seniority equitably you achieve equitably for your employees and your organization.

## Select "On-Call" Employees

The *Schedule* module ensures your human resource policies regarding "on-call" employees are administered consistently and equitably. When selection from various shifts is used as a criteria to assign "on-call" employees, you can automatically select employees based on even more precise criteria such as seniority and specific skill-sets. Employees are then automatically scheduled to be "on-call" for specific activities and positions.

## Schedule Reports and Updates

Receive comprehensive, accurate reports customized to suit the specific requirements and preferences of your organization. Select the format that is most effective for you. If you wish to review shift assignment details by employee, it's as simple as the click of a mouse. For example, view shift assignment details in a seven day format or choose a 14, 21 or 28 day calendar format -- you decide.

And of course any report can be reviewed on the screen before you decide to print it. If necessary, you can generate reports at the eleventh hour -- the powerful *Schedule* module instantly recalls information by day, time or department. The information you want is always available when you need it, in the format you want.

## Home Care Scheduling

Scheduling Home Care workers for the health field can be a complicated task. This special *add-on* module expands the *Schedule* module's capabilities by enabling the automatic scheduling of clients with employees based on user defined parameters.

Generate Homecare schedules for single or multiple employees.

Home Care clients are set up by area with services required by day. The *Home Care Scheduling* module will match the employee to the client based on the employee seniority, availability, area of work and services required. If you require replacement workers, simply view the list of replacements based on seniority requirements you have defined.



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