# Smart Scheduling

Schedule Bidding

Managing the schedule bidding process using bid slips or spreadsheets is labor-intense and prone to errors. Departmental rules, labor laws, and employee preferences are often overlooked. Using a centralized solution like Workforce Management PLUS to manage your schedule bidding process saves significant administrative time and ensures that all schedules are fairly awarded.

Increase Schedule Bidding Efficiencies

With its highly configurable rules engine, Workforce Management PLUS automates bidding processes based on your policy rules. Varies types of rules are supported, such as the types of job classes that can bid, the number of rounds employees can submit re-bids, the number of bids submitted per round, and the priority level preference if multiple bids are allowed. Available schedules can be offered agency-wide, to specific job classes or groups. Schedules can also be restricted by bid types to comply with union policies.
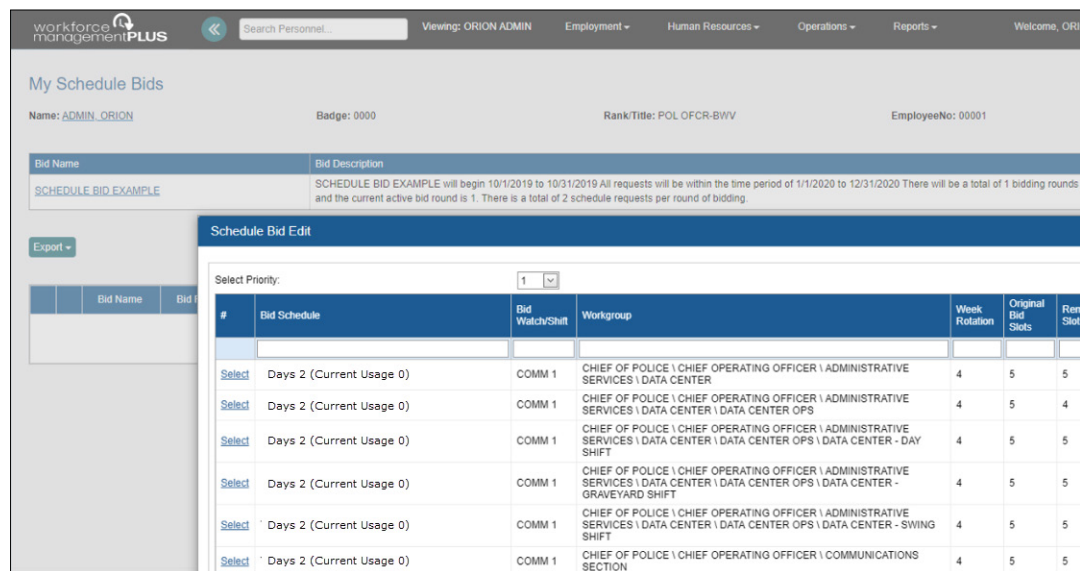
After the bidding submission periods have closed online screens are used to view the status of bids awards. Awarded schedules are saved on shift rosters, in employee calendars, and on their shift records.

Improve Bidding Communications

With Workforce Management PLUS , employees automatically receive notifications regarding schedule bidding periods and can only view the schedules they are qualified to fill. Bidding search filters are used to view and bid on available schedule assignments based on organizations, shifts, and rotational schedule selections. Once preferred schedules are submitted, personnel can track the process throughout the bidding period.

Automate or Assign Manually – Your Choice

If your agency prefers to use the automatic award process, PLUS will auto-approve bids based on your criteria -- such as seniority or rank. As an alternative, authorized personnel may choose to use online tools for manually processing bids based on your rules. Either way, once bidding has been finalized employees are notified and each employee's bidding details are saved for auditing purposes. It's simple, fair, and efficient.

Benefits

» Fairly enforces agency schedule bidding policies

» Saves time automating bidding cycles based on rules

» Reduces liability for non-compliant awards

» Improved employee morale influencing retention rates

For Employees

» Receive automated notifications about bidding periods

» View bid schedules, organizations, and assignments qualifications

» Submit bid preferences online and track awards

» Receive award notices

» View awarded schedules on the monthly calendar, shift rosters, and schedule record

For Administrators

» Set up agency bid rules

· Number of bid periods

· Start and end dates for schedule

· Number of bid rounds

· Number of bidding choices by priority

» Process bids agency-wide or for employee groups

» Authorized personnel enter bids for others

» Print bid receipts

» Automate bid awards based on defined criteria

» Manually bid approve awards individually or in groups

» Audit bidding results

» Multiple bidding permission roles

Contact us today at 866-779-1689.

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