Smart Scheduling

Scheduling Automation

Managing schedules using spreadsheets is labor-intense and can lead to non-compliant policy risks. Using a centralized solution like Workforce Management PLUS to automate agency schedules and assignments ensures that the right personnel, with the right skills, are scheduled at the right time in the right locations.

Flexible Schedule Planning Using Agency Rules

Using a dynamic combination of schedule templates, agency organizations, and work assignments, Workforce Management PLUS can be configured to automate complex schedules and assignments. An unlimited combination of schedule templates can be created and associated with FLSA, pay exceptions of scheduling rules. Templates can be established for rotational periods, emergency operational conditions or to support unique schedules, such as seasonal events or Kelly days.

Once set up, 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 are flagged for reconciliation reviews that can either be reinstated within the new schedule or canceled.

Place The Right Employees With The Right Skills In The Right Assignments at the Right Locations

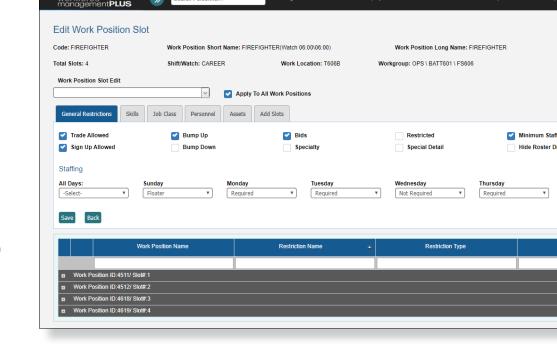An unlimited number of work assignments can be created for each schedule and are displayed on shift rosters. These can be generated in advance or daily. Assignment names can be based on unit IDs, call signs or other types of identifiers. They can be set required for minimum staffing, established as floater positions with broad capabilities, or as calculated positions based on staffing fluctuations.

Assignments can be set to allow selected job classes to bump up/down into different classifications with adapted permissions and pay rates. Skills and certifications can be associated to ensure that only qualified personnel fill positions. Other criteria can be assigned to assignments – such as allowing for swap trades, bidding, or voluntary OT signup.

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 organizational scheduling for the entire agency

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

» Set up 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 the week

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