

# Smart Scheduling

# **Overtime Management**

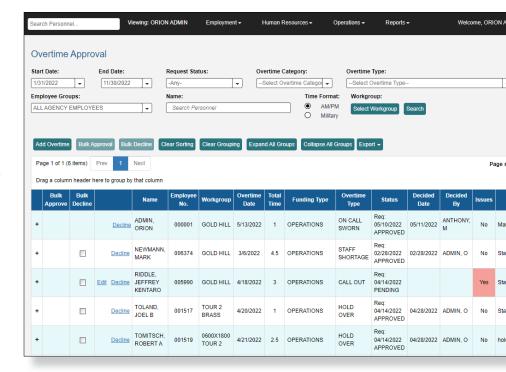
Staffing shortages are problematic for many reasons. It's difficult to quickly respond to emergency situations, puts added pressure on staffed personnel, and impacts overtime spending. Using a centralized solution like FW | Workforce to manage overtime enables automation of agency policies so that overtime cost is minimized and assignments are fairly awarded.

# **Control Overtime Costs Consistently and Fairly**

A great way to keep costs low is to reduce the occurrence of unplanned or unnecessary overtime. When unexpected situations occur, FW | Workforce can backfill vacancies with available, qualified personnel. When overtime is needed, it can fill assignments based on your rules. Staffing time is saved and your OT policies are consistently and fairly applied.

#### Got Overtime Policy Rules? Let's Automate Them.

The cost of overtime is more than financial — there are physical, emotional, and psychological impacts. On-the-job stress factors combined with the fatigue of working extended shifts put your agency and workforce at risk. With its highly configurable rules engine, FW | Workforce automates fatigue rules so that personnel are properly rested for their shift. Multiple types of fatigue rules for different operational groups, job classes, and union members are supported. Other policy rules can be set up to calculate complex scenarios -- like standbys or call-backs.

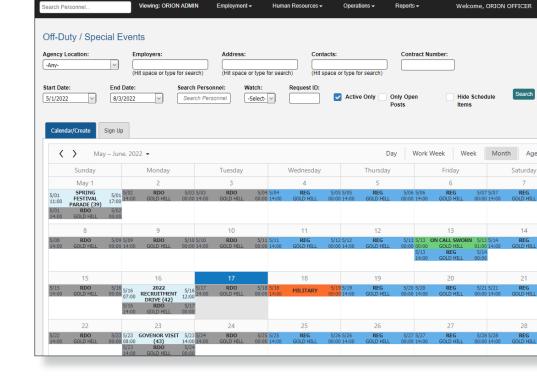


# **Manage Overtime Directly From Rosters**

There may be valid reasons for assigning overtime of the fly. In these situations, staffing managers view a listing of qualified candidates in a sorted order based on your rules – such as employees with the least number of OT hours, last OT shift, sign-up time, or applicable fatigue rules. All overtime events are coordinated with each employee's planned schedule. Potential conflicts are flagged. Once assigned, rosters are automatically updated. It's quick, easy, and fair.

#### Benefits

- Consistently enforces agency rules for fair OT assignments
- Balances rules, employee schedules, and staffing needs
- Controls overtime costs using agency rules automation
- Improves morale, saves time, and expedites assignments with voluntary OT sign up



# For Employees

- Self-service OT requesting using FW | Workforce account or the Workforce Mobile app
- Voluntary sign up screens
- Monthly calendar OT event viewing with employee's schedule overlay
- View approved OT events on the calendar, roster, and home screen

## **For Staffing Managers**

- Post opportunities in OT Event Calendar and apply qualification criteria
- View candidates in sorted order based on rules
- Assign voluntary or mandatory OT directly from shift rosters
- Track OT assignment declines and their reason
- Fill assignments using agency overtime rules

### For Administrators

- Setup overtime codes and associate them with an integrated payroll system
- Defined rule automation for multiple groups
- Setup fatigue, standby, callback rules, and/or tie-breaker rules
- Track overtime activity for auditing purposes

Contact us today at 866-225-1394.





