

# 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.

Bulk Approve	Bulk Decline	Name	Employee No.	Workgroup	Overtime Date	Total Time	Funding Type	Overtime Type	Status	Decided Date	Decided By	Issues
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ADMIN, ORION	000001	GOLD HILL	5/13/2022	1	OPERATIONS	ON CALL SWORN	Req: 05/10/2022 APPROVED	05/11/2022	ANTHONY, M	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NEWMANN, MARK	006374	GOLD HILL	3/6/2022	4.5	OPERATIONS	STAFF SHORTAGE	Req: 02/28/2022 APPROVED	02/28/2022	ADMIN, O	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RIDDLE, JEFFREY KENTARO	005990	GOLD HILL	4/18/2022	3	OPERATIONS	CALL OUT	Req: 04/14/2022 PENDING			Yes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TOLAND, JOEL B	001517	TOUR 2 BRASS	4/20/2022	1	OPERATIONS	HOLD OVER	Req: 04/14/2022 APPROVED	04/28/2022	ADMIN, O	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TOMITSCH, ROBERT A	001519	0600X1800 TOUR 2	4/21/2022	2.5	OPERATIONS	HOLD OVER	Req: 04/14/2022 APPROVED	04/28/2022	ADMIN, O	No

### 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

The screenshot shows the Orion Admin interface for 'Off-Duty / Special Events'. At the top, there are search filters for Agency Location, Employers, Address, Contacts, and Contract Number. Below these are filters for Start Date (5/1/2022), End Date (8/3/2022), Search Personnel, Watch, and Request ID. There are also checkboxes for 'Active Only', 'Only Open Posts', and 'Hide Schedule Items'. The main part of the interface is a calendar for May - June 2022, showing a grid of days with event overlays. Key events include 'SPRING FESTIVAL PARADE (39)' on May 1st, 'GOVERNOR VISIT (43)' on May 23rd, and 'MILITARY' on May 18th. The calendar also shows regular duty (REG) and rest of duty (RDO) periods.

Employees can sign up for internal overtime assignments using the Overtime Event calendar, which includes an overlay of their schedule to easily determine conflicts or overlaps. Rules such as a maximum OT amount within a pay period, skill requirements, or seniority status can be used as assignment qualifiers.

## 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, call-back rules, and/or tie-breaker rules
- » Track overtime activity for auditing purposes

Contact us today at 866-779-1689.

