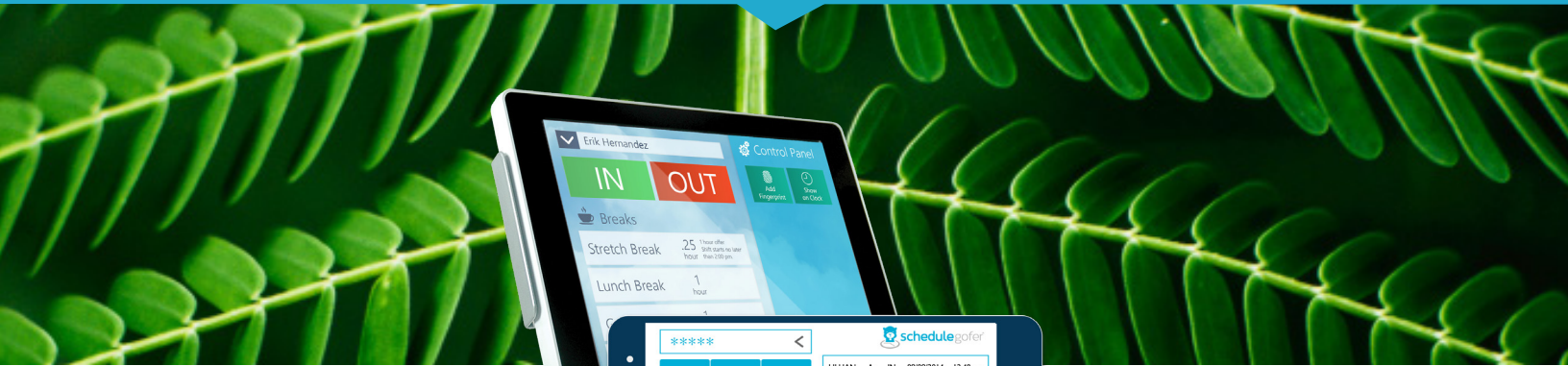


THE ULTIMATE SCHEDULING PLAYGROUND



*Integrate your time clock into
your Point of Sale system*

*Turn any smart phone
device into a time clock*

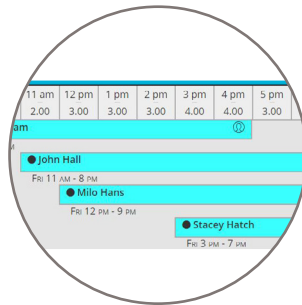
STREAMLINE SCHEDULING

» **Online Schedule Posting** – Avoid calls about schedule inquiries by posting online.

» **Give Management** control over the numbers.

» **Schedule adjustments are immediately sent** to affected employees.

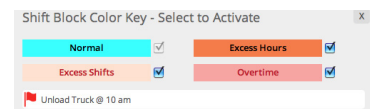
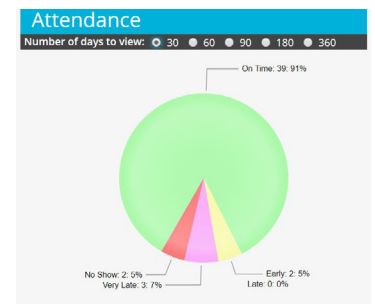
» **GoferMail** – Allow employees to communicate online without giving out their personal information to coworkers.



ADJUST ALERTS

» **Know in real time** who's clocked-in, clocked-out, on break, or late clocking in.

» **Activate Pop-Up Warnings while Scheduling** to alert when boundaries are exceeded: Excess Hours, Excess Shifts, Preference Conflicts. Shift color codes indicate **Excess Hours & Overtime**.



» **Flag Shifts with daily comments.**





MONITOR LABOR COSTS

» **Monitor Schedule Cost** while Scheduling.

» **See Actual Schedule Cost vs Projected Cost.** i.e. Daily, Weekly Monthly.

» **Confine clock-in time to schedule time.** Receive immediate notification of off-schedule clock-ins, early or late clock-ins and schedule overrides.

» **Transfer hours and pay rates directly to payroll via csv.**

Shift Reassignment Box

3 hours, Server
Wed, June 20, 11:00AM - 2:00PM

Offered by: ● Becker, Janet, Janet
Trading \$7.00 for \$6.00/hr
Trading 3 hrs for 0 hrs
Hours After Trade: 6.00 - Shifts: 2
Accepting: ● Babalon, Lacy

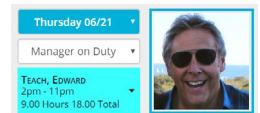
Trade Cost: \$3

✓ Pickup
3 hours - \$6.00/hr
Hours After Trade: 26.00 - Shifts: 9
Trade Cost: \$3 (Savings)

6.00/hr
Hours After Trade: 26.00 - Shifts: 9
Trade Cost: \$3 (Savings)

STAY ORGANIZED

» **Access employee information** everywhere you see their name with a single click.



» **Review past schedules** – Use them to create schedule templates for specific events.

» **Import a past schedule** into the current week.

» **Activate Auto-Adjustments** to Assist with Break Monitoring.

» **View and create schedules in various formats** - e.g., position, bar chart, spreadsheet, each with adjustable settings.

» **Use your Favorite Schedule Creation Format** – View schedules in any format, employee, position, timeline graph, etc. **Poster View** is for printing & posting on a wall.

» **Create Employee Pools** to view or schedule certain groups of employees exclusively such as Front of House, Back of House, Servers, Bartenders, etc.

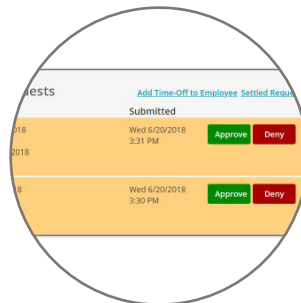
» **Track multiple locations.**

MANAGE REQUESTS EASILY

» **Online Time-Off, Drop & Trade Requests** – Review and approve online. Schedules are immediately updated.

» **Set time-frames** when time-off requests are not allowed.

» **Modify punches and tips** easily from the Hours Report.



Hours Chart					
Position	Type	Date	Punch Time	Paid Hours	
Cashier	In	06-15-2018	16:59:38	3.18	
	Out		20:10:37		
Cashier	In	06-16-2018	20:39:43	1.71	
	Out		22:22:06		
Cashier	In	06-16-2018	16:56:19	3.54	
	Out		20:28:56		
Cashier	In	06-17-2018	20:51:17	1.81	
	Out		22:39:55		
Cashier	In	06-17-2018	15:56:03	6.10	
	Out		22:02:20		
Total:				16.34	

My Schedule					
Date	Start Time	End Time	Location	Position	
Tue 6/19	11:00AM	3:00PM	Square Riggers	Server	
Wed 6/20	4:00PM	9:00PM	Square Riggers	Server	
Thu 6/21	2:00PM	9:00PM	Square Riggers	Server	
Sun 6/24	11:00AM	3:00PM	Square Riggers	Server	
Sun 6/24	4:00PM	9:00PM	Square Riggers	Server	
Mon 6/25	11:00AM	3:00PM	Square Riggers	Server	
Mon 6/25	4:00PM	9:00PM	Square Riggers	Server	