

Altametrics Scheduling:

Managing availability, time off requests, and ensuring labor laws for both minors and adults are taken into account while you create the schedule can be daunting. But, with the Altametrics Scheduler, scheduling your employees can be fast, efficient, and hassle free. It is the quickest way to create the perfect schedule, and gives you and your management team the tools needed to meet your labor budget goals.

1. Schedule Employees Faster than ever before!

The Altametrics Scheduler saves your managers time when creating the schedule. The schedule builder will show all of your employees' availability, time off, to avoid scheduling conflicts. Additionally, the labor forecasting is available directly on the schedule builder so your managers can schedule the appropriate amount of staff to prevent over-scheduling and meet demand.

Auto Scheduling - create the perfect schedule in seconds:

The Automatic Scheduler helps busy managers create their schedules faster than ever before. It takes into account employee availability, assigned positions and the associated skill ratings, labor laws, hours worked, forecasted sales and labor, and the set labor budget to generate a perfect schedule. Our customers love this feature, and have been cutting the time it takes them to create a schedule.

Different Scheduling Views (Day/Week/Month):

Day View:

Your managers can drill down into their schedule to ensure that they have the staff they need throughout the day. In the Day View, management can view the forecasted sales and the forecasted labor coverage in 15 minute increments. This way, they have total control over their scheduling.

Week View:

The Week View is the most common view for creating a schedule. This view gives your managers a broader view of their scheduling metrics. They will be able to see if they are meeting the daily and weekly labor budget. Scheduling with the Week View is the fastest way to schedule with features like: templates, copying previous week's schedule, recurring shifts, standard shifts, labor forecasting, and employee availability.

Month View:

With the Month View, management will be able to get a quick idea of how many shifts their staff members have been assigned. This view will also give you the Scheduled Labor Hours and Scheduled Labor Cost for your site and what was forecasted to evaluate how well your managers are scheduling.

Schedule by Job Codes, Position Skill Ratings, and/or Department:

The Altametrics Scheduler allows you to schedule in various ways to cater to your practices. On the schedule pad, you will immediately know which employees are assigned to which positions and the skill ratings they have been assigned for that position. This way, your more experienced staff can be assigned to the more challenging shifts/sections to ensure customer satisfaction. Another useful tool on the scheduler is the filtering by department. If you have multiple managers who schedule your staff for the various departments, they will be able to filter out the employees who are not assigned to that department. This makes the scheduling faster and prevents cluttered schedule pads.

Cut Labor Costs and Back-Wage Pay

Stay Labor Law Compliant:

The Altametrics Scheduler tracks and enforces all Federal, State, and local labor laws to guide management when creating the schedule. On the schedule pad, managers will see who is scheduled for OT hours, DT hours, whether or not they are in compliance with ACA and Minor laws, and any other labor rule that applies to the location of the site. With these tools, managers will have the power to create the perfect schedule that is in full compliance and will cut your labor costs.

Labor Forecasting:

The Altametrics Scheduler gives you the most advanced labor forecasting algorithms on the market. Our algorithm takes into account upcoming forecasted sales, weather reports, scheduled events, holidays, store location, size of location, seasonality, past performance, and the custom labor matrix. We roll up all of that information and provide you and your management team the data in easily consumable format to make it as useful as possible. The forecasting feature only gets better with time. With this data, management can avoid over-scheduling while scheduling the correct amount of staff to meet your demand. With our forecasting feature we take the guesswork of scheduling to help you cut your labor costs.

2. Easy to Learn, Easy to Use:

Mobile App - Your Schedule on the Go:

With the mobile app, managing a schedule has never been so easy. Our mobile app allows your employees to view their schedules, request time off and availability, offer to swap and pick up shifts, update their contact information, and communicate more effectively. The mobile app also has several customizable notifications that allows your employees to be aware of any schedule changes.

Your manager can now control scheduling changes on the go. Not only will they have access to their own schedule they can manage time off requests, availability changes, shift swaps, pick up shift, and drop shift requests. Anytime they make an update to the schedule all of the appropriate parties will be notified and the changes will automatically be reflected on the schedule.

Real-Time Updates:

With Altametrics Mobile App, your employees will be notified with real time updates. Whenever an employee submits a request, their management will be alerted, and that employee can view the status whenever. When there is any change or update made to the schedule, it will instantly reflect in the posted schedule.

3. Manage & Maintain Your Perfect Schedule

Swap or Drop a Shift / Pick Up an Open Shift:

With the Altametrics Scheduler and mobile app, managers can easily handle changes to the schedule. Employees can request to swap shifts, drop shifts, and pick up shifts using the mobile app.

- Swap Shifts - when an employee is trading their current assigned shift for another employee's shift.
- Drop Shifts - when an employee is unable to work their assigned shift and requests that another employee will cover for him/her.
- Pick Up Shifts - when an employee requests to pick up a shift that has been dropped or a unassigned (house) shift.

Managers will be notified when any request is made and can make a quick decision on whether to approve or deny the request. They will have all of the information they need to make an informed decision on what to choose like: whether or not the employee is assigned to the position, the skill rating for that position, and the hours the employee is already scheduled for

that week. Now, managers can focus on improving the customer experience and less on managing the schedule.

Leave Management and Time Off Requests:

Time off requests are made simple to manage with the mobile app. Employees can request time off directly in the mobile application and will have visibility into their leave accruals. When a time off request is submitted, management will be notified and presented with all of the information they need to make the appropriate decision whether or not to approve the request. Additionally, managers can restrict employees from requesting time off on specific dates like holidays.

Real-Time Availability:

Employees can edit their availability directly in the mobile app. Managers will be notified of the request and prompted to approve or deny it. For example, when an employee has class on certain days, they can adjust their availability to reflect the times they will actually be able to work.

4. Improve Communication:

Broadcast Messaging:

Managers can send important updates to the entire staff using the broadcast messaging feature provided in our scheduler solution. This allows employees to stay connected with what is going on at the restaurant so they are prepared for their shift.

Manager Notes (manager-to-manager communication):

In order to create a successful work environment, managers have to be on the same page as one another. The Manager Note feature allows managers to communicate with each other on what is going on at the restaurant. For example, if a maintenance worker is scheduled to come in next Friday, I can let the management team know when to expect the repairman and any notes about what needs to be fixed.

5. Integrate Your Software:

Integrate your Point-of-Sale, Payroll, HR, and Onboarding software solutions to the Altametrics Scheduler. Share data like labor, sales, guest info, employee info, and employee schedules across the many application you use. With the integration to multiple POS systems, you can enforce clock-in and out times to ensure the perfect schedule you created is followed. Also, you can share your employee information like name, hire date, wage, etc. across the various POS,

payroll, HR, and Onboarding software you use. This will ensure consistency in your employee's profile across any solution you use and lets you avoid data duplication.

6. Reporting:

The Altametrics Scheduler has the most robust reporting tools available.

Daily coverage

Weekly coverage

Audit

Integration List:

List POS (for schedule enforcement)/HR/Onboarding/Payroll

Schedule Employees Faster Online

HotSchedules online scheduling app helps you create schedules faster, approve shift-swaps, and reduce scheduling errors—all with the tap of a button, right from your phone. No matter the size of your operation, HotSchedules gives you the coolest mobile, scheduling tools to manage your workforce the way they want to be managed.

- Use scheduling template to write schedules 75% faster
- Reduce scheduling errors, shortages, and overages
- Employees access and manage their schedules on their phone
- Any schedule changes automatically updates employee schedule
- Get overtime alerts, weather alerts, and forecasting tools
- Eliminate paper and manual scheduling
- Simplify scheduling with drag-and-drop interface
- Keep time-off, PTO, availability and hours, in one centralized spot
- Approve or deny shift transactions in one click
- Enforce clock-ins and reduce time-theft

Ensure They Get The Message With Simple Mobile Communication

Enhance employee communication with mobile messaging features. Making schedule changes? Just text your team. Need a shift covered, right now? Yep, you can do that too. No more bulletin boards, phone calls, sticky notes, lost vacation requests. It's all centralized in the app.

- Text, message, and email groups by department, company-wide, or an individual
- Mobile messaging hub for better communication among team-members
- Mobile access to contact info within app

- Broadcast messages across stores before employees can view their schedules
- Syncs with Google calendar
- Handle shift swaps and schedule changes from your phone
- Make company-wide announcements

Shift Swaps, Emergency Notifications, Schedule Changes Approved From Phone

Changes to the schedule can't be avoided, but with HotSchedules, employees can request to swap, release, and pick-up shifts right from their mobile device. With manager approval, the work schedule and roster are instantly updated. Changing a schedule has never been so easy.

- Release a scheduled shift right from your phone
- Notify others when you want to pick up a shift
- Swap shifts between employees then send to manager for approval
- Any schedule changes automatically update schedule
- Employees are notified right on their app

Employee Compliance Made Simple

Enforce employee punctuality with HotSchedules' Time & Attendance solution, including Mobile WebClock and Integrated Time & Attendance. Your team already does everything from their phones. Now they can clock into work there too.

- Enforce clock-in and clock out times
- Sync your schedule to see actual versus scheduled hours
- Simplify employee time tracking and payroll administration

- Aggregate time card, tip, and break entries and process payroll faster
- Give employees time card transparency through HotSchedules
- Export aggregated time card information to popular third-party payroll vendors

Maintain Consistent Control Over Shift and Labor Costs

Robust reporting helps executives and store-level managers keep an eye on sales and labor budgets. Overtime alerts and reports show who is projected to hit overtime, when they'll hit it, and how much it's going to cost, so that managers can make adjustments that get results.

- Use POS sales and labor data to accurately predict future schedules up to four weeks in advance
- Inventory your labor cost. Analyze your labor spend
- Compare labor cost across multiple locations
- Compare year over year, month over month, and day over day
- Give managers a labor plan instead of a blank check
- View sales and labor from your phone
- Generate forecast templates for different sales levels, then use reports to understand what actually happened and continually improve

Integrate with Your Point-of-Sale (POS)

Integrate labor, sales, guest, and historical data through integrations with multiple POS system integrations. Enforce clock-in/out times and eliminate duplicate schedules. With POS-generated labor and sales data, your employee schedules will be more accurate than ever.

- Integrate labor, sales, guest, and historical data

- Sync/Push HotSchedules to POS and vice versa
- Use historical data to optimize schedules and provide better forecasting
- Enforce clock-in/out times at POS system
- Eliminate duplicate schedules

Add-on HotSchedules Modules Customized Per Store

Looking for something a little more specific? Our modules were the brainchild of restaurant owners and managers just like you. They make things like above-store reporting, meal period planning, and floor maps a heck of a lot easier to manage. [Check out Modules for more details](#)

- Above Store Console: Reporting for above store leadership and executives: View summarized graphical information or drill down to see group or individual location detail.
- Time & Attendance Module: Simplify employee time tracking and payroll administration. Aggregate time card, tip and break entries, and process payroll faster. Give employees time card and payroll history within HotSchedules and export aggregated time card information to popular third-party payroll vendors.
- Affordable Care Advisor: Configure ACA settings and manage full-time, part-time, and new hire statuses. Managers see up-to-date reporting in the scheduler to make efficient and intelligent labor decisions.
- Floor Maps: See a side-by-side view of your floor plan and the roster for each shift. Leverage the Customer Care to create your floor maps for you.

Out With the Old, in With the New

Say goodbye to dry erase boards and printed Excel spreadsheets with scribbled-in names. TSheets scheduling software makes it faster and easier than ever to build and

share schedules with employees, assign jobs and shifts, and keep your workforce in-the-know and running like a well-oiled machine. And the best part? It's TSheets, so you get time tracking and scheduling together, as it should be.

Schedule by Shift

Goodbye staffing problems, hello happier customers! TSheets' scheduling software is fueling a shift-planning revolution.

- Easily copy and edit a previous week's schedule—employees won't see the schedule until it's published!
- Easily create or modify a schedule with drag-and-drop shifts
- Add, edit, or delete scheduled shifts on the go using a mobile device
- Notifications let employees know when a new schedule is published or if a shift is changed

Schedule by Job or Task

Whether you're dropping everything for an emergency call or planning a big project, the quicker you can organize your team the better.

JS John Smith			7:00a–9:00a Painting 536 N Main street					11:00a–4:00p Electrical 923 S Gunderson
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Assign jobs or projects to employees on the go; simply drag and drop the appointment to the new timeslot or edit the job from your mobile device

Easily notify employees of new appointments in real time via text, email, or push notification to their smartphones

Glance at the Who's Working window to see all employees available to take a new job, and their locations on one handy map

Simple to Use

Scheduling saves you time and stress

Creating a schedule can be complex: The average company spends around 8 hours each week on employee scheduling alone. With TSheets Scheduling, you can have a complete schedule in a matter of minutes.

What would you do with an extra 30 hours a month? You're about to find out.

Easy to Edit

Change is inevitable. We make it effortless.

Stop printing a new employee schedule each day or scrambling to notify employees of shift changes. With our scheduling software, employees can see the latest schedule in real time on their [TSheets mobile app](#) and get notifications of any schedule changes. Admins can quickly and easily add, edit, or delete scheduled shifts directly from the mobile app.

Increase Profitability

Take your business to the next level

Streamlined communication, a new standard of accountability, and real-time insight (even on the go) mean fewer mistakes and better coverage. The haphazard shuffle between shifts and jobs is about to turn into a choreographed ballet.

What could better scheduling mean for your business?

Your Schedule on the Go

Insight and accountability in the palm of your hand

On the go? TSheets' scheduling software goes with you and your employees. You'll see who's clocked in, where your employees are located through GPS tracking, and what they're working on—all in real-time, from the palm of your hand. Employees in the field can clock into assigned shifts or jobs from the mobile devices they already use, and receive alerts through text, email, or push notifications whenever the schedule changes or new assignments are made.

Always in Sync

Customizable alerts and calendar integrations

TSheets' customizable notification system alerts employees whenever a shift they're on is changed, added, dropped, or about to begin—with the assigned job code already populated. Alerts also notify managers when employees haven't clocked in for a scheduled shift, and everything can be synced with Apple iCal, Microsoft Outlook or Google Calendar.

Improve Communication

Staying on the same page is easy now

Eliminate confusion and excuses about not knowing the schedule. Now employees see all schedule changes as soon as they're published, and because TSheets offers time tracking and scheduling in a single solution, they'll get handy alerts reminding them to clock in and out of shifts. Assign an address or location to a job or shift so employees always know exactly where they need to be.

Time Tracking & Scheduling, Better Together

A single solution for scheduling and time tracking

Now employees can track their time and view their schedule in one convenient app.

With the [Who's Working](#) feature, you'll be able to see who's on the clock and where they're located through [GPS tracking](#). And if an employee doesn't clock in for a shift or job as scheduled? You'll be notified immediately!

Schedule From Phone or Desktop

Your job goes beyond your desk. So should your employee scheduling software.

[Employee scheduling apps for iPhone and Android](#) help you and your employees manage the schedule while on the go.

Build an Entire Week's

Schedule in Minutes

(Save Hours Every Week)

- Start with a template instead of from scratch
- Drag and drop shifts
- Instantly see who is available and qualified

Share the Schedule With

Everyone in One Click

- Click publish and employees get notified instantly
- No more calls to you to ask about the schedule
- Absentees reduce by 25% on average

Handle Changes and

Replacements Instantly

During the Week

- Handle changes on your phone or computer
- Select qualified employees and click send
- Qualified employee can fill the position in a click.

Minimal Data Entry

Add and invite your employees in seconds. We'll send your employees an invite via text and email as soon as you add them.

Mobility with 24/7 Access

Staff stay connected to their work schedules 24/7 with text message alerts, [mobile scheduling apps](#) and email notifications.

Online Schedule Maker

When I Work's schedule maker is web based, so you don't need to worry about installation. Just open your web browser and access the schedule, fuss-free.

Fill Shifts in 30 Seconds

Quickly find qualified and eligible staff to cover a shift at the last minute. Just click the shift that needs to be filled, select the employees you want to offer it to and click 'send'. Everyone you selected will receive a mobile alert and email about the available shift. The first person to reply and confirm gets it.

Qualified & Eligible

When you request a replacement using "Shift Replace", only qualified and eligible employees are presented. Select the employees you want to offer the shift to and you're done. Everyone gets a text message, mobile alert and/or email asking them to cover the shift. Scheduling your staff has never been easier.

Find Replacements On-the-go

Use the mobile employee scheduling app to find replacements on the go. As soon as you get a text or call from someone that can't make their shift, open the When I Work app and notify all eligible and available employees in less than 30 seconds.

Incredibly Easy-to-Use Staff Scheduling Software

Our online scheduler is incredibly easy-to-use and easy-to-learn. View the entire week's schedule, and move shifts easily from person-to-person, day-to-day, until you are completely satisfied with the schedule. You can even save schedule templates, which make it even easier to get your work schedule started and finished.

Avoid Schedule Conflicts

Make your schedule run smoother by viewing each employee's availability and preferences as you build the schedule.

Choose Your View

Click to view the entire schedule, or quickly filter by position or location, so you never get lost in details again.

See Who's Working Now

Quickly see which employees are scheduled. The Dashboard gives you a snapshot of what's happening with your schedule right now.

Quickly Find Replacements

When you need to fill an open shift fast, send out a shift alert via email and text message to all qualified and available staff.

Time-Off, Availability & Human Resource Management

With When I Work's exclusive communication tools, you will always know which employees are available, and your staff can rest-assured that their availability and time-off requests are up-to-date. Our 2-way text messaging service allows for direct response approvals to time-off requests. For example, when an employee requests a day off, managers receive a text message and can approve or cancel the request with a simple reply. Our staff communication tools also include TeamTxt™, which allows managers to communicate with groups of employees via text message.

Up-To-Date Staff Availability

When I Work allows each staff member to input and manage their own availability. Once they update their availability, that information is automatically added to the schedule, and used to help determine qualified and available staff while you schedule.

Easy Vacation & Leave Management

Employees can make vacation and time-off requests directly from their mobile phones or PCs. Managers are alerted via text message and email for approval. Employees are automatically alerted when their request is approved, and the schedule is instantly updated.

Make Staff Communication Easy, Fast, and Reliable.

Communicating with staff can be time-consuming and unreliable. Finding a replacement, filling an open shift or even just letting everyone know about the staff meeting tomorrow can be a challenge. With When I Work's group email and TeamTxt™ service, you can communicate with your staff in one click. There are also powerful email and text message alert mechanisms in place to ensure everyone knows where they need to be and when.

Group Email Service

Our group email service, which is included in all of our plans, allows you to communicate with staff anytime via your desktop or mobile phone.

TeamTxt™ Custom Texting

When I Work integrates exclusively with TeamTxt™, a group texting tool that allows you to easily send custom text messages to your staff.

[TEAMTXT™](#)

Instant group text messaging to ANY phone

Employees are more likely to check text messages than email. Target the entire staff with a single, custom written text!

TeamTxt expands on our 2-way text message service, which is included in all of our plans. To send group text messages, simply purchase TeamTxt credits as you need them. Credits cost as little as 3¢ each, and 1 credit translates to 1 text message to 1 employee. Currently, TeamTxt is only available in the United States.

Flexible Bulk Texting

Broadcast a text to everyone at once. With TeamTxt™, you're one click away from instant communication with your staff. Urgent, important or timely messages are delivered instantly so there's never any delay.

Manager-to-Manager Communication

TeamTxt™ is also a great way for managers to communicate among each other before, after, or between shifts. It's a reliable way to let tomorrow's manager know what happened during today's activities.

Self-Scheduling with Open Shifts

Empower your employees by letting them self-schedule with 'Open Shifts.' Managers simply create an open shift, and employees are alerted via text message and email. Claiming shifts requires just a quick text message reply, then managers are notified and the schedule is automatically updated in real-time. Learn more about how our 2-way text messaging service simplifies schedule management.

Take an Open Shift

Staff members receive open shift details via their computer or mobile phone. Employee will only see the open shifts they're qualified and available for.

Manage Open Shifts with Ease

Easily monitor your open shifts within the schedule. Alert staff about open shifts via text message and assign open shift eligibility to specific employees.

Shift Trades & Drops

Save time and energy by letting your most qualified and trusted employees make approval-required changes to the work schedule through Shift Trades & Drops. By giving your employees the ability to drop or trade shifts using When I Work, you can be sure that shifts will never be left unfilled.

You can finally rest easy because you no longer need to worry about all the frustrating employee scheduling issues that used to take up too much of your time—like dealing with no-shows or having to scramble to find last-minute replacements for unexpected open shifts

Swap or Drop Shifts

Employees can easily ask coworkers to trade shifts. From their mobile phone, they find their shift and tap "Trade". When I Work then presents them with coworkers that are eligible and qualified to work the shift. Before their workers see the shift offer, approval by management is required.

Automate Shift Trading

Shift trading and shift dropping can be initiated anytime, anywhere. When I Work ensures that only qualified and available employees have access to shift trades and drops. Managers and employees are instantly alerted by text message or email when the shift trade is completed.

Cover All Your Shifts with Schedule Templates

Creating the perfect schedule is an acquired talent. Some schedules work really well, while others don't quite do the trick. With When I Work's Schedule Templates, you can apply your knowledge to new schedules by copying past schedules that have worked well for you.

Track Payroll Expenses & Budget Better

The Scheduler provides detailed resource and budget management information. Easily track personnel by position, hours, or payroll expenses. In one click see your payroll forecast and overtime expenses.

Export Payroll

Quickly see if your schedule aligns with your expected payroll expenses. Use our schedule/payroll export option to get a look at total hours, wages and expected payroll expenses.

Reduce Overtime

Make more informed decisions while scheduling. If an employee is scheduled to work over their budgeted hours, the Scheduler will instantly alert you next to that employee's name.

Multiple Units? No Problem.

The Scheduler lets you switch between locations as you create the schedule, allowing you keep each of the schedules you manage entirely separate from one another. You can even share employees between locations, and at a glance see who's available when and where.

Schedule Departments

Use Locations as departments, and setup an independent schedule for each department. Add Supervisors to each Location to provide users unique access to the schedule.

Include Addresses

For each Location you create, add an address for additional convenience. When I Work automatically integrates with Google Maps to provide quick links for directions and a map.

Off-site Scheduling

If you need to schedule employees for off-site shifts, setup 'Sites' and assign staff at specific job-sites or addresses. This allows your staff to stay mobile and quickly see where their next shift is from their mobile phone.

Event Scheduling

Use Sites to schedule staff by-the-project. Setup a project as a 'Site,' then assign staff to a shift, and tag that shift to the project you want the employee to focus on.

Project Scheduling

Use Sites to schedule staff by-the-project. Setup a project as a 'Site,' then assign staff to a shift, and tag that shift to the project you want the employee to focus on.

Sync with Google, Outlook or iCal

Not only can employees view their work schedules online via When I Work, but they also have the flexibility of syncing it with their favorite online calendar app — such as [Google Calendar](#), [Outlook](#), [iCal](#), [Thunderbird](#), etc. Viewing their schedules alongside personal responsibilities helps keep your staff organized, and aware of any possible conflicts between responsibilities.

Spend More Time Growing Your Business

Save an average of 8 hours per week on employee scheduling and attendance.
Spend more time working to grow your business and less time fighting fires.

Increase Employee Accountability

Send employees instant updates so they never have to ask when they work.
Reduce employee no-shows and improve accountability across your team by 25%

Handle Changes with Ease

Never worry about keeping track of random time-off and shift change requests.
Stop rebuilding schedules by reviewing and approving employee requests in real-time.

