

Scheduling Employees

About this program

Guia International offers three Employee schedulers:

This program, "**Scheduling Employees**", was developed for those institutions that want keep an eye on the bottom line, time and labor costs as they schedule. Scheduling is done by dragging the mouse to enter working start and stop times.

- Our other applications are "**Employee Scheduling Assistant**" and "**Universal Resource Scheduler**" and are available from our website, www.workschedules.com

This program, **Scheduling Employees**, is widely used in restaurants and other businesses. The application is designed for managers to schedule personnel resources while monitoring the time and wages as the scheduling process progresses. Daily activities may be detailed by assigning Daytypes. If your operation is 24 hours a day, you may have a cutoff that is not at midnight. You can specify the hours between which you wish to accumulate totals.

A graph will display the time and wage distribution for a 24 hour period for each hour and the number of employees scheduled for every 15 Minutes. You may specify the hours to use for the scheduling and statistical totals.

The scheduling function needs a Department with Employees to begin scheduling. Schedule one week at a time. The application is divided in two parts:

The Opening Screen: contains functions related to the application, Departments and Employees.



- **The Main Editor:** Contains the main scheduling screen and schedule printing functions.

Options

From the Opening Screen, select **Options**.

Options

Flag Employees

Flag Employees under the age of **16**

Holiday Pay

Calculate Holiday Pay? ☒ **Holiday**

Default Time bar color

Clock preference

☒ Use 12 Hour clock
☐ Use 24 Hour clock

Time format preference

☒ Hours and minutes
☐ Hours and hundreds

Help
Cancel
Save settings

From this menu you can:

- Set age to flag under-age employees
- Turn on or off Holiday Pay, as well as set holidays for the year
- Set the default time bar color
- Set a 12 or 24 hour clock
- Change the time format to read hours and minutes (8:30= eight hours and 30 minutes) or hours and hundreds (8.50= eight hours and 30 minutes)

****Note:** Options on this screen affect all departments.

Equipment needed

You will need;

- A Windows-based PC
- At least one fixed (hard) disk.
- Microsoft Windows/XP or later.
- A mouse or pointing device must be attached.
- A Super VGA Monitor or higher display.
- A WINDOWS compatible printer to print reports and schedules.

Frequently Asked Questions

How do I start scheduling my employees?

Scheduling Employees comes installed with an "Example Department," which can allow you to explore the application. To start scheduling your employees, you need to first set up a new Department, and enter Employees to that new Department:

- *Use the menu item "Departments," then select "Add new Department" and fill in the form.*
- *After saving the Department information, select "Employees" to add new employees to the new department.*
- *Now when you click on the "Schedule employees" button the Editor will appear, ready for you to start scheduling.*

What is the difference between a Single and a Site License registration?

- *Single Registration- You may install one copy of Scheduling Employees 4.0 on to one registered location using the unique registration code from Guia International Corporation. You may install one additional copy of Scheduling Employees onto one internal computer system for 'private use' (i.e., a personal laptop for scheduling at home).*
- *Site License Registration- grants you permission to use Scheduling Employees 4.0 on a network on a single site (one physical location), with an unlimited number of end users. This type of license (using a distinctive Site License Registration code) allows you to copy and use the software on multiple computers at one site and is more expensive than purchasing a single copy but less expensive than purchasing a copy for each computer at the site.*

My computer has crashed. How do I reinstall Scheduling Employees onto a new computer?

- *Go to our website, www.workschedules.com, and download the 30 Day Free Trial of Scheduling Employees 4.0.*
- *To unlock the Free Trial, you will need to enter your registration code. To access your registration code, go to our website, www.workschedules.com, and sign in using you username and password. If you have lost or forgotten your username, please contact us. If you have lost or forgotten your password, click on "Forgot Password?" link and follow the prompts to reset your password. Go to My Account, then My Orders. Your registration code should be listed alongside the record of your order. If you have trouble finding your code, please contact us.*

How do I change the first day of the work week?

- *From the opening screen, select "Departments" then "Change Department settings".*
- *Set the new first day of the week and save.*

I run a 24 hour business and my cutoff is at 3am, can I get my totals and Editor hours to reflect that?

- *From the opening screen, select "Departments" then "Change Department settings".*
- *From "Calculate Daily Statistics," Select 3:00 am from the dropdown menu. You may set the 24 hour clock to begin at any time between midnight and 8:00 am*

I finished last week 's schedule. This week, the schedule is almost the same. How can I copy the entire week and just make changes?

- *In the Editor, go to the week you wish to copy (in this example, last week's schedule).*
- *From the menu at the top of the screen, select "Schedules" then "Save current week as..."*
- *A pop up calendar will appear where you can select a week you wish to "save as."*
- *Go to the week you wish to copy to (In this example, this week's schedule)*
- *From the menu at the top of the screen, select "Schedules" then "Load week schedule."*
- *A pop up calendar will appear where you can select the week to copy from (In this example, last week) and the schedule will appear, ready to be edited*

Can I copy just one day? I just finished the schedule for Tuesday. Wednesday is almost the same, with some minor changes.

- *To copy Tuesday into Wednesday, select Wednesday in the Editor (*note* the day you wish to copy to, in this case Wednesday, must be blank*
- *Click "Copy" on the menu at the top of the screen and select "Tuesday".*
- *Tuesday's schedule will copy to Wednesday*

I would like to schedule at home, or my laptop, but my copy of Scheduling Employees is on my work computer. Can this be done?

- *Yes, even if you have purchased a Single Registration copy of Scheduling Employees, you may install one additional copy of Scheduling Employees onto*

another computer system for 'private use' (i.e., a personal laptop for scheduling at home).

- To transfer your data from your work computer to your home computer or laptop, and vice versa:
 - From the computer you wish to copy schedules from, go to **File**, then **Backup database**
 - Save the file to a [CD-RW](#) or [USB drive](#) (sew.bak)
 - On the computer you wish to transfer your schedules, make sure you have installed the latest version of [Scheduling Employees](#). Insert your [CD-RW](#) or [USB Drive](#). From the Opening Screen, go to **File**, then **Restore Database**
 - Select the file you had saved (sew.bak) to load your database

Program License Agreement

A "Single registration".

A single registration allows one install on one system or workstation.

Exception: If a you have this program installed at work and take the database home to do scheduling, only a single registration is needed.

A "Site license".

A site license covers a single organization in one mailing address (building complex). If you buy a site license, you may use the program in an unlimited number of your company's computers within this area. Site license is very cost-effective if you have more then two computers. Any external installs need an additional single registration.

Conditional use

Read the following terms and conditions before using the program. By using or accepting this program, you indicate that you accept the terms and conditions set forth bellow.

Guia International Corp. provides this program and licenses its use. You assume responsibility for the selection of these programs to achieve your intended results, and for the installation, use and results obtained from the programs.

Limited warranty

The programs are provided without warranty either expressed or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. In no event, will Guia International Corp. be liable to you for any damages, including any lost profits, lost savings or other lost incidental or consequential damages arising out of the use or inability to use such programs even if Guia International Corp. or any of its agents or dealers had been advised of the possibility of such damages. You acknowledge that you have read this agreement, understand it and agree to be bound by its terms and conditions.

04-07/12

Compacting the Database

It is recommended that you compact the database once a week

Employee

In order to start scheduling, you will need to enter at least one Employee's last name. By selecting **Employees (or other name you designate in the Department Settings) on the Opening Screen, you can....

- Add and/or Change Employee information (see "Changing Employee Record")
- Delete an Employee
- Transfer Employees between Departments(if you have more than one Department)
- Print selected Employee information
- Show upcoming Birthday and Anniversaries
- Check for Employee Interdepartmental Conflict (if you have an employee who works in more than one Department)

Adding/Changing Employee Record

Go to **Employees** (or other name designated), then **Change *** Department Employee Record**

Example department: Change Employee record

Last name	First name	I.D.	Assignmt.	Pay	Pay rate	Status
Binas	Guia	53472	Server	\$7.90	☒ Hourly rate ☐ Weekly salary	☒ Active ☐ Inactive
Street	City	State	Zip			
4235 Red Square	Old City	NN	53422			
Hire date	Birth date	Phone	Emerg. Phone	Cell phone	Soc. Sec. Nbr	Labor type
3-Feb-1989	5-Feb-1979	435-3547	453-4645		123-45-6789	☒ Full- time ☐ Part- time ☐ Student ☐ Other
Email	Editor time bar color for this Employee					
guia@workschedules.com						
Comments	Is trained to work as a server, cashier or cook				Max Pay	\$15.00
Evening Pay		Weekend Pay		Holiday Pay		Overtime Pay
☒ On Incremental Pay \$5.00 ☐ Off		☒ On Incremental Pay \$2.00 ☐ Off		☒ On Incremental Pay \$3.00 ☐ Off		☒ On Incremental Pay \$4.00 ☐ Off
Use the mouse to enter the times that the Employee is NOT available for work.						
Preferred Day(s)	M 1a 2a 3a 4a 5a 6a 7a 8a 9a 10a 11a 12 1p 2p 3p 4p 5p 6p 7p 8p 9p 10p 11p M					
Off						
☒ Sun						
☒ Mon						
☐ Tue						
☐ Wed						
☐ Thu						
☐ Fri						
☒ Sat						
Dates Off Previous Employee Next Employee Help Exit Save						

From the Employee Record screen, you can:

- Edit Employee personal information

- Set the Employee as Active or Inactive
- Set the Labor Type (Full time, Part time, Student, Other)
- Set the Time Bar color (What color appears for each employee as you click and drag to schedule)
- Turn on/off Evening, Weekend, Holiday and Overtime Pay
- Set salary or hourly base pay rate, and incremental rates for Evening, Weekend, Holiday and Overtime, including a maximum hourly pay rate for each employee
- Set preferred days off for this Employee. When these boxes are ticked, the letter "P" will appear in the Main Editor to the right of the Employee's name when you select the "Availability" button (or F4) at the bottom of the screen on the day(s) selected
- Click and drag the times when the Employee is **not** available to work. When you select the "Availability" button (or F4) in the Main Editor, the time bar will be highlighted by red bars, indicating that the Employee is not available during that time
- Select specific dates off for each employee. When you select the "Availability" button (or F4) in the Main Editor, the letter "R" will appear to the right of the Employee's name on the days selected

Employee Availability

From the Opening Screen, go to **Employees** (or other name designated), **Change *** Department Employee Record**

At the bottom of the screen, click and drag the red time bars to indicate what time the Employee is **NOT** available to work.

Use the mouse to enter the times that the Employee is **NOT** available for work.

Preferred Day(s) Off

1a 2a 3a 4a 5a 6a 7a 8a 9a 10a 11a 12 1p 2p 3p 4p 5p 6p 7p 8p 9p 10p 11p M

☒ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☒ Sat

[Dates Off](#) [Previous Employee](#) [Next Employee](#) [Help](#) [Exit](#) [Save](#)

In the Main Editor, the Availability button is located at the bottom of the screen (you may also use the F4 key) [Availability F4](#)

Clicking on this button will allow you to see Employee Availability, as well as Preferred and Requested Days Off: The highlighted time bar looks like this:



You will still be able to schedule hours on highlighted time bars. These highlights are advisory only.

Active and Inactive employees

Go to Employee, then **Add** or **Change Employee Record**:

Example department: Change Employee record

Last name	First name	I.D.	Assignmt.	Pay	Pay rate	Status
Binas	Guia	53472	Server	\$7.90	☒ Hourly rate ☐ Weekly salary	☒ Active ☐ Inactive
Street	City	State	Zip			
4235 Red Square	Old City	NN	53422			
Hire date	Birth date	Phone	Emerg. Phone	Cell phone	Soc. Sec. Nbr	Labor type
3-Feb-1989	5-Feb-1979	435-3547	453-4645		123-45-6789	☒ Full-time ☐ Part-time ☐ Student ☐ Other
Email	Editor time bar color for this Employee					
Comments						Max Pay
						\$15.00
Evening Pay		Weekend Pay		Holiday Pay		Overtime Pay
☒ On ☐ Off	Incremental Pay \$5.00	☒ On ☐ Off	Incremental Pay \$2.00	☒ On ☐ Off	Incremental Pay \$3.00	☒ On ☐ Off
						Incremental Pay \$4.00

Sometimes employees do not work for an extended period but are expected to return to work in the future.

By selecting **Inactive**, the employee will not appear in the editors and schedules but are included statistics between dates. If you need information between dates, it is recommended that you mark the employee as Inactive rather than deleting the employee from the database.

Employee's Birthdays and Anniversaries

You can list upcoming Birthday and Anniversaries of employees for a specified number of days. For this option to work, the Employee hiring date and date of birth must be filled in. Select **Employees** and **Birthdays and Anniversaries** on the Menu of the opening screen.



Birthdays and Anniversaries

Show Employees

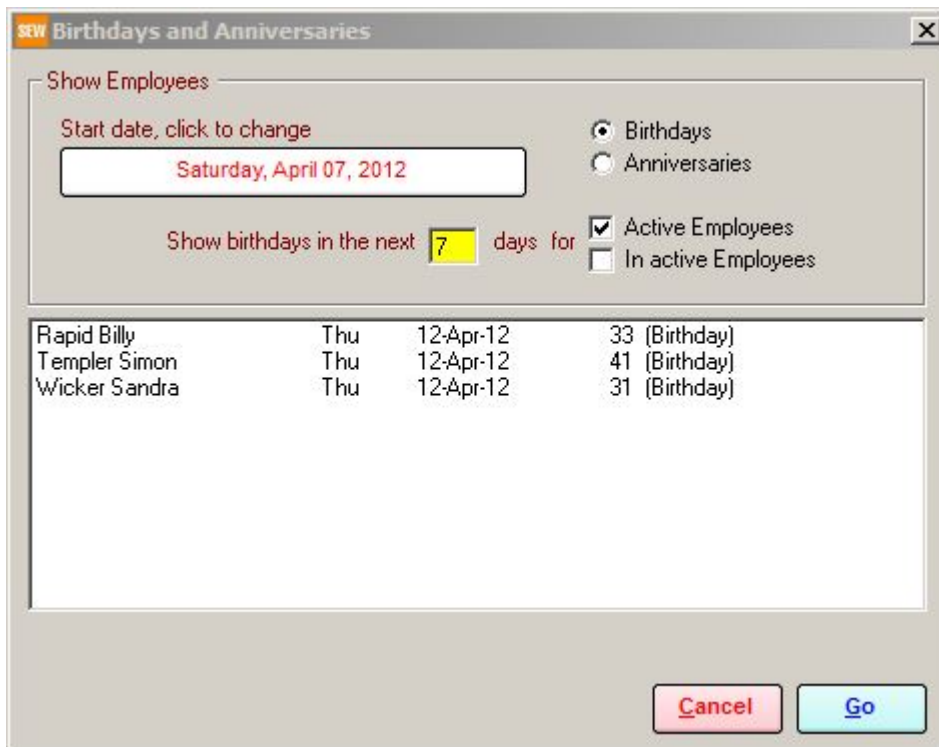
Start date, click to change
Saturday, April 07, 2012

Show birthdays in the next **7** days for

☒ Birthdays
☐ Anniversaries

☒ Active Employees
☐ In active Employees

Cancel **Go**



Birthdays and Anniversaries

Show Employees

Start date, click to change
Saturday, April 07, 2012

Show birthdays in the next **7** days for

☒ Birthdays
☐ Anniversaries

☒ Active Employees
☐ In active Employees

Rapid Billy	Thu	12-Apr-12	33 (Birthday)
Templer Simon	Thu	12-Apr-12	41 (Birthday)
Wicker Sandra	Thu	12-Apr-12	31 (Birthday)

Cancel **Go**

Printing Employee information

From the Opening Screen, select **Reports**, then **Print Employee Information for Selected Departments**. Select the options you wish to include in the report:

The screenshot shows a 'Report preparation' dialog box with the following sections:

- Print only:** A list of fields with checkboxes. The checked fields are: ID, Address, Email, Labor type, Emergency phone, Active/Inactive, Assignment, Birth date, Hire date, Wages/Salary, and Comments. The unchecked fields are: Phone number and Cell phone.
- Listing order:** A list of fields with radio buttons. The selected field is 'Last name'. The other options are: First name, Employee ID, Assignment, Birth date, and Hired date.
- Print:** A section with checkboxes for 'Active Employees' and 'Inactive Employees', both of which are checked.

At the bottom of the dialog box are three buttons: 'Cancel' (pink), 'Print preview' (yellow), and 'Print' (blue).

You may Print Preview or Print:

Example department, as of: 29-Mar-12

Anzovino, Bob	ID:21334 Manager HD:12/3/1991	2314 Front Street, Upper City, NN 41311 Full time Active	Salary:700.00	EPh.342-4732	BD:1/
Atwill, Medelyn	ID:41999 Cashier HD:2/4/1991	4231 Coulter Avenue, Big City, NN 42314 Full time Active	Wages: 12.44	EPh.243-3521	BD:6/
Bales, Ann	ID:82311 Server HD:1/12/1989	3425 Lower Street, Upper City, NN 43422 Full time Active	Wages: 7.25	EPh.234-3411	BD:12/
	Comments: Ann can not work on Sundays				
Binas, Guia	ID:53472 Server HD:2/3/1989	4235 Red Square, Old City, NN 53422 Full time Active	Wages: 7.90	EPh.453-4645	guia@work BD:2/
	Comments: Is trained to work as a server, cashier or cook				
Bunker, Archie	ID:54233 Washer HD:2/4/1991	3425 Easy Street, Brooklyn, NY 38200 Full time Active	Wages: 7.44	EPh.342-4566	BD:12/
Cooper, Winnie	ID:4322 Server HD:12/22/1993	4352 Over Street, No City, NE 34201 Full time Active	Wages: 6.88	EPh.342-4422	BD:2/
Diesel, Darlene	ID:65112 Cook HD:3/6/1992	543 Brickel Avenue, Big City, FF 43252 Full time Active	Wages: 10.44	EPh.342-5342	BD:6/
Donut, Dunken	ID:62311 Server	4231 Bottom Street, Upper City, NN 52416 Full time Active	Wages: 7.88	EPh.282-6152	BD:7/

At the bottom of the screen, click the box to the left of the days of the week on which the Employee prefers **NOT** to be scheduled:

If there are specific dates which the Employee requests not to be scheduled, click on the **Dates Off** button.

If there are specific dates which the Employee requests not to be scheduled, click on the **Dates Off** button.

Select Days Off

Days Off for: Guia Binas - Server - 53472

<<
2012
>>

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Cancel

Save

The highlighted dates are the selected/requested dates off.

To view which days are Preferred or Requested Off in the Main Editor, click the **Availability** button at the bottom of the screen (or the F4 button)

Binas Guia	P	6:00
Bunker Archie	R	6:00

To the right of the Employee name, either a P (For Preferred Day Off) or an R (For Requested Day Off) will appear, indicating the Employee's preference.

Employee Statistics between Dates

If you wish to see a report on the department's scheduled time between two dates, click **Reports** on the Opening Screen, then **Print *** Department Statistics between Two Dates**.

SEW Employee statistics between Sunday, April 01, 2012 and Monday, April 30, 2012										
	Wages hours	Salary hours	Vacation days	Wages and Salary hours by day of week						
				Sun	Mon	Tue	Wed	Thu	Fri	Sat
Anzovino Bob	:00	8:00		0:00	0:00	8:00	0:00	0:00	0:00	0:00
Atwill Medelyn	126:00	:00		18:00	18:30	17:30	18:00	18:00	18:00	18:00
Bales Ann	126:00	:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00
Binas Guia	3:00	:00		3:00	0:00	0:00	0:00	0:00	0:00	0:00
Bunker Archie	:00	:00	4	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Cooper Winnie	11:45	:00		0:00	4:30	2:15	0:00	5:00	0:00	0:00
Diesel Darlene	126:00	:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00
Donut Dunken	126:00	:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00
Foster Judy	:00	:00		0:00	0:00	0:00	0:00	0:00	0:00	0:00
Gump Forrest	126:00	:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00
Hogan Ben	126:00	:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00
Hummer Susan	:00	:00		0:00	0:00	0:00	0:00	0:00	0:00	0:00
La Brie Jef	126:00	:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00
Peters Pam	:00	:00		0:00	0:00	0:00	0:00	0:00	0:00	0:00
Rapid Billy	126:00	:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00
Reed Ronda	126:00	:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00
Ryan Maggy	:00	:00		0:00	0:00	0:00	0:00	0:00	0:00	0:00
Santa Ed	126:00	:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00
Templer Simon	:00	:00		0:00	0:00	0:00	0:00	0:00	0:00	0:00
Terpstra Fred	126:00	:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00
Van Dalen Piet	126:00	:00		18:00	18:00	18:00	18:00	18:00	18:00	18:00
Totals	1526:45	8:00	4	219:00	221:00	225:45	216:00	221:00	216:00	216:00
Averages				8:45	8:45	9:00	8:45	8:45	8:45	8:45

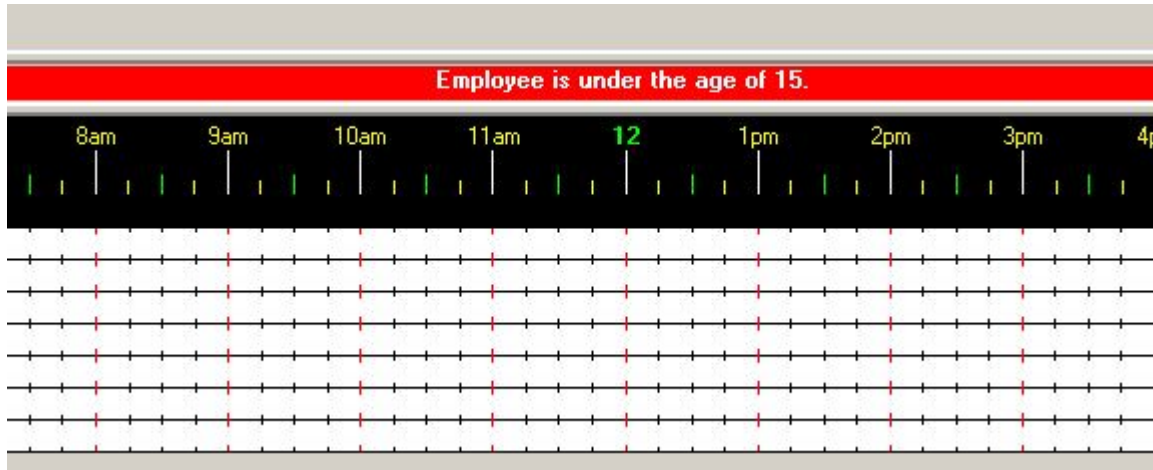
Information displayed does not include Employees deleted during the period.

[To Excel](#)
[Cancel](#)
[Print](#)

A preview will display first, and a copy can be printed, or exported to Excel. Information for Wages and Salaries are shown separately and are broken down by the days of the week.

Flagging Under-age Employees

Most governments place limitations on those employees whom are below a lawful age. Under **Options** on the opening screen, you may set the employee age.



In the employee's Week Individual Editor, a warning flag will advise the scheduler if the currently displayed employee is below that age, based on the current system date and the date of birth in the Employee Record.

Export files

Scheduling Employees utilizes an export function compatible with a payroll interface designed by [Integrated Design](#). From the Opening Screen, go to **File**, then **Export file**:

The screenshot shows the 'Export a schedule' window in the TimeBank software. The window has a title bar 'Export a schedule' and a logo for TimeBank with the tagline 'Your Interface of Choice'. Below the logo, it says 'Used by ADP and others.....'. On the right, there is a 'Help' button. The main area is divided into two sections. The left section is titled 'Dates' and has a 'First day' field showing 'Sunday, April 01, 2012'. The right section is titled 'Select Departments to export' and has three checkboxes: 'Cashiers' (checked), 'Example department' (unchecked), and 'Servers' (unchecked). In the center, there is a 'Select date' dialog box showing a calendar for April 2012. The calendar has days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1-30). The date '30' is highlighted. Below the calendar, there is a dropdown menu showing 'April', a '<<' button, the year '2012', a '>>' button, and an 'Ok' button. At the bottom of the dialog box, there is a text field showing 'Monday, April 30, 2012'. At the bottom of the main window, there are two buttons: 'Cancel' and 'Show schedules'.

Select the date range, and the departments to export, then select **Show schedules**:

Export a schedule



Used by and others.....

Help

List of selected Departments

Dates

First day

Last day

Sunday, April 01, 2012

Monday, April 30, 2012

Servers

E	Employee name	ID	Department	Date	From	To	For
S	Anzovino Bob	21334	Example department	Fri 06-Apr-12	Midn.	1:00am	1:00
S				Tue 10-Apr-12	9:00am	5:00pm	8:00
W	Atwill Medelyn	41999	Example department	Sun 01-Apr-12	10:00am	1:00pm	3:00
W				Mon 02-Apr-12	10:00am	1:00pm	3:00
W				Tue 03-Apr-12	10:00am	1:00pm	3:00
W				Wed 04-Apr-12	10:00am	1:00pm	3:00
W				Thu 05-Apr-12	10:00am	1:00pm	3:00
W				Fri 06-Apr-12	Midn.	1:00am	1:00
W				Fri 06-Apr-12	10:00am	1:00pm	3:00
W				Sat 07-Apr-12	10:00am	1:00pm	3:00
W				Sun 08-Apr-12	6:00am	Noon	6:00
W				Mon 09-Apr-12	6:00am	Noon	6:00
W				Mon 09-Apr-12	11:30pm	Midn.	0:30
W				Tue 10-Apr-12	Midn.	5:30am	5:30
W				Wed 11-Apr-12	6:00am	Noon	6:00
W				Thu 12-Apr-12	6:00am	Noon	6:00
W				Fri 13-Apr-12	6:00am	Noon	6:00

Select any line on the grid to edit.

Cancel

Start a new Export file

☒ Use default file name >>> 040112 to 043012.txt

Export to file....

Export a schedule



Used by  and others.....

Help

List of selected Departments

Servers

Dates

First day

Sunday, April 01, 2012

Last day

Monday, April 30, 2012

Review Employee start and stop times

Full name

Guia Binas

ID

53472

Schedule date

Sun 01-Apr-12

Start time

6:00am

Stop time

7:00am

For

1:00 Hrs:Min

Edit variables for this start and stop times

Labor account 1

Example department

Labor account 2

Labor account 3

Schedule code

Pay code

Group code

Hourly wages

Shift code

Alternate rule

Store and return to grid

Select any line on the grid to edit.

Start a new Export file

☒ Use default file name >>> 040112 to 043012.bt

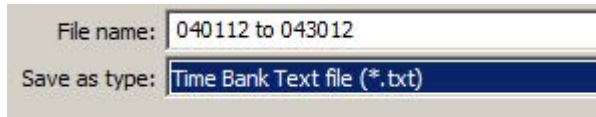
Cancel

Export to file....

- Labor account 1/2/3: These fields may represent any labor account field such as facility, department cost center, job code, etc. By default, the " Labor Account 1" text box contains the Department name for the current start and stop time
- Schedule code/Pay Code: Either the Schedule Code or the Pay Code is required if transferring non-working time as scheduled pay codes to the time system. The Schedule code field could be used for special types of schedules, such as "on call" schedules.
- Group code: This code is used for specific logic for certain groups of Employees. By default, "Group Code" is named either "Salaried" or "Hourly wages".
- Shift Code: If a start time is not available, this field can be used to create start times based on shifts

- Alternate rule: Specifically used for [eTime 1000](#) to identify the alternate work rules associated with an Employee's hours.

Once you are finished with your entries, select **Store and return to grid**. When you are ready to export, select **Export to File**:



File name: 040112 to 043012

Save as type: Time Bank Text file (*.txt)

This File can be sent to your payroll provider, or modified in [Microsoft Excel](#).

Check with your Payroll provider for more details.

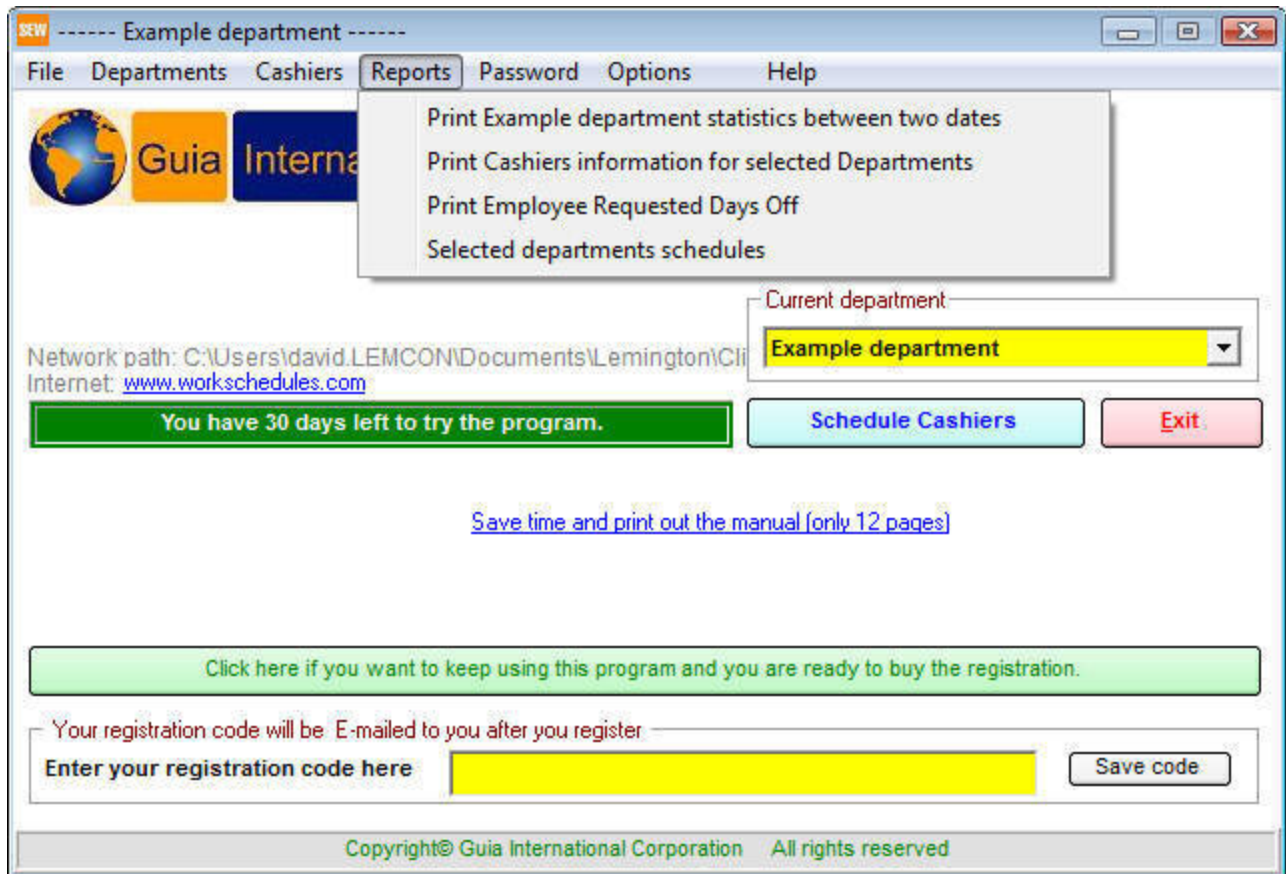
****Note: The Export file is a text file with 16 fields for each start and stop time. Each field is delimited by a "|" (ASCII 124). Each record ends with a Carriage return and Line feed. Prior to formatting, all fields are stripped of any "|" (ASCII 124) characters to prevent errors in reading.*

Print schedules

Schedules can be printed via the **Print Schedules** menu at the top of the Main Menu, or from the **Reports** menu on the Opening Screen.

Print options are:

The screenshot shows a software interface for scheduling. At the top, a menu bar includes 'Print schedules', 'One Cashiers', 'Hints/Help', and 'Close'. A dropdown menu is open under 'Print schedules', listing the following options: 'Bar Charts schedule', 'Current week schedule, Long format', 'Selected Cashiers current week schedule', and 'Department current week schedule'. Below the menu, the main window displays a grid for scheduling. The grid has columns for days of the week (Sunday to Saturday) and time slots (12, 1pm, 2pm, 3pm, 4pm, 5pm, 6pm, 7pm, 8pm, 9pm, 10pm, 11pm). A list of cashiers is on the left, including Abell Madelyn, Baker Ann, Binas Gail, Bunker Arthur, Cooper Wilma, Dostal Duane, Dostal Duane, Porter Judy, Gump Forest, Hogen Ben, Humes Susan, La Die Jol, Peters Pam, Reed Billy, Reed Florida, Ryan Mogg, Santa C, Temple Simon, Temples Fred, Van Daelen Piet, Van Wijkens Kees, Van Wijkens Andreas, Van Wijkens Sids, Winkler Frank, and Winkler Sandra. At the bottom, there are buttons for '< Week', 'Go to', and 'Week >'. A status bar at the very bottom shows 'Day time', 'Day wages', 'ID', 'Availability F4', 'Week time', 'Week wages', 'Assignment', 'Headcount P5', 'D/A time', 'D/A wages', 'Labor type', 'Bar graph', 'Week totals', 'Line graph', 'Productivity', and buttons for 'Save week' and 'Close'.



Department

By selecting **Departments** on the menu, you can:

- Set up a new Department.
- Change the name of the Department
- Delete a Department
- Select the 24 hour window displayed in the Main Editor (Daily Statistics)
- Set the first day of the week
- Change the name "Employees" (Associates etc.)
- Change the "Vacation Day" label (Day Off, etc.)
- Set options for Weekend, Evening and Overtime Pay calculations

To start scheduling, you must have at least one Department with an Employee in it. (See detailed description below image)

Change Department information

1 Department name: Example department

2 First day of the week: Sunday

3 The first week of the year is...: First week that has 4 days in the new year

4 Cashiers listing order in Main Editor: Last Name

6 Calculate daily statistics between: 8:00am the next day

8 Generic name for Employees: Single: Cashiers, Plural: Cashiers

Generic name for requested days off: Single: Vacation day, Plural: Vacation days

Salary Pay: Include Salary in Wage Totals? ☐

Productivity - Actual Transactions: Input in Quarter Hours? ☒

Overtime Pay: Calculate Overtime Pay? ☒

Editor Color for Overtime: [Color Picker]

12 Evening Pay: Calculate Evening Pay? ☒

Editor Color for Evenings: [Color Picker]

Evening Day(s): [Calendar View]

b [Day Selection: Sun, Mon, Tue, Wed, Thu, Fri, Sat]

c The default name on an employee is: Employee. Some organizations refer to employees as Associates or any local name that is appropriate

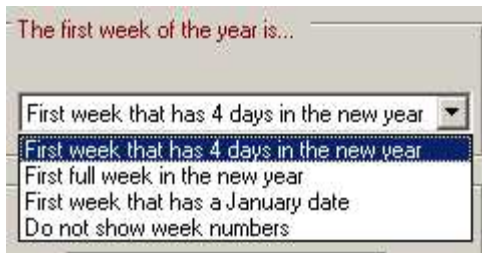
Help Cancel Save

1. **Department Name-** This name can be changed at any time

2. **First Day of the Week-** This will be the first day of the week that will be displayed in the Main Scheduling Editor
3. **The First Week of the Year-** If you number the weeks in each year, this option will select which week is considered to be “week one” in your calendar year. The options are *First week that has 4 days in the new year*, *First full week in the new year*, *First week that has a January date*, and *Do not show week numbers*
4. **Employee listing order in Main Editor-** The options are *Last name*, *Employee ID*, *Assignment*, *Birth Date*, *Hire Date*
5. **Generic Name for Employees-** Instead of “Employees,” you may wish to change this name to “Cashiers” or “Servers,” etc. This name will replace “Employees” in all menus in the program.
6. **Calculate Daily Statistics between-** The Main Scheduling Editor displays a 24 hour scheduling window. This option allows you to choose which time you would like to the 24 hour window to begin.
7. **Generic name for requested days off-** Instead of “Vacation Day,” you may wish to change this name to “Day/ Days Off” or “Time Off.”
8. **Weekend Pay-** Mark the box if you wish to enable Weekend Pay calculations. You can set the actual weekend pay rates (above the base pay rate) in each Employee Record. ****Note: When marked, Weekend Pay will be calculated from the day you select the box, and **will not** calculate Weekend Pay for previous weekends scheduled.* When you schedule on a weekend, the words “Weekend Day” will appear in the upper left corner of the screen. You can change the color of the words “Weekend Day” to make it more or less obvious.
9. **Salary Pay-** Select this option if you wish for salaried employee’s wages be calculated in the totals.
10. **“Productivity” Actual Transactions-** Select this option if you want to input your daily transactions in the Productivity section in quarterly (15 minute) increments, as opposed to entering them as a daily total amount
11. **Overtime Pay-** Mark the box if you wish to enable Overtime Pay. ****Note: When marked, Overtime Pay will be calculated from the day you select the box, and **will not** calculate Overtime Pay for previous days scheduled.* You may then set the trigger hours for overtime, as daily and weekly hours. If an employee’s hours exceed either trigger, the employee’s total hours will flag red next to their name in the Main Editor. You can see and edit the Employee’s weekly schedule by clicking on their name. You can change the color of the timebar to reflect Overtime Pay when triggered.
12. **Evening Pay-** Mark the box to enable Evening Pay calculations. ****Note: When marked, Evening Pay will be calculated from the day you select the box, and **will not** calculate Evening Pay for previous days scheduled.* You can set the actual evening pay rates (above the base pay rate) in each Employee Record.
 - a. You can change the color of the line which extends across the top of the Main Editor displaying which hours are considered evening hours
 - b. Mark the boxes next to each day of the week in you want to calculate evening pay
 - c. Designate which hours are evening hours for each day of the week

Week Numbers

Certain businesses, such as those in Europe, require that weeks in the year be numbered. Each week has a unique number. Based on the International Organization for Standardization (ISO), a week starts on Monday and ends with Sunday. The first week of the year starts as soon as 4 days in a week are in the new year. Scheduling Employees gives you flexibility to set the first day of the week and the criteria for setting the first week of the year. Go to **Departments**, then **Add** or **Change Department Settings**.



This feature can be turned off by selecting "Do not show week numbers."

The week numbers are shown on the main Editor on the day of the week label bottom-right (highlighted here in yellow)



Example Department

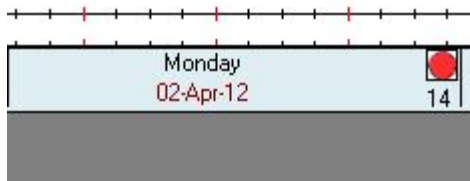
To become familiar with the application, an Example Department is created with fictitious names for Employees and a Schedule based on the date of installation.

The Example Department represents a restaurant with Servers, Cashiers and Cooks. Take a look at the screens, edit times in the Editor, sort based on start and stop times (F2 and F3). Salaried employees can be included as a total in the individual Editor and Schedule Reports, and must be selected in Department Settings. Totals are highlighted with a red background if the totals exceed the overtime settings under Department Settings.

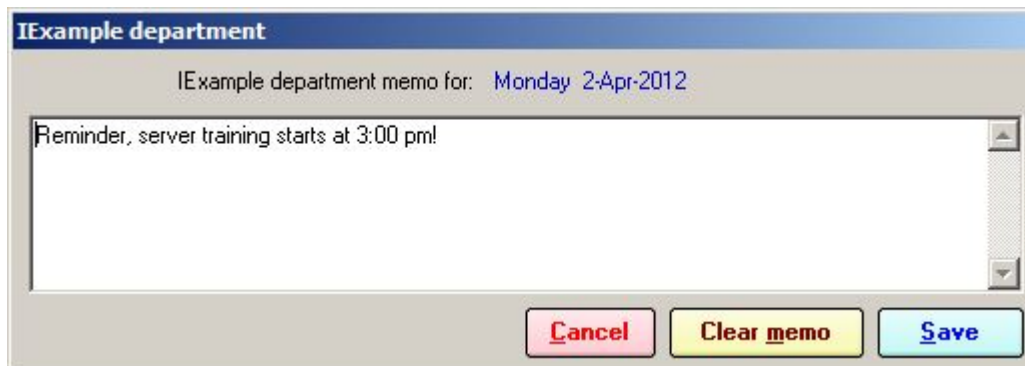
- All schedules are maintained in memory until saved.
- Days off are saved separately.
- You can Sort the employee listing order from the Menu.
- F2 and F3 will sort employees by Start and Stop time.
- F4 Shows Employee Weekly availability.
- F5 Shows hourly Headcount

Department daily memo

A department daily memo can be entered for any day. There is no limit on the size of the memo, and it is opened by clicking on the bulb next to the day name/date in the Main Editor:



If the bulb is marked red, the day has a memo attached to it.



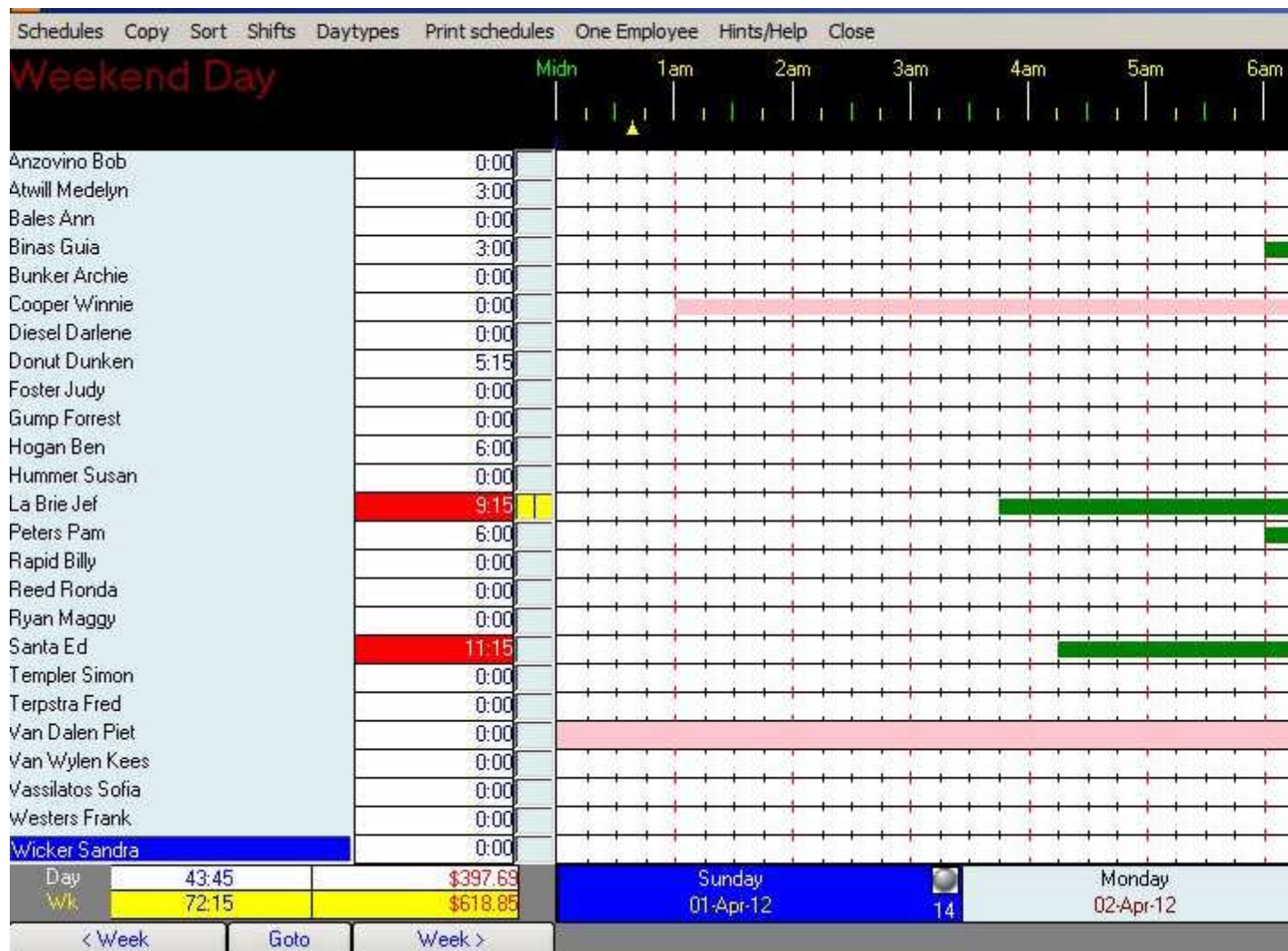
On the Schedule report, you can print these memos as an option at the end of the schedules.

Main Editor

The purpose of the Main Editor is to schedule all employees visually, one day at a time.

To switch from the main Editor to the Individual Week Editor, double-click on the Employee's name on the left of the screen.

- All schedules are maintained in memory until saved.
- You can Sort the employee listing order from the **Sort** menu- F2 and F3 will sort employees by Start and Stop time.
- F4 Shows Employee Weekly availability
- F5 Shows hourly Headcount



Week/Individual Editor

The purpose of the Week Editor is to schedule one employee visually, for an entire week. To access the Week Editor, double-click on the Employee's name at the left of the screen in the Main Editor:

Guia Binas Id: 53472 Server - Full time Phone 435-3547			Comments Is trained to work as a server, cashier or cook	
---	--	--	--	--

				Midn	1am	2am	3am	4am	5am	6am
Sun	1-Apr-2012	3:00								
Mon	2-Apr-2012	5:15								
Tue	3-Apr-2012	0:00								
Wed	4-Apr-2012	4:00								
Thu	5-Apr-2012	3:30								
Fri	6-Apr-2012	0:00								
Sat	7-Apr-2012	4:00								
Total hours		19:45								
Total wages		\$170.03								

Daily hours	Vacation days	Availability	Previous Employee	Return to the Main Editor
Daily wages		Clear Schedule	Next Employee	

*Note: This screen will not display Preferred or Requested Days Off (P or R), Evening Pay markings, or Weekend markings. Clicking on the **Availability** button will display times **not** available for work ONLY. The Assignment Column will highlight in red if the individual exceeds Departmental Settings on Overtime Hours. All other pay calculations will be correct.*

Loading a schedule

When the main editor first appears, the schedule for the current week is shown. You can also load a past or future week's schedule by selecting **Schedules**, then **Load week schedule**. A calendar will be shown with the first day of the week marked in red. Select any date within the week you wish to work with. You can change the month and year at the bottom of the calendar. This calendar can also be accessed by selecting **Go To** in the Main Editor.



You can move one week ahead or back by using the **<Week Week>** buttons



Assignment column

On the main Editor to the right of the employee name is a multi-use column:

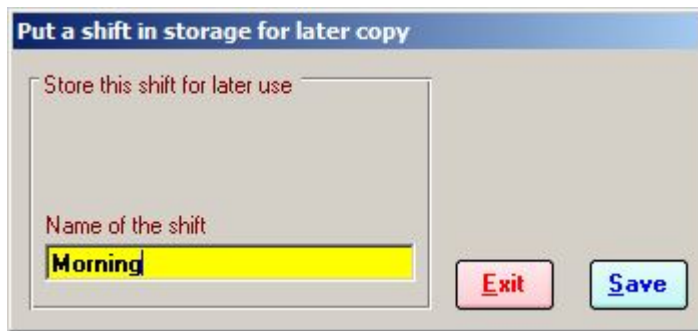
0:00
6:30
6:00
0:00
0:00
0:00
6:00
6:00
0:00
6:00
6:00
0:00
6:00
0:00
6:00
6:00
0:00
6:00
0:00
6:00
6:00
0:00
0:00
0:00
0:00

Display options can be set from the bottom of the screen such as Week wages or Daily hours:

Day time	Day wages	ID
Week time	Week wages	Assignment
D/W time	D/W wages	Labor type
Hire date	Days sched.	

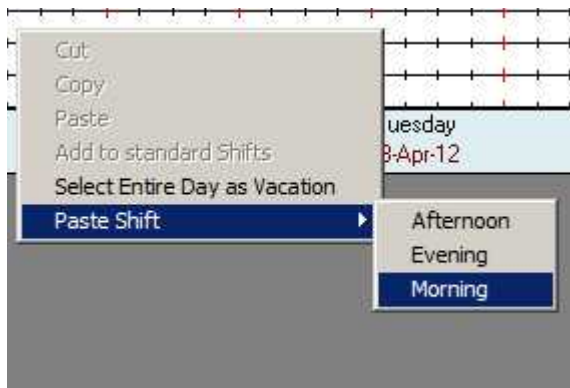
Setting up Shifts

After creating a time bar, you have the ability to save that time as a shift. To do this, point the mouse at the time bar, then right-click and select **Add to Standard Shifts**:



Name the shift and select **Save**.

To paste the shift on to an Employee's schedule, right click on an *empty* time bar:



And select the shift.

Up to 20 shifts may be stored.

To manage your shifts, select **Shifts** from the menu at the top of the Main Editor.

From this menu you can:

- Paste a shift
- Change the name of a shift
- Delete a shift

Daytypes

Daytypes are one or two character codes that represent an activity for the day.

Example Daytypes are:

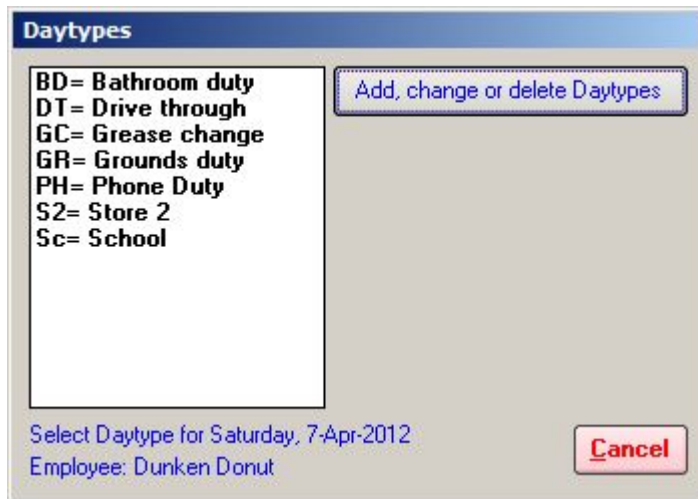
- **PH** for Phone duty
- **MA** for Main store
- **BD** for Bathroom cleaning Duty

These codes are entered to the right of the multi-use column next to the employee name in both Editors. You can select, add, change or delete a Daytype. As an option, they will be shown in the printed schedules.



Schedules Copy Sort Shifts Daytypes Print schedules		
Weekend Day		
Anzovino Bob	0:00	
Atwill Medelyn	3:00	MA
Bales Ann	0:00	
Binns Guia	3:00	PH
Bunker Archie	0:00	
Cooper Winnie	0:00	
Diesel Darlene	0:00	
Donut Dunkin	5:15	BD
Foster Judy	0:00	
Gump Forrest	0:00	

If you click on the cell (so that the cell is highlighted in yellow), you can insert a selected Daytype from menu item **Daytype**.



The image shows a software dialog box titled "Daytypes". On the left, there is a list of predefined daytypes: BD= Bathroom duty, DT= Drive through, GC= Grease change, GR= Grounds duty, PH= Phone Duty, S2= Store 2, and Sc= School. To the right of this list is a button labeled "Add, change or delete Daytypes". At the bottom left, text indicates the selection is for "Saturday, 7-Apr-2012" for "Employee: Dunkin Donut". At the bottom right is a red "Cancel" button.

Daytypes

BD= Bathroom duty
DT= Drive through
GC= Grease change
GR= Grounds duty
PH= Phone Duty
S2= Store 2
Sc= School

Add, change or delete Daytypes

Select Daytype for Saturday, 7-Apr-2012
Employee: Dunkin Donut

Cancel

The maximum number of Daytypes is 50 .

****Note: Do not use Daytypes to schedule vacations, use the Day off function. The character W cannot be used as part of any Daytype*

Vacation and Partial Days off

To prevent scheduling on dates that the employee is not available for work (Vacation days etc.) you are able to select days on a calendar and mark them as Vacation Days (or other name designated in Department Settings).

- In the Main Editor, **right** click on the employee's name.
- You can also access the calendar by double-clicking the Employee's name, and clicking on the **Vacation Days** button.

Select Days off

Vacation Days for: Susan Hummer - Cashier - 53422

<< **2012** >>

January							February							March							April													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	6	7				1	2	3	4					1	2	3					1	2	3	4	5	6	7			
8	9	10	11	12	13	14	5	6	7	8	9	10	11	12	13	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	21			
15	16	17	18	19	20	21	19	20	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	28	29	30	31	22	23	24	25	26	27	28
22	23	24	25	26	27	28	26	27	28	29				25	26	27	28	29	30	31								29	30					
29	30	31																																

May							June							July							August													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	3	4	5	6	7	8	9	1	2											1	2	3	4					
6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14	15	16	17	18	19	20	21	5	6	7	8	9	10	11
13	14	15	16	17	18	19	17	18	19	20	21	22	23	15	16	17	18	19	20	21	22	23	24	25	26	27	28	12	13	14	15	16	17	18
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28	29	30	31					19	20	21	22	23	24	25
27	28	29	30	31			28	29	30	31				29	30	31												26	27	28	29	30	31	

September							October							November							December													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3														1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	11	12	13	14	15	16	17	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	18	19	20	21	22	23	24	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	25	26	27	28	29	30		16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30									23	24	25	26	27	28	29
30																												30	31					

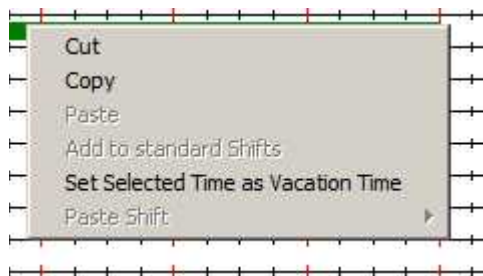
Cancel Save

The calendar for the current year will appear. Mark or unmark the dates and Save.

In both Editors where you normally schedule, the area will be colored in Pink and make it impossible to accidentally draw time bars.

Bales Ann	6:00	
Binas Guia	0:00	
Bunker Archie	0:00	
Cooper Winnie	0:00	

Partial days off can be scheduled in the Main Editor. You can block off time segments, mark them as Vacation Time, and they will not be calculated as paid time. Go to the Main Editor, and draw a time bar as if you were going to schedule paid time. Then point to the time bar, right-click the mouse and select **Set Selected Time as Vacation Time**.



The time bar will turn pink, and the paid time will reflect zero for that period.

Bales Ann	0:00	
Binas Guia	0:00	
Bunker Archie	0:00	
Cooper Winnie	0:00	

Requested Days Off Report

Go to **Reports**, then **Print Employee Requested Days Off**

There are several options to choose from on this menu:

- First, select the date range
- You may choose to print out an entire department's requests, or individual employee's requests

Employee Requested Days Off Report

Date Range

Sunday, March 25, 2012 Start Date

Saturday, March 31, 2012 End Date

Report Type

☐ Report By Department

☒ Report for Specific Employees

Select Departments to Print

Example department

Sort

☒ Sort by Employee Hire Date

☐ Sort by Day Off Request Date

Employees

- ☐ Anzovino, Bob - Manager
- ☐ Atwill, Medelyn - Cashier
- ☐ Bales, Ann - Server
- ☒ Binas, Guia - Server
- ☐ Bunker, Archie - Washer
- ☒ Cooper, Winnie - Server
- ☐ Diesel, Darlene - Cook
- ☐ Donut, Dunken - Server
- ☐ Foster, Judy - Server
- ☐ Gump, Forrest - Washer

Cancel Print preview Print

- You can sort the report by hire date (see the following example):

Department Requested Dates Off for Selected Date Range: Sunday, March 25, 2012 - Saturday, March 31, 2012
 Printed on: 3/26/2012

Week of the year: 13	Sunday 25-Mar-2012	Monday 26-Mar-2012	Tuesday 27-Mar-2012	Wednesday 28-Mar-2012	Thursday 29-Mar-2012	Friday 30-Mar-2012
Example department						
Van Wylen, Kees						
Donut, Dunken						
Ryan, Maggy						
Bales, Ann						
Binas, Guia						
La Brie, Jef						
Atwill, Medelyn						
Bunker, Archie						
Reed, Ronda						
Terpstra, Fred						
Anzovino, Bob						
Hogan, Ben						
Diesel, Darlene						
Wicker, Sandra						
Peters, Pam						
Cooper, Winnie						
Hummer, Susan						
Foster, Judy						
Templer, Simon						
Gump, Forrest						
Santa, Ed						
Westers, Frank						
Van Dalen, Piet						
Rapid, Billy						
Vassilatos, Sofia						

- Or sort by Request Date (see the following example):

Department Requested Dates Off for Selected Date Range: Sunday, March 25, 2012 - Saturday, March 31, 2012
 Printed on: 3/27/2012

Week of the year: 13	Sunday 25-Mar-2012	Monday 26-Mar-2012	Tuesday 27-Mar-2012	Wednesday 28-Mar-2012	Thursday 29-Mar-2012	Friday 30-Mar-2012
Example department						
Van Wylen, Kees						
Donut, Dunken						
Ryan, Maggy						
Bales, Ann			3/27/2012			3/27/2012
Binas, Guia				3/26/2012		
La Brie, Jef						
Atwill, Medelyn		3/26/2012				
Bunker, Archie			3/26/2012			
Reed, Ronda						
Terpstra, Fred						
Anzovino, Bob						
Hogan, Ben						
Diesel, Darlene	3/26/2012					
Wicker, Sandra						
Peters, Pam						
Cooper, Winnie		3/26/2012			3/27/2012	
Hummer, Susan						
Foster, Judy						
Templer, Simon						
Gump, Forrest						
Santa, Ed						
Westers, Frank						
Van Dalen, Piet						
Rapid, Billy						
Vassilatos, Sofia						

Password protection

From the Opening Screen, go to **Password**

General manager passwords

Caution... a loss of passwords may result in permanent denial of access to the departments! Be careful and protect passwords!

General manager password

New password

Help

Cancel

Save

Department manager's passwords

Select department

Example department

Manager one

☒ Allow scheduling

☐ Hide Salaries and Wages

☐ Allow password changing

Password

Manager two

☒ Allow scheduling

☐ Hide Salaries and Wages

☐ Allow password changing

Password

Passwords, once entered will restrict access to the database that contains Department, Employee and Schedule Information .

There are two levels of password access:

- General Manager password
- Department Managers passwords (2)

A General Manager's password is required in order to assign up to two passwords per Department. By entering a Department Manager password in the Opening Screen, that manager only has access to that department.

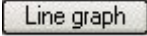


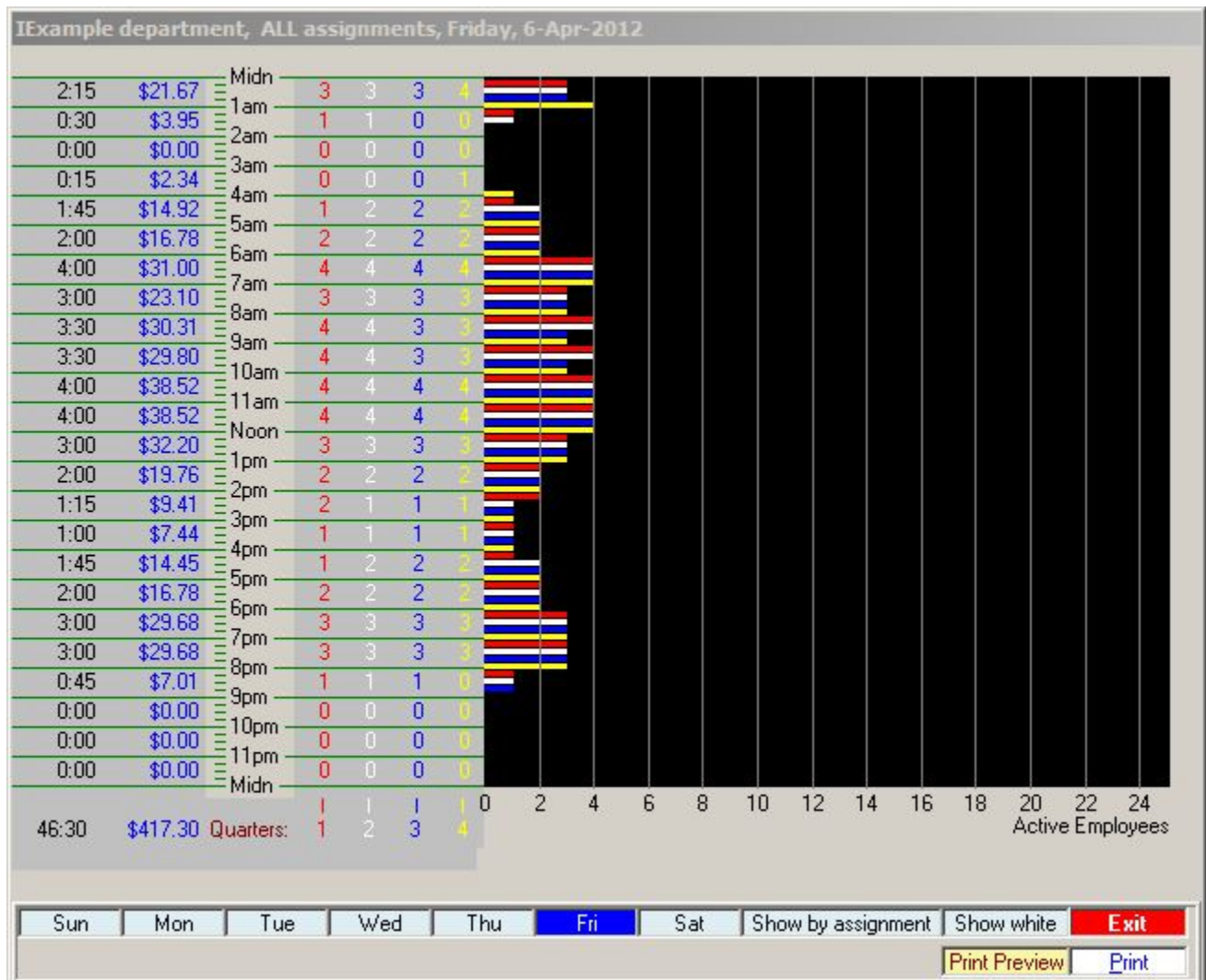
The General Manager will retain access to all departments. If the General Manager makes his/her password a blank, the password function is bypassed until a new password is entered. The General Manager can also select options to schedule, to restrict access to salaries and wages, and to allow for each Department Manager to change their own password.

If a Department Manager loses their password, the General Manager can reinstate access by assigning a new one.

Passwords must be between 5 to 12 characters in length.

Line Graph

By clicking on the Line graph button in the Main Editor , the Time and Wages distribution will be shown.



This graph will show your "Headcount" for each 15 minute period during the day. It will also show the total wages for each hour. You can customize the Line Graph Report by assignment by clicking "Show by assignment" (You may select more than one assignment)

Each 15 Minute period is represented with a colored graph line, which corresponds with the colored numerical depiction of quarterly segments.

- The first quarter of each hour is represented by a red line and red numbers.
- The second quarter by a white line and white numbers.
- The third quarter by a blue line and blue numbers
- The fourth quarter of by a yellow line and yellow numbers.

This report can be previewed and printed.

****Note: Salaried Employee are excluded from any currency calculations*

Productivity / Weekly Sales and Labor Analysis

This feature helps track labor costs. You can track how much you are spending on labor according to forecast sales (monetary amounts) and transactions (units sold). Based on these predictions, you can also compare planned sales/transactions/wages to actual sales/transactions/wages while you schedule. From the Main Editor, select the **Productivity** button at the bottom of the screen.

Productivity

Productivity

Actual Transactions Productivity Views

Weekly Sales and Labor Analysis

Plan

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sales	6000	5000	5000	4000	5000	9000	9000
Transactions	200	180	180	150	180	250	250
Wages	\$397.69	\$391.69	\$391.69	\$391.69	\$391.69	\$391.69	\$387.69
Sales Hours	43:45	43:45	43:45	43:45	43:45	43:45	43:45
Transaction Hours	43:45	43:45	43:45	43:45	43:45	43:45	43:45
Sales/LH	\$137.14	\$114.29	\$114.29	\$91.43	\$114.29	\$205.71	\$205.71
Transactions/LH	4.57	4.11	4.11	3.43	4.11	5.71	5.71
Labor %	6.63%	7.83%	7.83%	9.79%	7.83%	4.35%	4.31%

Actual

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sales	6150	5302	4756	4084	4998	9423	9864
Transactions	222	178	145	122	175	269	287
Wages	400.23	402.41	384.11	395.36	388.12	400.58	410.1
Sales Hours	44:00	44:10	38:34	44:00	43:4	45:00	50:00
Transaction Hours	44:00	44:10	38:34	44:00	43:4	45:00	50:00
Sales/LH	\$139.77	\$120.04	\$123.31	\$92.82	\$116.04	\$209.40	\$197.28
Transactions/LH	5.05	4.03	3.76	2.77	4.06	5.98	5.74
Labor %	6.51%	7.59%	8.08%	9.68%	7.77%	4.25%	4.16%

Include in Productivity

- Sales/Hours ☒ Wages time ☐ Salaried time
- Transaction/Hours ☒ Wages time ☐ Salaried time
- Labor% ☒ Wages currency ☐ Salary currency

Week totals

Sales \$43,000.00
 Transactions 1,390
 Actual Sales \$44,577.00
 Actual Transactions 1,398

Actual

Print

Help

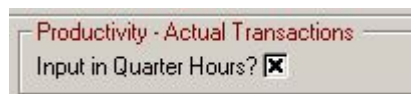
Cancel

Planned Sales, Transactions and Labor Percentages will appear at the top of the screen, and the Actual Sales, Transactions, and Labor Percentages will appear at the bottom of the screen. The yellow fields must be populated manually. You can navigate to the next field by using the Tab key. The white fields will populate automatically, according to your input. If you would like for Salaried Employees to be included in your analysis, you must select the boxes for Salaried time and currency next to Sales/Hours, Transaction/Hours and/or Labor% in **Include in Productivity**. If you elect to include the salaries in the Labor percentage, the daily salaries are calculated as the weekly salary divided by the number of days for which a Sales forecast is in place.

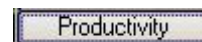
Totals will appear to the right of each graph, and at the bottom of the Productivity screen. You can also see a summary while you schedule at the bottom of the Main Editor:

	Day	Week	Actual Day/Week	
Sales/hrs	205.71	140.41	197.28	144.35
Trans/hrs	5.71	4.54	5.74	4.53
Labor %	4.31%	6.38%	3.93%	6.16%

Certain businesses track their Actual transactions in 15 minute increments. In order to turn this feature on, go to **Departments, Change *** Department Settings** and select the box next to **Input in Quarter Hours?**



Click on the **Productivity** button at the bottom of the Main Editor



To start inputing Actual Transactions in 15 minute increments, click on the **Actual Transactions** button



Detailed Actual Transactions for: Friday
✕

	Minutes				
	00-14	15-29	30-44	45-59	Totals
Midn					0
1am					0
2am					0
3am					0
4am					0
5am					0
6am					0
7am					0
8am	5	4	3	5	17
9am	5	6	4	5	20
10am	6	6	4	5	21
11am	6	4	5	6	21
Noon	6	4	5	6	21
1pm	4	6	10	10	30
2pm	11	12	10	12	45
3pm	10	10	15	10	45
4pm					0
5pm					0
6pm					0
7pm					0
8pm					0
9pm					0
10pm					0
11pm					0
Midn					0

To navigate, use the Shift and Arrow keys

Total

220

Sunday	Monday	Tuesday	Close
Wednesday	Thursday	Friday	Saturday

Save when week is saved

Navigate to the next field with the "Enter" key. Select the days of the week from the bottom of the screen, and save when all inputs have been entered for the week.

Productivity Views Report

These reports are accessed via the Productivity button

Productivity

Productivity

Actual Transactions Productivity Views

Weekly Sales and Labor Analysis

Plan

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sales	6000	5000	5000	4000	5000	9000	9000
Transactions	200	180	180	150	180	250	250
Wages	\$397.69	\$391.69	\$391.69	\$391.69	\$391.69	\$391.69	\$387.69
Sales Hours	43:45	43:45	43:45	43:45	43:45	43:45	43:45
Transaction Hours	43:45	43:45	43:45	43:45	43:45	43:45	43:45
Sales/LH	\$137.14	\$114.29	\$114.29	\$91.43	\$114.29	\$205.71	\$205.71
Transactions/LH	4.57	4.11	4.11	3.43	4.11	5.71	5.71
Labor %	6.63%	7.83%	7.83%	9.79%	7.83%	4.35%	4.31%

Actual

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sales	6150	5302	4756	4084	4998	9423	9864
Transactions	222	178	145	122	175	269	287
Wages	400.23	402.41	384.11	395.36	388.12	400.58	410.1
Sales Hours	44:00	44:10	38:34	44:00	43:4	45:00	50:00
Transaction Hours	44:00	44:10	38:34	44:00	43:4	45:00	50:00
Sales/LH	\$139.77	\$120.04	\$123.31	\$92.82	\$116.04	\$209.40	\$197.28
Transactions/LH	5.05	4.03	3.76	2.77	4.06	5.98	5.74
Labor %	6.51%	7.59%	8.08%	9.68%	7.77%	4.25%	4.16%

Include in Productivity

Sales/Hours ☒ Wages time ☐ Salaried time
 Transaction/Hours ☒ Wages time ☐ Salaried time
 Labor% ☒ Wages currency ☐ Salary currency

Week totals

Sales \$43,000.00
 Transactions 1,390
 Actual Sales \$44,577.00
 Actual Transactions 1,398

Actual

Print

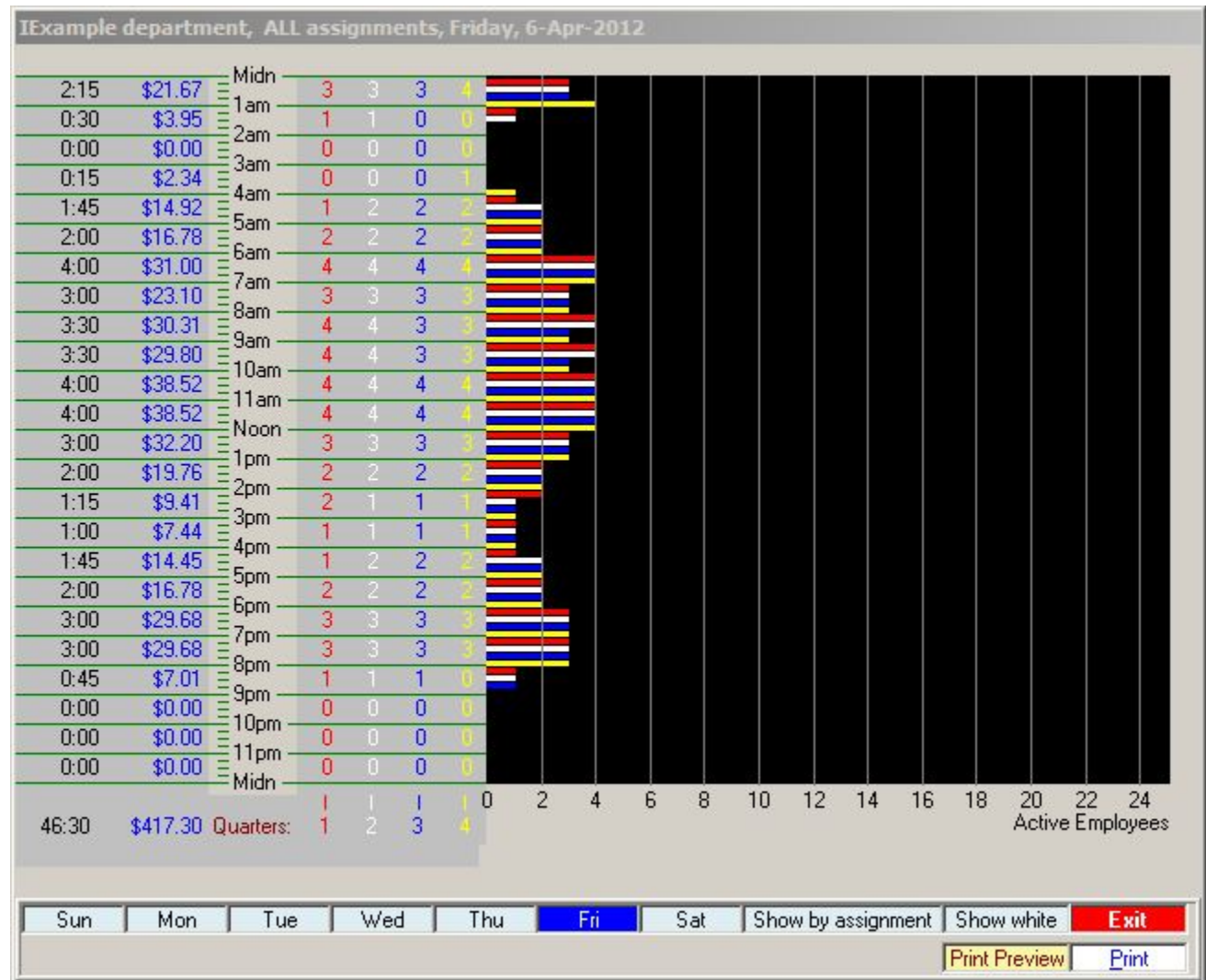
Help

Cancel

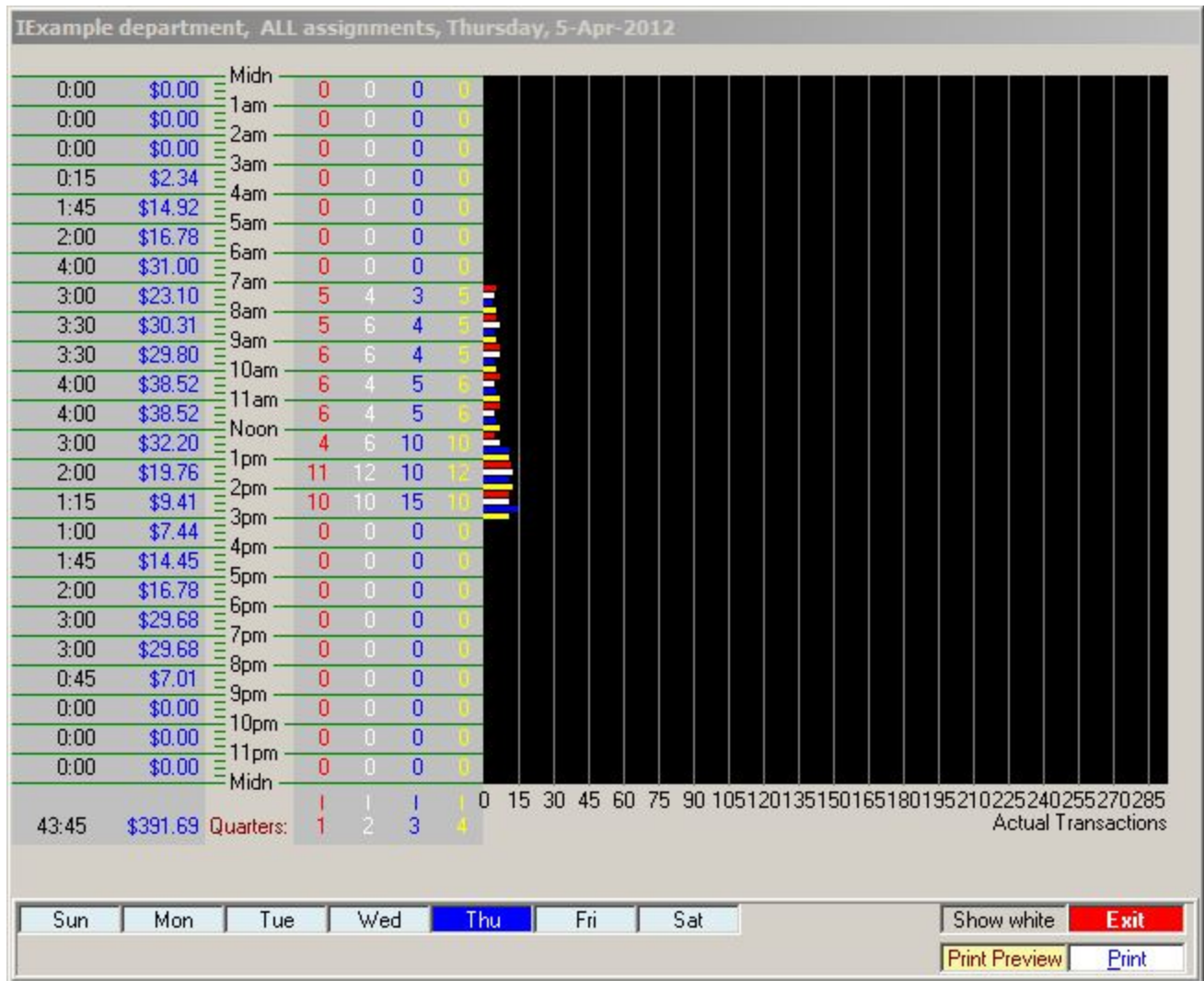
In the upper left-hand corner of the screen, click on **Productivity Views**. You will have three choices:

Productivity Views
Planned Labor Graph
Actual Transactions Graph
Planned vs. Actual Graph

Planned Labor Graph (same as [Line Graph](#))

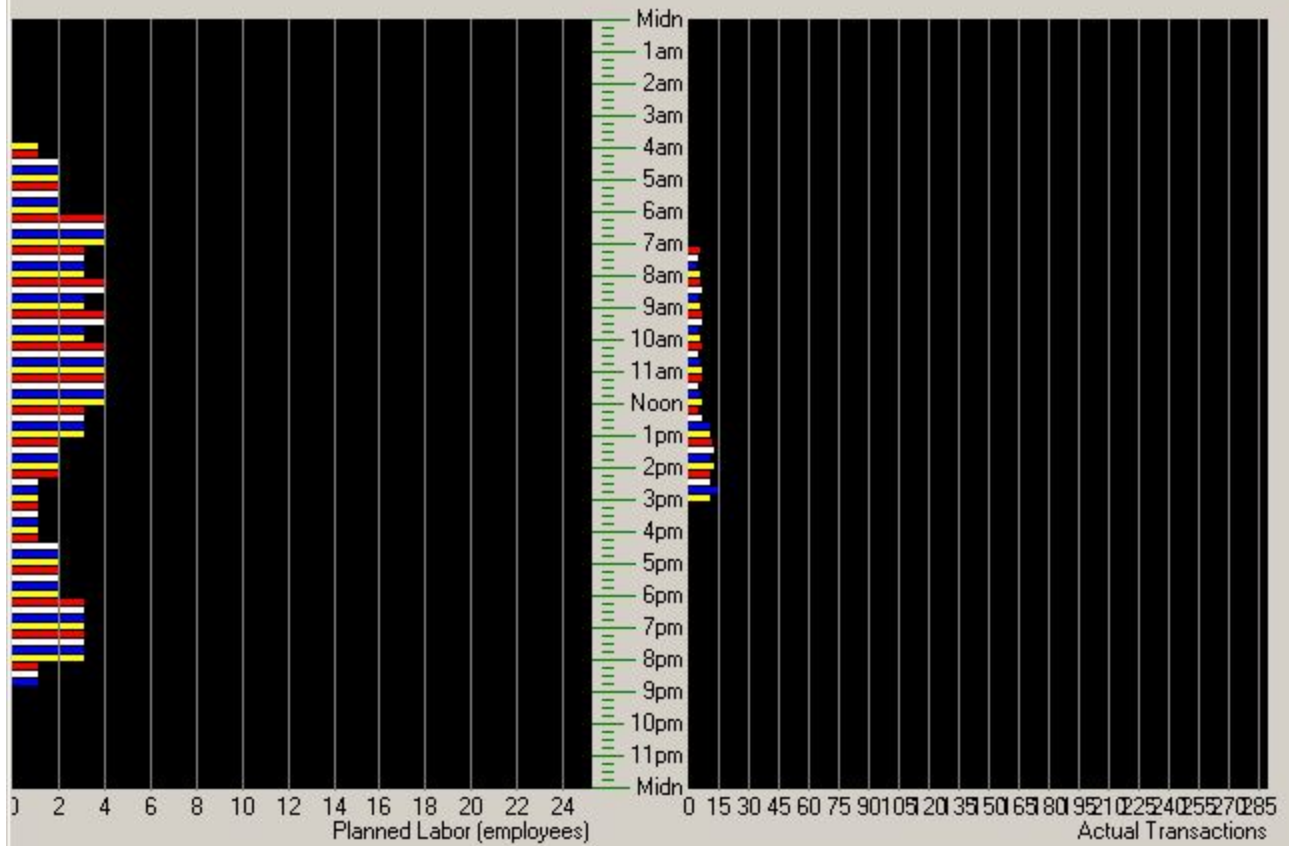


Actual Transactions Graph (shows Actual Transactions in 15 minute increments throughout the day, as well as planned labor hours and wages- *can only be viewed when Quarter- hour transaction input is selected in [Department Settings, see #10](#)*)



Planned vs. Actual Graph (Shows Planned Labor vs. Actual Transactions- *can only be viewed when Quarter-hour transaction input is selected in [Department Settings](#), see [#10](#)*)

Example department, ALL assignments, Thursday, 5-Apr-2012



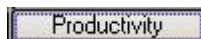
Actual Transactions in 15 Minute Increments

This feature helps track labor costs. You can track how much you are spending on labor according to forecast sales (monetary amounts) and transactions (units sold). Based on these predictions, you can also compare planned sales/transactions/wages to actual sales/transactions/wages while you schedule.

Certain businesses track their Actual transactions in 15 minute increments. In order to turn this feature on, go to **Departments, Change *** Department Settings** and select the box next to **Input in Quarter Hours?**



From the Main Editor, select the **Productivity** button at the bottom of the screen.



Productivity

Actual Transactions Productivity Views

Weekly Sales and Labor Analysis**Plan**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sales	6000	5000	5000	4000	5000	9000	9000
Transactions	200	180	180	150	180	250	250
Wages	\$397.69	\$391.69	\$391.69	\$391.69	\$391.69	\$391.69	\$387.69
Sales Hours	43:45	43:45	43:45	43:45	43:45	43:45	43:45
Transaction Hours	43:45	43:45	43:45	43:45	43:45	43:45	43:45
Sales/LH	\$137.14	\$114.29	\$114.29	\$91.43	\$114.29	\$205.71	\$205.71
Transactions/LH	4.57	4.11	4.11	3.43	4.11	5.71	5.71
Labor %	6.63%	7.83%	7.83%	9.79%	7.83%	4.35%	4.31%

Actual

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sales	6150	5302	4756	4084	4998	9423	9864
Transactions	222	178	145	122	220	269	287
Wages	400.23	402.41	384.11	395.36	388.12	400.58	410.1
Sales Hours	44:00	44:10	38:34	44:00	43:4	45:00	50:00
Transaction Hours	44:00	44:10	38:34	44:00	43:4	45:00	50:00
Sales/LH	\$139.77	\$120.04	\$123.31	\$92.82	\$116.04	\$209.40	\$197.28
Transactions/LH	5.05	4.03	3.76	2.77	5.11	5.98	5.74
Labor %	6.51%	7.59%	8.08%	9.68%	7.77%	4.25%	4.16%

Include in Productivity

Sales/Hours ☒ Wages time ☐ Salaried time
Transaction/Hours ☒ Wages time ☐ Salaried time
Labor% ☒ Wages currency ☐ Salary currency

Week totals

Sales \$43,000.00
Transactions 1,390
Actual Sales \$44,577.00
Actual Transactions 1,443

Actual

Print

Help

Cancel

If you would like for Salaried Employees to be included in your analysis, you must select the boxes for Salaried time and currency next to Sales/Hours, Transaction/Hours and/or Labor% in **Include in Productivity**. If you elect to include the salaries in the Labor percentage, the daily salaries are calculated as the weekly salary divided by the number of days for which a Sales forecast is in place.

To start inputting Actual Transactions in 15 minute increments, click on the **Actual Transactions** button

Actual Transactions

The following screen will appear:

SEW Detailed Actual Transactions for: Friday

	Minutes				Totals
	00-14	15-29	30-44	45-59	
Midn					0
1am					0
2am					0
3am					0
4am					0
5am					0
6am					0
7am					0
8am	5	4	3	5	17
9am	5	6	4	5	20
10am	6	6	4	5	21
11am	6	4	5	6	21
Noon	6	4	5	6	21
1pm	4	6	10	10	30
2pm	11	12	10	12	45
3pm	10	10	15	10	45
4pm					0
5pm					0
6pm					0
7pm					0
8pm					0
9pm					0
10pm					0
11pm					0
Midn					0

To navigate, use the Shift and Arrow keys

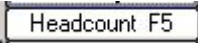
Total

Navigate to the next field with the "Enter" key. Select the days of the week from the bottom of the screen, and save when all inputs have been entered for the week.

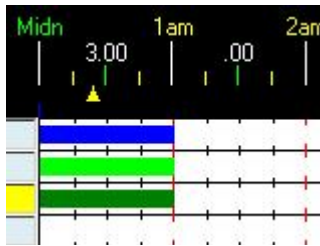
Totals will appear to the right of each graph, and at the bottom of the Productivity screen. You can also see a summary while you schedule at the bottom of the Main Editor:

	Day	Week	Actual Day/Week	
Sales/hrs	205.71	140.41	197.28	144.35
Trans/hrs	5.71	4.54	5.74	4.53
Labor %	4.31%	6.38%	3.93%	6.16%

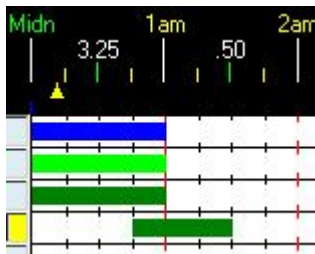
15 Minute Headcounts

The Headcount feature shows the number of people scheduled between hours, in quarterly segments. In the Main Editor, click on the Headcount button  or F5

The time reference across the top of the screen will divide the work day into 15 minute segments, and display how many Employees are scheduled in each 15 minute segment throughout the day(see example below):

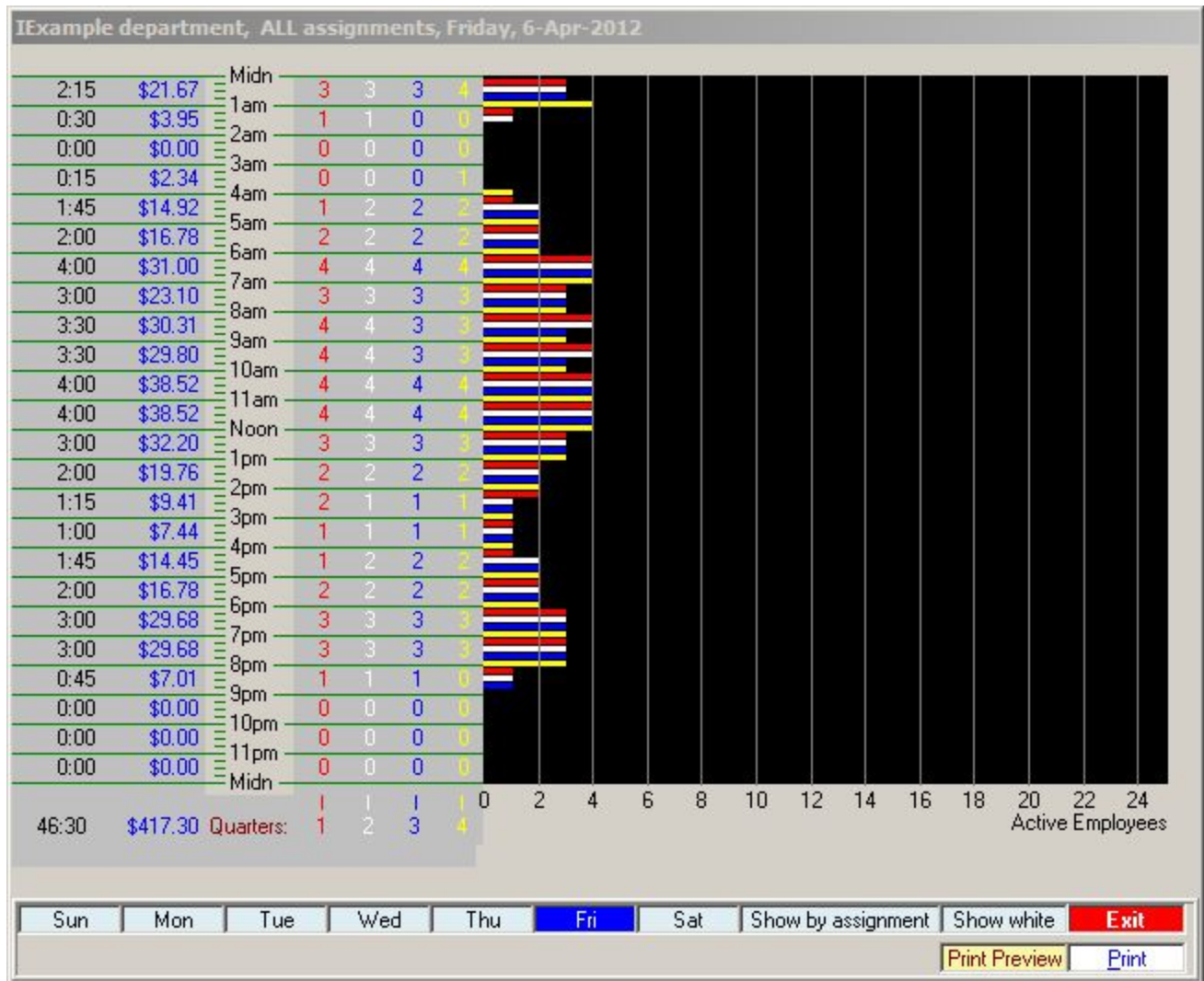


In the previous example, there are three Employees scheduled between midnight and 1am. The number may not be a whole number, if an Employee is scheduled for less than one hour with segments:



This example shows 3.25 employees scheduled between midnight and 1am, because one Employee is scheduled for 15 minutes within that hour (.25 of an hour), and 30 minutes in the next hour, 1am to 2am (.50 of an hour)

If you click on **Line Graph** in the Main Editor  you can see a report on the 15 Minute Headcount Feature:



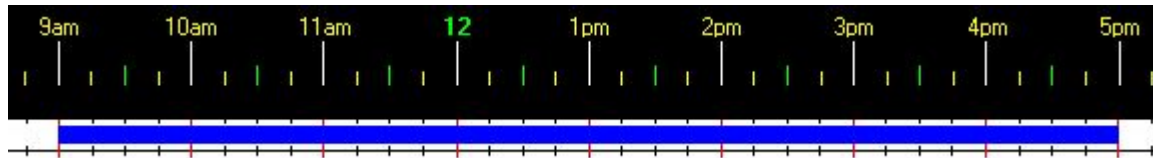
Select the days to view at the bottom of the screen, you can also choose to see headcounts according to assignment. Hours and wages per hour and totals are listed, as well as a numerical and graphical depictions of the 15 Minute Headcount throughout the workday. This report can be previewed and printed.

Each 15 Minute period is represented with a colored graph line, which corresponds with the colored numerical depiction of quarterly segments.

- The first quarter of each hour is represented by a red line and red numbers.
- The second quarter by a white line and white numbers.
- The third quarter by a blue line and blue numbers
- The fourth quarter of by a yellow line and yellow numbers.

***Note: Salaried Employee are excluded from any currency calculations

Time bar



- The Time bar is a thick line representing a start time on the left and a stop time on the right.
- The color of the Time bar is set in the Employee record.
- You can have up to 7 Start and Stops each day and up to 34 Starts and Stops each week.

Making a new Time bar

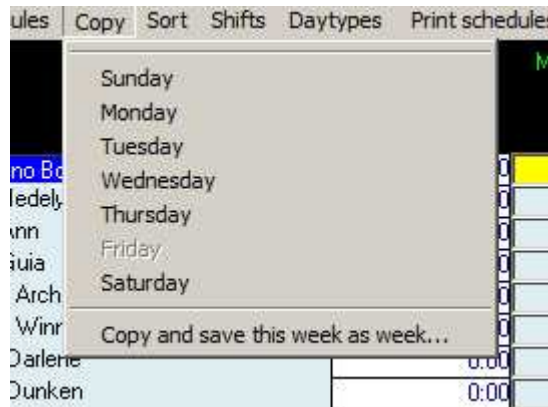
Start and stop times are entered by pointing and clicking the mouse at an editor line, while dragging the mouse from left to right, or right to left.

Copying Time Bars

To copy a Time bar, point at the line you wish to copy, right-click the mouse button and select **Copy**. Then point to the line you wish to copy to, right-click and select **Paste**.

***Note: you can only paste to lines without bars*

To copy one day of schedules to another day, go to the target day that has no schedule. Select "Copy" on the menu at the top of the Main Editor and select the day you wish to copy *from*.



To copy an entire week's schedule, select **Copy and save this week as week...** (see diagram above). When the calendar appears, select any date in the week you wish to save to. The desired week will be displayed, copied and ready to be edited/saved.

***Note: Only forward-copy one week of schedules at a time.*

You can also copy an entire week by selecting **Schedules**, then **Save Current Week As...** and selecting any week you wish to copy to.

Move a Time bar

Clicking and holding the center of the Time bar will allow you to move the scheduled time left or right. Any conflict or override with an existing bar will be resolved automatically.

To move a Time bar past the end of the current day:

Example: To enter time from 11 pm on day one, to 3 am on day two, when the daily statistic is set from midnight to midnight:

- Enter 4 hours in day one from 6 pm to 10 pm.
- Point the mouse to the first hour and move the beginning of the bar to 11 pm.
- The remaining time will now appear in next day.

Note: You cannot push a bar into a scheduled day off (Vacation Day)

Changing a Time bar

Pointing the mouse to the beginning or the end of a bar will allow stretching or decreasing the bar size while you press down the left mouse button.

Deleting a Time bar

A double click anywhere on the bar will delete a Time bar. To delete a line of Time bars, point at the Time Bar, right-click the mouse button and select **Cut**

To clear an entire week of schedules, go to **Schedules**, then **Clear Current Week**

Overtime Pay

If you wish to provide overtime to your employees, these wages can be calculated by turning on the Overtime Pay function. To turn on this feature, go to the Department Settings Menu (From the Opening Screen, **Departments/Add or Change Department Settings**). *Please note: Once the Overtime Pay feature is activated, evening pay will begin to be calculated starting on the current day. For planning purposes, you may want to consider turning on this feature on the first day of your pay period.*

The screenshot shows the 'Overtime Pay' settings window. It has a title bar 'Overtime Pay'. Inside, there is a checkbox 'Calculate Overtime Pay?' which is checked. To its right is a label 'Editor Color for Overtime:' followed by a color bar with 12 colored squares. Below the checkbox, there are two input fields: 'Daily hours exceed' with a value of '12' and a range '(1 to 24)', and 'Weekly hours exceed' with a value of '40' and a range '(1 to 168)'. The color bar is currently set to the 12th color, which is yellow.

Each employee with an hourly wage can earn Overtime Pay. To set the employee wage, go to **Employee** (or whatever title you have designated in this field)/**Add or Change Employee Settings**

The screenshot shows the 'Example department: Change Employee record' form. It has a title bar 'Example department: Change Employee record'. The form is divided into several sections. The top section contains fields for 'Last name' (Binas), 'First name' (Guia), 'I.D.' (53472), 'Assignmt.' (Server), and 'Pay' (\$7.90). Below these are fields for 'Street' (4235 Red Square), 'City' (Old City), 'State' (NN), and 'Zip' (53422). The next section contains fields for 'Hire date' (3-Feb-1989), 'Birth date' (5-Feb-1979), 'Phone' (435-3547), 'Emerg. Phone' (453-4645), 'Cell phone' (empty), and 'Soc. Sec. Nbr' (123-45-6789). Below these are fields for 'Email' (empty) and 'Comments' (empty). To the right of the 'Email' field is a label 'Editor time bar color for this Employee' followed by a color bar with 12 colored squares. The bottom section contains four sub-sections: 'Evening Pay' (On/Off, Incremental Pay \$5.00), 'Weekend Pay' (On/Off, Incremental Pay \$2.00), 'Holiday Pay' (On/Off, Incremental Pay \$3.00), and 'Overtime Pay' (On/Off, Incremental Pay \$4.00). To the right of these sub-sections is a 'Max Pay' field with a value of \$15.00. The 'Pay rate' section on the right has two radio buttons: 'Hourly rate' (selected) and 'Weekly salary'. The 'Status' section on the right has two radio buttons: 'Active' (selected) and 'Inactive'. The 'Labor type' section on the right has four radio buttons: 'Full-time' (selected), 'Part-time', 'Student', and 'Other'.

After turning on Overtime Pay in the Employee Record, you can set the incremental rate above the employee's regular pay in the **Incremental Pay** field. In the example above, Guia Binas' regular pay rate is \$7.90 per hour. Based upon what was set in the Department Settings (see top diagram), if Ms. Binas is scheduled between more than

12 hours in one day or more than 40 hours per week, she will making \$11.90 per hour (\$7.90 + \$4.00 incremental rate for Evening Pay)

Note: You can set a maximum pay rate, in case you are using Overtime Pay in conjunction with Weekend, Holiday, and/or Evening Pay. In the example above, all incremental pay options are turned on. If an Employee is scheduled on a day and time in which all four rates apply (or a combination of two or more rates, for example a weekend which is also a holiday), the **Max Pay** field will only allow for a maximum allowable hourly wage of \$15.00 per hour.

If an Employees' hours exceed the parameters set in the Department Settings, the color of the Time Bar will turn into the color set for overtime (in our example, light blue), and the Employee's hours in the Main Editor will be highlighted in red:

Atwill Medelyn	6:00
Bales Ann	6:00
Binas Guia	0:00

Weekend Pay

If you wish to provide weekend pay to your employees, these wages can be calculated by turning on the Weekend Pay function. All hours scheduled between 12:01 am Saturday morning to 11:59 pm on Saturday night are designated as "weekend days," and will be paid at an incremental rate above the employee's base pay rate. *Please note: Once the Weekend Pay feature is activated, weekend pay will begin to be calculated starting on the current day. For planning purposes, you may want to consider turning on this feature on or around the first day of your pay period.*

To turn on this feature, go to the Department Settings Menu (From the Opening Screen, **Departments/Add or Change Department Settings**) and check the box that states **Calculate Weekend Pay?**



The screenshot shows a window titled "Weekend Pay". It contains a checkbox labeled "Calculate Weekend Pay?" which is checked. Below this is a label "Editor Color for Weekends:" followed by a color selection bar with various colored squares.

You must also turn on Weekend Pay in each Employee's Record. Each employee with an hourly wage can earn Evening Pay. To set the employee wage, go to **Employee** (or whatever title you have designated in this field)/**Add or Change Employee Settings**



The screenshot shows a form titled "Example department: Change Employee record". It contains various fields for employee information, including Last name, First name, I.D., Assignmt., Pay, Street, City, State, Zip, Hire date, Birth date, Phone, Emerg. Phone, Cell phone, Soc. Sec. Nbr, Email, and Comments. There are also sections for Pay rate (Hourly rate or Weekly salary), Status (Active or Inactive), Labor type (Full-time, Part-time, Student, or Other), and Max Pay. At the bottom, there are four sections for incremental pay: Evening Pay, Weekend Pay, Holiday Pay, and Overtime Pay, each with an "On/Off" radio button and a value field.

After turning on Evening Pay in the Employee Record, you can set the incremental rate above the employee's regular pay in the **Incremental Pay** field. In the example above, Guia Binas' regular pay rate is \$7.90 per hour. If Ms. Binas is scheduled on a weekend day she will making \$9.90 per hour (\$7.90 + \$2.00 incremental rate for Evening Pay)

Note: You can set a maximum pay rate, in case you are using Weekend Pay in conjunction with Evening, Holiday, and/or Overtime Pay. In the example above, all incremental pay options are turned on. If an Employee is scheduled on a day and time in which all four rates apply (or a combination of two or more rates, for example a weekend which is also a holiday), the **Max Pay** field will only allow for a maximum allowable hourly wage of \$15.00 per hour.

Evening Pay

If you wish to provide evening pay to your employees, these wages can be calculated by turning on the Evening Pay function. All hours scheduled during the times designated as "evening" will be paid at an incremental rate above the employee's base pay rate. To turn on this feature, go to the Department Settings Menu (From the Opening Screen, **Departments/Add or Change Department Settings**). You must also turn on Evening Pay in each Employee's Record. *Please note: Once the Evening Pay feature is activated, evening pay will begin to be calculated starting on the current day. For planning purposes, you may want to consider turning on this feature on the first day of your pay period.*

The screenshot shows a software window titled "Evening Pay". At the top, there is a checkbox labeled "Calculate Evening Pay?" which is checked. To its right is a label "Editor Color for Evenings:" followed by a color selection bar with various colored squares. Below this is a horizontal time bar with labels from "M" to "M" representing hours from 1a to 11p. A yellow triangle points to the 4a mark. Underneath the time bar is a grid for selecting days of the week. The days are listed on the left: Sun, Mon, Tue, Wed, Thu, Fri, Sat. Each day has a corresponding row in the grid. Red horizontal bars indicate the selected evening pay periods for each day: Mon (4p-11p), Tue (5p-11p), Wed (1a-2a and 5p-11p), Thu (5p-11p), and Fri (4p-11p). At the bottom right of the window are three buttons: "Help", "Cancel", and "Save".

From this menu you can:

- Turn Evening Pay on and Off
- Change the Time Bar color for scheduling in the Main Editor
- Designate which days you wish to calculate evening pay
- For each day that you wish to calculate evening pay, what times you wish for the Main Editor to calculate Evening Pay
- Click **Save** to keep your changes

Each employee with an hourly wage can earn Evening Pay. To set the employee wage, go to **Employee** (or whatever title you have designated in this field)/**Add or Change Employee Settings**

Example department: Change Employee record

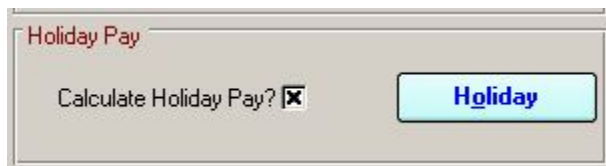
Last name Binas	First name Guia	I.D. 53472	Assignmt. Server	Pay \$7.90	Pay rate ☒ Hourly rate ☐ Weekly salary	Status ☒ Active ☐ Inactive
Street 4235 Red Square		City Old City	State NN	Zip 53422		
Hire date 3-Feb-1989	Birth date 5-Feb-1979	Phone 435-3547	Emerg. Phone 453-4645	Cell phone	Soc. Sec. Nbr 123-45-6789	Labor type ☒ Full-time ☐ Part-time ☐ Student ☐ Other
Email		Editor time bar color for this Employee				
Comments					Max Pay \$15.00	
Evening Pay ☒ On ☐ Off Incremental Pay \$5.00		Weekend Pay ☒ On ☐ Off Incremental Pay \$2.00		Holiday Pay ☒ On ☐ Off Incremental Pay \$3.00		Overtime Pay ☒ On ☐ Off Incremental Pay \$4.00

After turning on Evening Pay in the Employee Record, you can set the incremental rate above the employee's regular pay in the **Incremental Pay** field. In the example above, Guia Binas' regular pay rate is \$7.90 per hour. Based upon what was set in the Department Settings (see top diagram), if Ms. Binas is scheduled between 4:00 pm and 11:00 pm on Mondays, she will making \$12.90 per hour (\$7.90 + \$5.00 incremental rate for Evening Pay)

Note: You can set a maximum pay rate, in case you are using Evening Pay in conjunction with Weekend, Holiday, and/or Overtime Pay. In the example above, all incremental pay options are turned on. If an Employee is scheduled on a day and time in which all four rates apply (or a combination of two or more rates, for example a weekend which is also a holiday), the **Max Pay** field will only allow for a maximum allowable hourly wage of \$15.00 per hour.

Holiday Pay

If you wish to provide holiday pay to your employees, these wages can be calculated by turning on the Holiday Pay function. All hours scheduled between midnight and 11:59 pm on designated holidays will be paid at an incremental rate above the employee's base rate. To turn on this feature, go to the Department Settings Menu (From the Opening Screen, **Departments/ Add or Change Department Settings**). You must also turn on Holiday Pay in each Employee Record. *Please note: Once the Holiday Pay feature is activated, holiday pay will begin to be calculated starting on the current day. For planning purposes, you may want to consider turning on this feature on the first day of your pay period, or at the beginning of the year.*



From this menu you can:

- Turn Holiday Pay on or off
- Select Holidays by clicking on the **Holiday** Button
- Click **Save Settings** when finished

Select Holidays

<<

2012

>>

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Cancel

Save

- The highlighted dates are the selected holidays. When you're finished selecting holidays, click **Save**. Note: You will have to assign holidays for each calendar year, they do not carry over.

Each employee with an hourly wage can earn Holiday Pay. To set the employee wage, go to **Employee** (or whatever title you have designated in this field)/ **Add or Change Employee Settings**

Example department: Change Employee record

Last name Binas	First name Guia	I.D. 53472	Assignmt. Server	Pay \$7.90	Pay rate ☒ Hourly rate ☐ Weekly salary	Status ☒ Active ☐ Inactive
Street 4235 Red Square	City Old City	State NN	Zip 53422			
Hire date 3-Feb-1989	Birth date 5-Feb-1979	Phone 435-3547	Emerg. Phone 453-4645	Cell phone	Soc. Sec. Nbr 123-45-6789	Labor type ☒ Full-time ☐ Part-time ☐ Student ☐ Other
Email	Editor time bar color for this Employee					
Comments					Max Pay \$15.00	
Evening Pay ☒ On Incremental Pay \$5.00 ☐ Off		Weekend Pay ☒ On Incremental Pay \$2.00 ☐ Off		Holiday Pay ☒ On Incremental Pay \$3.00 ☐ Off		Overtime Pay ☒ On Incremental Pay \$4.00 ☐ Off

After turning on Holiday Pay in the Options Menu, you can set the incremental rate above the employee's regular pay in the **Incremental Pay** field. In the example above, Guia Binas' regular pay rate is \$7.90 per hour. Based upon what was set in the Department Settings (see top diagram), if Ms. Binas is scheduled on a designated holiday, she will making \$10.90 per hour (\$7.90 + \$3.00 incremental rate for Holiday Pay)

Note: You can set a maximum pay rate, in case you are using Holiday Pay in conjunction with Evening, Weekend, or Overtime Pay. In the example above, all incremental pay options are turned on. If an Employee is scheduled on a day and time in which all four rates apply (or a combination of two or more rates, like a weekend which is also a holiday), the **Max Pay** field will only allow for a maximum allowable hourly wage of \$15.00 per hour.

Salary Pay

Go to **Employees, Add/Change Employee Record:**

Example department: Change Employee record

Last name	First name	I.D.	Assignmt.	Pay	Pay rate
Anzovino	Bob	21334	Manager	\$700.00	☐ Hourly rate ☒ Weekly salary
Street	City	State	Zip		

Salary Pay is calculated weekly, regardless of hours scheduled, and can be included in pay calculations and reports:

SEW Include in schedule

Print name and... ☒ Name only ☐ Assignment ☐ Employee ID ☐ Phone number ☐ Soc.Sec.Nbr. ☐ Save space	Lunch ☒ Print all breaks ☐ Print breaks over 15 Minutes ☐ Print breaks over 30 Minutes ☐ Print breaks over 45 Minutes ☐ Print breaks over 1 Hour
Who to print ☒ All Employees ☐ Employees with schedules	Other print options.. ☐ Total Hours ☐ Total Wages/Salaries
Last stop time of the day ☐ Print Open for the last stop time of the day	

Help **Preview HTML** **Print preview**
Cancel **Save HTML** **Print**

Productivity

Actual Transactions Productivity Views

Weekly Sales and Labor Analysis

Plan

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sales	6000	5000	5000	4000	5000	9000	9000
Transactions	200	180	180	150	180	250	250
Wages	\$397.69	\$391.69	\$391.69	\$391.69	\$391.69	\$391.69	\$387.69
Sales Hours	43:45	43:45	43:45	43:45	43:45	43:45	43:45
Transaction Hours	43:45	43:45	43:45	43:45	43:45	43:45	43:45
Sales/LH	\$137.14	\$114.29	\$114.29	\$91.43	\$114.29	\$205.71	\$205.71
Transactions/LH	4.57	4.11	4.11	3.43	4.11	5.71	5.71
Labor %	6.63%	7.83%	7.83%	9.79%	7.83%	4.35%	4.31%

Actual

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sales	6150	5302	4756	4084	4998	9423	9864
Transactions	222	178	145	122	175	269	287
Wages	400.23	402.41	384.11	395.36	388.12	400.58	410.1
Sales Hours	44:00	44:10	38:34	44:00	43:4	45:00	50:00
Transaction Hours	44:00	44:10	38:34	44:00	43:4	45:00	50:00
Sales/LH	\$139.77	\$120.04	\$123.31	\$92.82	\$116.04	\$209.40	\$197.28
Transactions/LH	5.05	4.03	3.76	2.77	4.06	5.98	5.74
Labor %	6.51%	7.59%	8.08%	9.68%	7.77%	4.25%	4.16%

Include in Productivity

Sales/Hours ☒ Wages time ☐ Salaried time
 Transaction/Hours ☒ Wages time ☐ Salaried time
 Labor% ☒ Wages currency ☐ Salary currency

Week totals

Sales \$43,000.00
 Transactions 1,390
 Actual Sales \$44,577.00
 Actual Transactions 1,398

Actual

Print

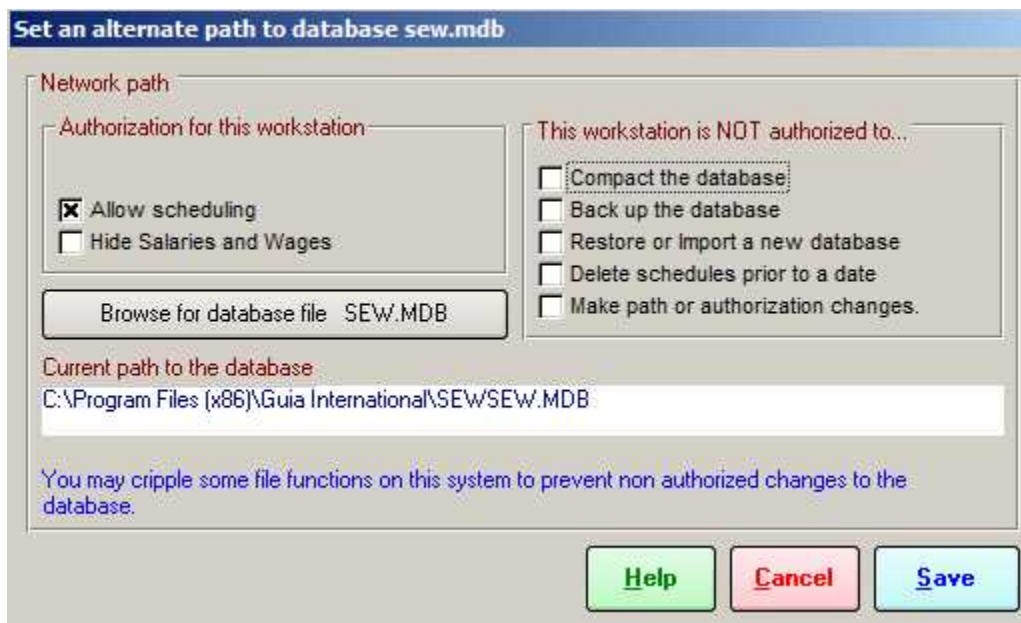
Help

Cancel

Setting up a Network

Please follow these steps in setting up Scheduling Employees on a network:

1. Install the program on the server or the host computer. Open the program and input the registration code.
2. Next, install the program on the client computers and set the network path from the program running on the client machine: From the client computer, open the program and select **File** then **Network Path**. Click the **Browse for Database sew.mdb** button and in the look-up screen, navigate to the host machine with the registered copy. Find the file **sew.mdb** that you had saved on the server, highlight and save. The default location for the install is C:\Program files\Guia International\SEW.
3. The program will need to be closed and when it reopens the the link should be set. The sew.mdb file would have to reside on the host machine in a location that has full read/write share permissions for the client machine.



***Note: The database (sew.mdb) must be in a folder, not in a Root Directory.

***Note: The program needs to be installed on the client for all of the .dll's and .ocx files to register on the computer.

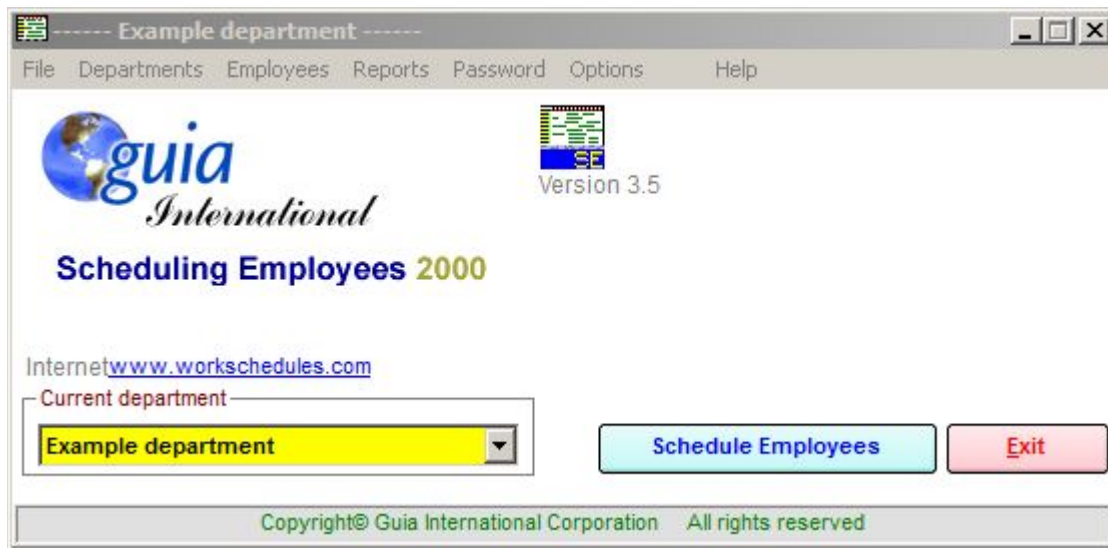
To network the Picture Timeclock, Scheduling Employees will need to be installed on the host machine first.

1. Install the picture timeclock program on the client computer, open it and select options.
2. At the bottom of the bottom of the general tab, select the "Use Scheduling Employees 2000 database" radio button.
3. Navigate to the host machine with the Scheduling Employees database, find the Host Machine:\Program files\Scheduling Employees folder and select the sew.mdb file.
4. The Picture Timeclock program will need to be closed and when it reopens it will be networked with the clock.mdb database residing in the Scheduling Employees folder of the host machine. Again, full read/write sharing permissions will need to be granted for the program to have full access to the database.

Migration Tool

The Migration tool is designed to transfer your schedule and program settings from Scheduling Employees v3.5 to Scheduling Employees v4.0.

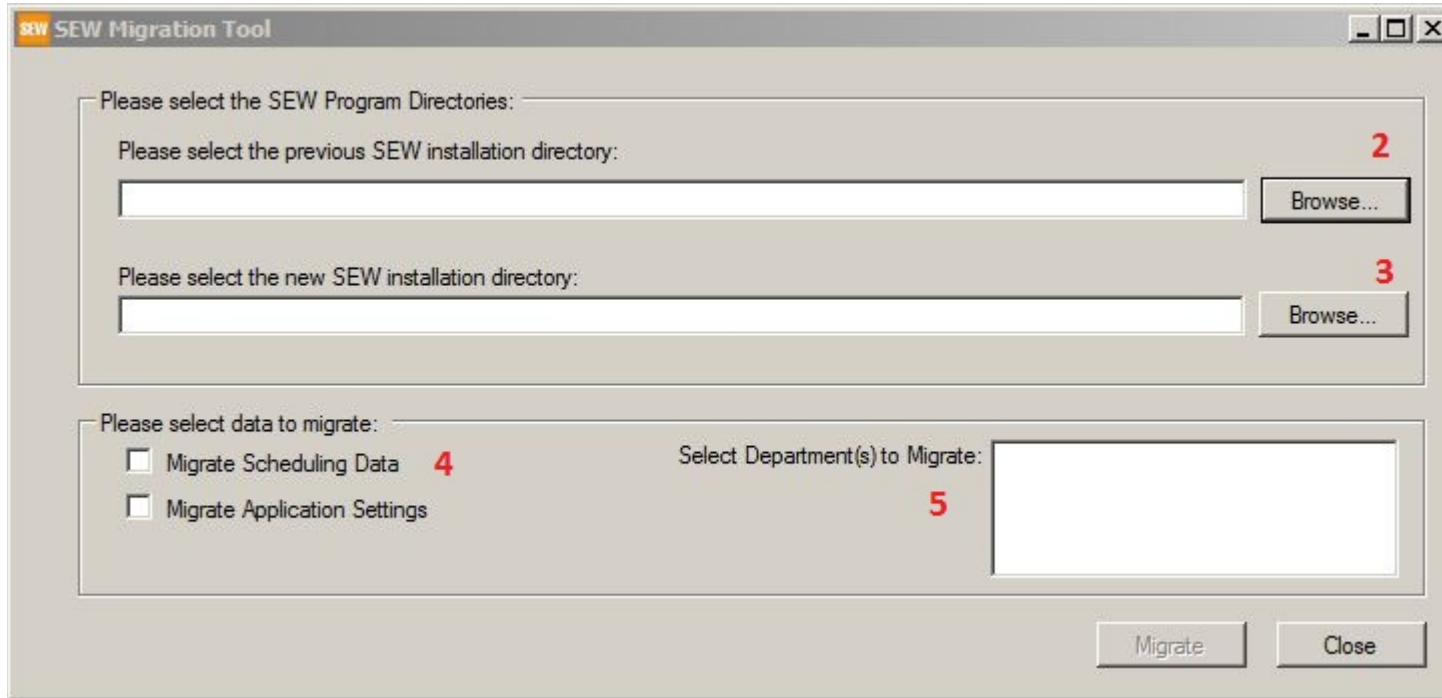
****Important note: The Migration Tool will only transfer data from Version 3.5. Check your current version by opening the version of Scheduling Employees you wish to transfer data **from**. It will look like the following image (note Version 3.5 to the right of the Guia International logo):*



If you do not have version 3.5, you **must** run an update first before running the Migration Tool. Click the following link to update to version 3.5: www.workschedules.com/ftp/sewsetup32.zip Your data will remain intact, however it is good practice to run a [backup of your database](#) before updating.

Once the update is complete, follow these instructions:

Go to the Start Menu, then select **Guia International/Scheduling Employees/ SEW Migration Tool** from the Programs list:



Click the **Browse button (2)** to select the the previous SEW installation directory. This is the location of Scheduling Employees v3.5 (2000). The default location of this directory is C:Program Files/Scheduling Employees or C:Program Files(x86)/Scheduling Employees. If you have the database stored in a different directory, browse to that location. If you get a message that the **database sew.mdb** can't be found, go to [Migration Tool, Special considerations](#)

Click the **Browse button (3)** to select the new SEW installation directory (Version 4.0). The default location of this directory is C:Program Files\Guia International\SEW or C:Program Files(x86)\Guia International\SEW. If you get a message that says **The database version of the new application does not match**, go to [Migration Tool, Special Considerations](#)

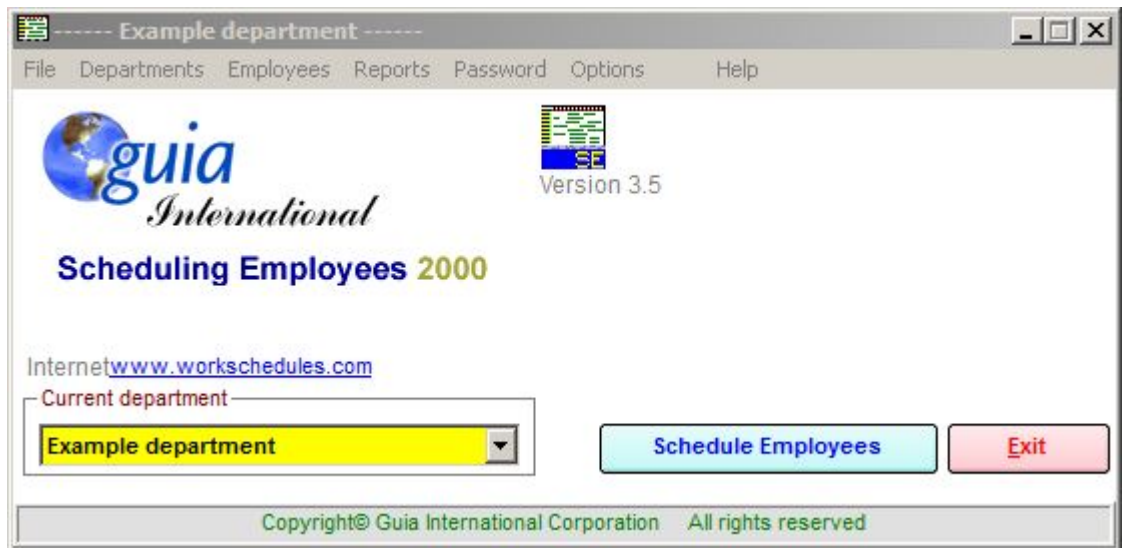
You can select to migrate Scheduling Data, and/or Application Settings (**4**)

Once the Migration Tool recognizes verison 3.5's database, your departments will populate in this window (**5**)

Special Considerations for the Migration Tool

- The Migration tool is designed to transfer your schedule and program settings from Scheduling Employees v3.5 to Scheduling Employees v4.0.

****Important note: The Migration Tool will only transfer data from Version 3.5. Check your current version by opening the version fo Scheduling Employees you wish to transfer data **from**. It will look like the following image (note Version 3.5 to the right of the Guia International logo):*



- If you do not have version 3.5, you **must** run an update first before running the Migration Tool. Click the following link to update to version 3.5: www.workschedules.com/ftp/sewsetup32.zip Your data will remain intact, however it is good practice to run a [backup of your database](#) before updating.
- sew.mdb not found message:** The default location of this directory is C:\Program Files\Scheduling Employees or C:\Program Files(x86)\Scheduling Employees. When you browse to this location, or another directory in which you are sure sew.mdb is located, and you get the message "sew.mdb cannot be found," the file may be "super hidden." In order to "un-hide" the database, follow these steps:

Vista/ Windows 7: Right-click the Start Button, and select Open Windows Explorer. Browse to C:\Program Files\Scheduling Employees, or C:\Program Files(x86)\Scheduling Employees, right-click SEW32.exe and select Run As Administrator:

Hand	5/11/1998 8:01 PM	Cursor	1 KB
INSTALL	3/19/2012 1:33 PM	Text Document	5 KB
Manual	4/19/1997 8:52 AM	Icon	1 KB
Sew	7/27/1999 10:21 AM	Icon	2 KB
SEW.jan	2/27/2006 3:50 PM	JAN File	128 KB
SEW	4/8/2012 12:44 PM	LDB File	1 KB
SEW	4/8/2012 12:44 PM	Microsoft Office Acc...	128 KB
Sew.wri	6/30/2006 8:05 AM	WRI File	37 KB
Sew32	3/4/2011 3:59 PM	Application	2,020 KB
Sewhe	8/11/2007 4:35 PM	Compiled HTML Help...	30 KB
sewhe	6/30/2006 8:03 AM	CNT File	2 KB
UNWI	2/22/1999 3:46 PM	Application	146 KB

Let the application open to the Opening Screen, then exit out again. The sew.mdb file should now be visible in the directory.

You may also want to try running Scheduling Employees v3.5 in **Windows XP compatibility mode**:

1. Close the Scheduling Employees v3.5 if it is running.
2. Right-click the Start button, and select **Open Windows Explorer**. Browse to the Scheduling Employees folder under Program Files (it will be Program Files (x86) if you are running a 64-bit version of Vista or Windows 7)
3. Find the file Sew32.exe in this folder, right-click and select Properties;
4. Click on the Compatibility tab.
5. At the top, click the checkbox for **Run this program in compatibility mode** for;
6. Select **Windows XP (Service Pack 3) on Windows 7 or Windows XP (Service Pack 2) on Windows Vista** from the drop down box.
7. Under the **Privilege Level** section, check **Run this program as an administrator**;
8. Click **OK**.

Windows XP SP3: Right-click the Start Button, and select Explorer. Browse to C:\Program Files\Scheduling Employees in Windows Explorer, right-click SEW32.exe and select Properties. Then click on the Advanced button and remove the check in front of "file is ready for archiving" and click OK twice. The SEW.mdb file should now be visible in the directory.

- **The database version of the new application does not match:** The default location of this directory is C:\Program Files\Guia International\SEW or C:\Program Files(x86)\Guia International\SEW. This error message is usually a result of **NOT** running the Scheduling Employees v4.0 installation file as an Administrator in Vista or Windows 7. You will have to uninstall Scheduling Employees v4.0, and re-install as an Administrator:
 - o 1. Login to your account at our website, www.workschedules.com. Once you're logged in, click on "My Account" at the top of any screen. Click on the tab "My Orders" and select your order number. You will see a "Download" button next to a file named "sewsetup32.zip." Click on the "Download" Button.
 - o 2. Save (not Open) this file to your computer
 - o 3. Locate the file folder **SEW Setup** . Right-click on **SEW Setup**, and select "Extract All..." and place the extracted file in a location where you can easily find it
 - o 4. Once the file is extracted, right-click on the file **SewSetup.exe** and select **Run as Administrator**
 - o 5. Follow the steps to complete installation. When you open the program, you will see a message which states that you have 30 days to purchase the program.
 - o 6. Insert your registration code in the Opening Screen. After the registration code is accepted, your program will be unlocked permanently

Troubleshooting

Many errors can be corrected by [compacting your database](#).

If you still encounter an error after compacting your database, be sure to record the error message and/or number. You have three options for support:

- Feel free to browse our [support forums](#) online
- Call us 800-380-0073, extension 2 during normal business hours
- Send us a message via our [Contact Page](#)
- Email us at techsupport@workschedules.com

We will do our best to resolve your issue as soon as possible.