



# Staff Scheduling

The Staff Scheduling module handles all standard staff scheduling functions, including:

- Default two week schedules are defined which can be easily modified as the need arises.
- Additional default shifts for the same day are supported.
- Integration with the Payroll module and/or employees and non-employees can be entered independently.
- Daily, weekly, and master schedules are then produced from the default schedules with the ability to edit as needed.
- Staffing requirements for each shift, job class, and location can be budgeted. This information can also be brought in from the Payroll module.
- Reporting that isolates over-staffing and under-staffing requirements.
- Export capabilities are included as well.

## Reports

- Daily Shift Schedule Report
- Employee Default Schedule Report
- Employee Schedule Report
- Master Schedule Report
- Missing Schedule Report
- Over Limit Report
- Over Staffing Exception Report
- Schedule Master Requirement Report
- Schedule/Unscheduled Report

## Integrates with

Payroll Module.

## Key Features

All tables have the ability to be modified to meet the individual needs of the facility.

Range and Sort options allow user to query the data in a multitude of user-defined options.