Set staffing levels Adjust work shifts Empower employees **Breathe easier** 

Efficient Advanced Scheduling with Shift Swapping



When we asked what you needed to **take your time and attendance system to the next level**, the message was loud and clear.

Provide advanced features that make scheduling employees easier and more efficient.

So we did.

# Introducing Advanced Scheduling with Shift Swapping

- Easily create and customize shifts & capacities
- Empower employees to swap shifts with co-workers
- View employee availability in real time
- Receive daily and weekly overtime notifications
- Automatically **notify employees of a new or modified schedule**
- Set overtime notifications to help you comply with new regulations

Ready to see Advanced Scheduling in action? Call 800.561.6366 to talk to an expert today!

## Advanced Scheduling Features Help You:

- Set capacity requirements for each shift
- View and schedule a complete work week
- See real-time worker availability

# Powerful Scheduling Tools Provide:

- Daily and weekly overtime warnings
- Alerts about scheduling conflicts
- Notifications for changes in availability and eligibility

## Empower Your Team & Improve Communication:

- Empower employees to post shifts they'd like covered, and swap shifts with co-workers
- Fully automate shift swapping, or enable one-click
  manager approvals from mobile devices, tablets or PCs
- Employees set their availability from their dashboard
- Your team receives notifications for new and modified schedules
- Employees can respond to message notifications
- Show co-worker availability to employees
- Encourage employees to pick up open shifts by displaying potential earnings

#### Need More Flexibility?

- Apply advanced overtime rules for scheduling consecutive days, holidays, and more
- Provide an "availability/unavailability" setting at the clock and kiosk
- Show blackout days