

Advanced Scheduling: Shift Swapping

Advanced Scheduling New Feature: Shift Swapping

The Time System’s Advanced Scheduling module helps companies gain insight into employee schedules and keep employees informed in advance of schedule changes. With the Shift Swapping now available with Advanced Scheduling, we are keeping the technology edge and placing ourself with or above our competition!

Shift Swapping introduces additional scheduling features to clients already using The Time System Advanced Scheduling. It is included with Advanced Scheduling at no extra cost. The feature enhances a client’s ability to create and modify schedules that can be custom configured to the individual needs and requirements of the business.

Shift swapping allows an employee to post a scheduled shift that he is no longer able to work and allow another employee to pick up or cover that shift. Employees may also use it to view available shifts to pick up additional shifts to work. Managers or supervisors can set approval preferences to manual approval, denial, or auto approve.

Advanced Scheduling Features	Advanced Scheduling with Shift Swapping
<ul style="list-style-type: none"> ▶ View 7-Day schedules ▶ Set employee availability via Web and mobile ▶ Assign each shift a capacity to ensure proper coverage ▶ View color coded representation of shifts that are adequately staffed, under staffed, or over staffed ▶ Make decision based on application “suggestions” of which employee(s) is best fit for each shift based on availability, eligibility, and already scheduled worked hours ▶ Instantly alert employees via web and email when assigned a shift or when their schedule has changed ▶ Easily identify shifts assigned to employees who call off or no show and quickly find coverage ▶ Configure notifications when an employee changes his availability 	<ul style="list-style-type: none"> ▶ Allow employees to post a shift making it available for others to pick up ▶ Provide view access for employees to view others’ schedules and request to post or add co-workers’ available shift ▶ Incent staff to fill available shifts with an integrated earnings calculator ▶ Restrict employees from picking up shifts they are not eligible or qualified to work ▶ Allow managers to have full control of their staff’s shift requests or automate that process ▶ Monitor shift requests that may place an employee into Overtime ▶ Compare saved or lost wages from swapped shift before approving it ▶ Create unscheduled, “Open” shifts to allow employees to volunteer for a scheduled shift

Sales Positioning

Sales representatives can sell Advanced Scheduling with Shift Swapping directly to prospects and current clients.



Full site functionality available on mobile.

Target Client

This product is available to any client that is currently using The Time System.

Some examples of prospects that might have a need for Advanced Scheduling with Shift Swapping include:

- ▶ businesses that need to keep track of variable shifts, such as restaurants, bars, retail, and call centers
- ▶ businesses that have multiple departments or locations that require scheduling coverage
- ▶ high-tech, on-the-go businesses that need to quickly and easily create weekly work schedules ahead of time
- ▶ businesses that want to implement consistent, secure schedules and communicate those to employees, and
- ▶ businesses that want to allow employees to view schedules through their computers/smartphones.

Demos and Marketing Tools

The Sales Support team can provide demos for prospects interested in Advanced Scheduling with Shift Swapping.

Pricing

The billing for Advanced Scheduling is *à la carte* only. Shift Swapping is a feature that will be included with Advanced Scheduling at no extra cost.

Your manager will be able to refer to the pricing site for the latest information on Advanced Scheduling pricing.

Word Tracks

- ▶ *“Advanced Scheduling gives you control over the overwhelming tasks of trying to maintain schedule and shift coverage for all of those busy weeks throughout the year.”*
- ▶ *“The Time System’s Advanced Scheduling, and now Shift Swapping, provides a new way for your employees to manage their own schedules, view others’ schedules, look for available shifts, and find coverage when there is a scheduling conflict. You’ll be providing your employees with a highly-desired benefit, and saving yourself from some headaches when employees need shift coverage.”*
- ▶ *“As a business owner and manager, you can set approval levels for Shift Swapping that range from individual approval/denial to auto approval.”*
- ▶ *“Advanced Scheduling has features like Shift Swapping at no extra cost that place us at or above the competition. Very few companies in our industry offer these, putting us ahead of trends in the markets indicating a need for scheduling tools.”*