

“Hatrak Scheduler Plus” Employee Scheduling Software

Reaching Beyond Traditional Solutions

Enterprise Employee Scheduler Benefits

- Recover system costs within the first twelve months
- Reduce payroll costs
- Reduce overtime costs
- Increase management and employee efficiency
- Increase management and employee productivity
- Increase communication
- cutting edge technology minimizes software costs

Enterprise Shift Scheduler Features

- 1) **Labor Supply and Demand Analysis:** The Labor Supply and Demand Analysis is a powerful tool used to design *Budget-Based schedules*, optimize schedules, and control schedules. Furthermore, this diagnostic and analytical tool is used everyday to check staffing coverage and suggest improvement strategies. In this regard, our solutions are unique among the shift scheduling packages on the market today.

“*Budget-Based Scheduling*” depends upon using our analysis tools to develop fiscal models that control the development employee schedules. Using the Labor Supply and Demand Analysis, you develop Budget Models. Once you arrive at the right Budget Model our takes over and prepares employee schedules guaranteed to tie directly to the budget model.

The Labor Supply and Demand Analysis helps evaluate your business rules, staffing plans, policies, procedures, shift designs, schedule designs, full time equivalent positions, and budgeted funds. These analyses help you control the fiscal and scheduling impact that average annual employee deployable and not deployable days have on coverage. The Analyses project end of fiscal year budget over and under information. Over and under color coded data is reported on a dashboard screen.



**Reduce “Bottom-Line” Costs
With Budget-Based Shift Scheduling**

Budget Challenge

- 2) Budget Forecasting: Developed exclusively for organizations requiring schedules based on staff supply and demand and budget forecasts and the need to do “budget-based scheduling.” Our Enterprise Employee Scheduler’s forecaster works with the schedule design, the uses forecasts to schedule work assignments based upon automated scheduling formulas and operational requirements.

- 3) Flexible Labor Utilization Transaction Collection & Reporting: The Enterprise Scheduler supports unlimited numbers of employees, jobs, tasks, shifts, rotations, organizations, work locations, departments, and scheduling units as it collects, views, analyzes, and reports on labor usage information such as employee not-deployable factors, relief coverage, overtime and other multi-faceted scheduling data. With input from network workstations, internet, and intranets, our technology reliably brings it all together, including:
 - Allowing any scheduling period with unlimited future scheduling
 - Providing cost and conflict checking for all reasons why employees could not be deployed, employee skill sets, seniority, overtime, and schedule overlaps
 - Providing lists of skill qualified fill-ins for open work assignments
 - Tracking dates for past attendance exceptions, current work and future training, on-loan to other scheduling units, projecting future overtime costs, and employee on shift reassignments from work assignment to another or others.
 - Absenteeism accounting tracking used to identify situations where leave planning policies are violated
 - Delivering comprehensive reports, schedules and calendars

- 4) Human Resources: End users, with user name and password permission, use the Resources Module to:
 - Enter employee information (employee pictures can be used as an optional feature)
 - Enter employee assignment exclusion information



- 5. Employee Self-Service: Allows high volume scheduling of leave, overtime, requests for leave, day off swapping, and calendar printing using workstations, the internet, and your intranet.

Individual employees have access to their personal calendars as part of our Employee Self-Service functionality. Employee Self-Service affords employees the following benefits:

- Employees can use their calendar to submit requests for leave. Supervisors then act on requests. Supervisor action is posted on employees’ calendars.
- Employees can view their leave history and status of submitted requests for time off
- Employees can view their overtime history
- Employees can view the entitlements, accruals, usage, and balance histories
- Employees can view their work assignment histories

6. Employee Scheduling

Hatrak Associates automates important employee-scheduling tasks in an efficient and easy to use way! Employee schedules are either user-defined (you duplicate your current schedule exactly) or budget-based and controlled by the **Staff Supply and Demand Analysis**. Employee-Schedule design includes using any kind and type of on and off day work patterns (cyclic and non-cyclic). Non-cyclic patterns are those that do not have a repeat and are use when it necessary to setup employee specific work schedules.

The Employee Scheduler generates Master, Work and Daily schedules, in the form of a calendar. Master schedules contain all cyclic duty station positions (posts). Cyclic patterns are those that repeat after some period in time. Work schedules contain duty station positions that are not cyclic. The work assignments included on Work Schedules are generally employee specific (for example, a custom work schedule for a nurse in a hospital). The Daily Schedules tell shift supervisors which employees are scheduled to work on a given day and shift. Schedule control and exceptions transactions are easy to manage.

Each of these schedule types report schedule exceptions such as vacations, military leave, in-service training, leave without pay, sick leave, and, all other reasons an employee was not deployable.

You define shift and rotation assignment rules – the system makes the scheduling changes for you. User defined assignment flexibility rules handle employee replacement requirements before overtime is used. Employees log in to view their work schedules. Supervisors can adjust schedules over the web from anywhere if allowed.

7. **Time and Attendance:** Unlike other products, ours comes with Time and Attendance included. You define the time and attendance rules: union rules; contractor rules; exempt and non-exempt payroll data capture rules; time keeping rules; accruals rules; leave entitlement rules; and, paid holidays.

A major feature of our Time and Attendance functionality is Absenteeism Accounting. You define your absenteeism, tardiness, and other employee not deployable rules and the system automatically tracks rules violators for you. Gone are the days of trying to do this efficiently with a “knobby pencil.”

8. **Training:** The training module is available as a separately priced add on module. There is no need to purchase functionality you do not want. The training modules fully integrate with all other system modules. Key employee training information is stored by the system. Setting up training classes and then booking employees to them is easy. The Training module and the skills, licenses, and requirements modules are full integrated.
9. **Leave Administration and Absenteeism Accounting:** Manages schedules for all reasons why employees are not deployable (you define the reasons), and leave request tracking and administration.

Our Technology

Hatrak Associates Enterprise Employee Scheduler offers labor management processing and operational views of all missions critical your labor practices. The Scheduler includes a group of tools, with “smart” technology,” that simplify the multifaceted scheduling needs of separate organizations, work locations, departments, and scheduling units throughout the enterprise. With Enterprise Scheduler, there is no limit to:

- Schedule spans
- Number of employees
- Work assignments
- Schedule patterns
- Separate shifts
- Multiple paid holidays lists
- Unlimited not deployable reasons

Seamless Integration

The Enterprise Employee Scheduler integrates with other enterprise and legacy systems (human resources information systems, fiscal and budget information systems, training information systems, and other labor transactions data collection systems).

By synchronizing business demands with workforce demands, Hatrak Associates’ automated Enterprise Employee Scheduling solution provides the decision support and rigorous control needed to balance workforce efficiency and return on investment with employee satisfaction.

Hatrak Associates solutions major focus is on close integration between scheduling and planning systems. This focus facilitates initial and on-going forecasting of demand. Staffing demand, staffing plans, and staffing budgets are based on accurate workforce demand information.

The results are tight translations into the efficient allocation of resources. Hatrak Associates Enterprise Scheduler streamlines operations and lowers operational costs by centralizing and automating employee schedule maintenance. Enterprise Scheduler provides a single solution for organizations to schedule work assignments and maintain overtime, vacation and all other reasons why employees are not deployable.

Hatrak Associates Time & Attendance (Labor) Management solution comes fully integrated with the Enterprise Employee Scheduler providing comprehensive information on planned-to-actual schedule results.

- Spend less time generating complicated rules based schedules
- Significantly reduce overtime, unplanned absences, and the costs of scheduling mistakes
- Succeed in an environment of zero tolerance for understaffing
- Adapt to last minute changes without a decrease in service
- Increased employee participation and morale.



Centralization with Decentralized Flexibility

“Central staffing” departments can offer the flexibility to fully coordinate schedules across all departments of the enterprise. Decentralized functions enable employees and managers to create, manage and run reports from off-site department locations. Schedule transactions can be collected using workstations and intranets.

- Appropriate scheduling of personnel, based on user defined hierarchy’s that include organization, work location, department, and scheduling unit level that are based on status, skill, schedule history, seniority, work assignment exclusion and overtime status
- Flexible organization, work location, department, and scheduling unit defined overtime codes, pay codes, accrual codes, and absenteeism codes
- Configurable settings to support a wide range of overtime hours
- Configurable absenteeism accounting settings to report occurrences and point totals
- Adaptable interface options for Human Resources, Fiscal, Payroll, Time and Attendance, and Training information systems

Complete Overtime Administration

The Enterprise Scheduler’s overtime scheduling functionality enhances the capabilities of the scheduler by ensuring that overtime shifts are staffed according to company and union policies. Organizations with difficult overtime rules will quickly realize significant payroll savings and improved operational efficiencies. Overtime equalization provides:

The Enterprise Scheduler automatically tracks all elements relating to overtime administration. This simplifies the complex task of handling variable solicitations, refusals, acceptances, volunteering, forcing and reporting. It reliably collects and reports overtime information including:

- Volunteer Sign-ups
- Mandatory Overtime
- Call backs
- Overtime Call-out Restrictions
- Overtime code
- Overtime hours
- Overtime reasons
- Overtime authorized by notes
- Overtime used notes
- Overtime Seniority

For more information, please visit our website at www.Hatrak.com or call 1-702 869-8900