# HATRAK SCHEDULING

Employee Shift Scheduling Software

Solutions Guide

***Hatrak's Advanced Scheduling Solution For Public And Private Organizations***

Hatrak Scheduler Plus centralizes information about your workforce and helps you enable your vital business processes using effective real-time labor scheduling.

Hatrak's scheduling solution acts as the essential enabler of your business rules. Using Hatrak Scheduler Plus Scheduling Software your managers get valuable assistance to help them make informed and proactive employee deployment (scheduling) decisions. The focus is always on analyzing labor supply and demand to spot any "gaps" between the labor supply and labor demand variables and then to develop strategic plans to eliminate costly "gaps: aligning labor demand with labor supply.

Hatrak Schedulers help ease the administrative burden related to employee scheduling, minimize labor costs using sound labor supply and labor demand analyses to bring the two into balance and will help you improve your organization's bottom line. The Hatrak Schedulers empowers your managers to optimize their use of the resources and skills available throughout your organization, helping you to make the most efficient use of your most important asset — the labor force.

# Hatrak's Schedulers Prepare Your Organization
## To Get the Competitive Edge Over The Competition

Continuous fluctuations between the supply of labor and the demand for labor apply to all organizations whether private or public. These fluctuations often result in "gaps" between labor supply and demand. The ability to strategically respond to the fluctuating "gaps" will determine how well you manage your bottom-line. This kind of analysis also helps you review your current variable and consistent schedule designs. These variables and "gaps" are not managed or mismanaged by outdated, manual scheduling processes.
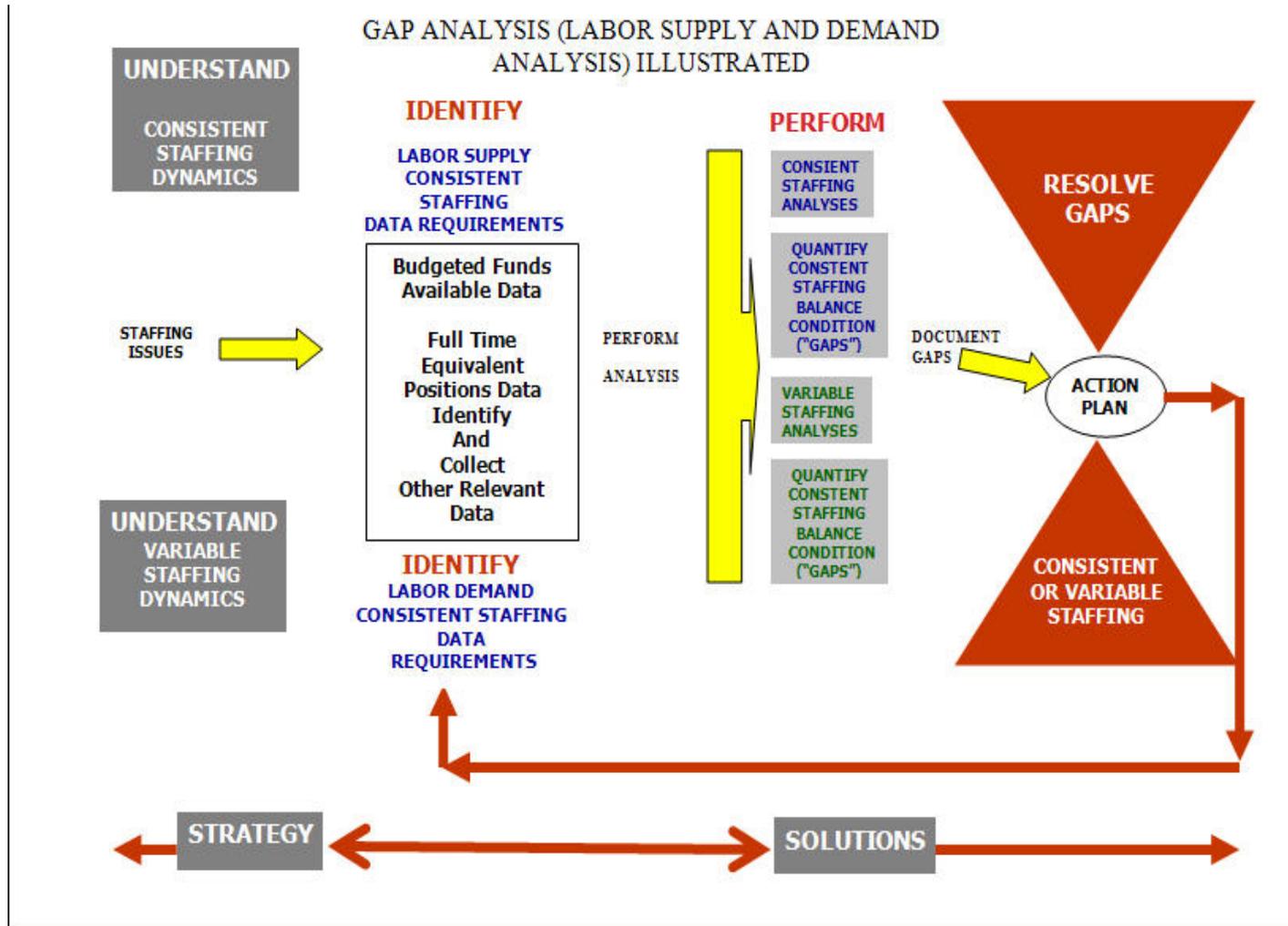
Usually it is the rule and not the exception that organizations will have overtime costs in one department while qualified employees in other departments are underutilized. Often organizations will ignore liability by scheduling unqualified employees in skilled positions. Still others find themselves swamped with grievances that arise from inconsistent scheduling practices.

Meanwhile, absenteeism and unexpected changes in demand can cost an organization high costs and reduced unproductive hours. The responsibility for these challenges falls on the managers who struggle every day to plan staff coverage by relying on inefficient, paper-based systems for scheduling.

The right tools not only expedite a more effective scheduling process, but also free managers to spend their time on more critical, revenue-driving activities. That's where the Hatrak scheduling solutions enter the picture.
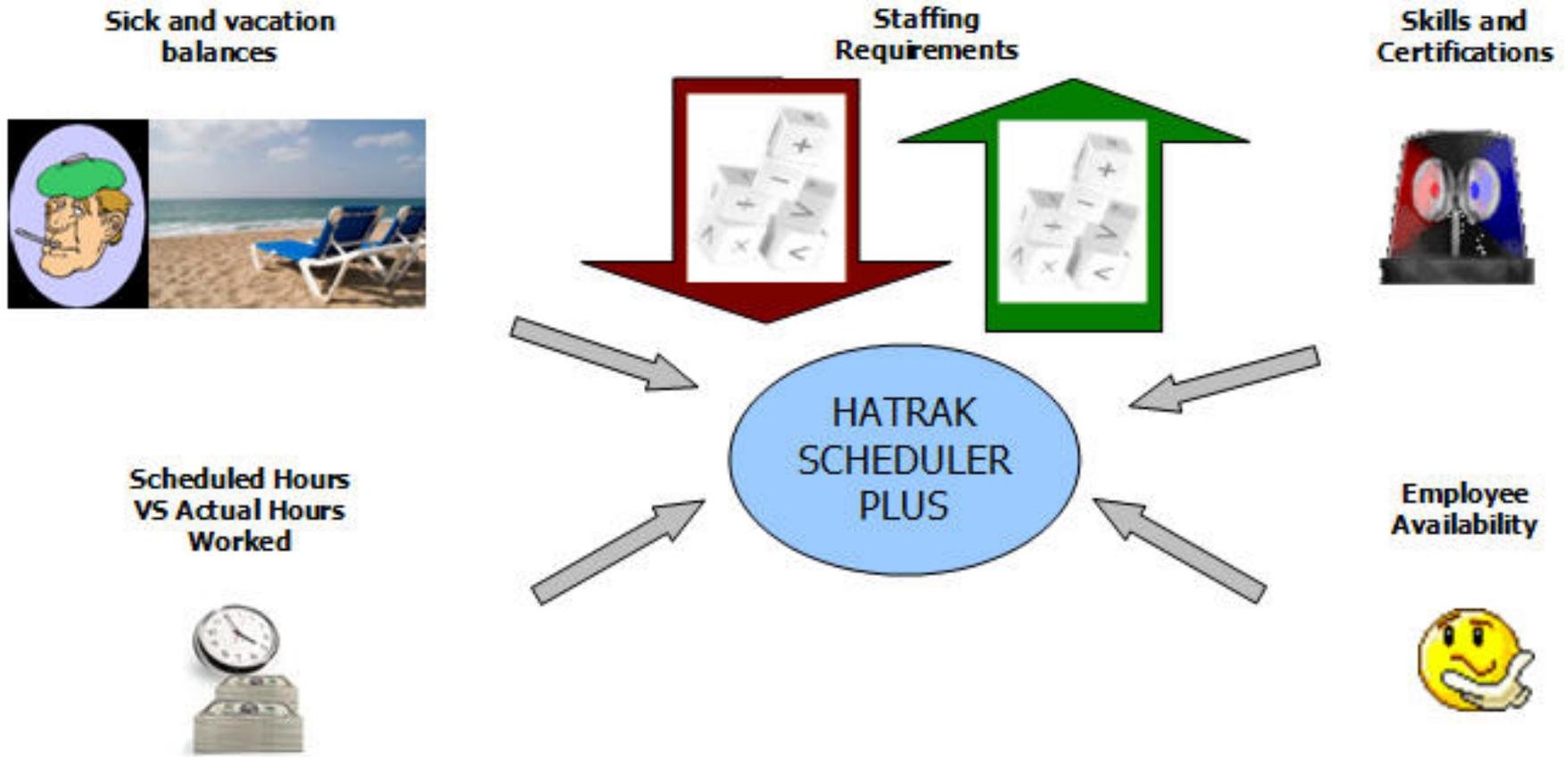
# Determining Your Labor Supply and Demand "GAP"

*Hatrak Schedulers offer comprehensive consulting services to help you optimize schedules to help assure that your schedule designs will operate at the lowest possible cost.*



GAP ANALYSIS (LABOR SUPPLY AND DEMAND ANALYSIS) ILLUSTRATED

# Scheduling Information All In One Place

*Hatrak Scheduling Software offers a full range of views into your organization's scheduling information. Your managers have the right tools they need to create optimized schedules, placing the best-fit employees in the right place, at the right time, and at the lowest cost.*

# Empower Your Managers with Comprehensive Scheduling

Hatrak's advanced scheduling solution is fully integrated with its time and attendance, labor supply and demand, skills, training and other certifications human resources and optional biometric time clock modules which, when working together, enable your managers to make optimal use of your organization's workforce.

Hatrak's Schedulers automates the time-consuming processes that make up schedule planning. Your managers have access to real-time information they need to build the best possible schedules. The benefits include:

## Greater control over labor costs

Hatrak Schedulers gives managers automated information regarding the availability of qualified employees — specifically, employees who have the necessary skills and availability to fill an open shift.

Managers have on-line access to planned and unplanned leave and absenteeism to help them distribute hours economically across the entire workforce, limiting reliance on overtime or expensive agency labor costs

## Reduced risks of non-compliance

Hatrak Schedulers reduces the administrative burden of managing policies, rules, and regulations when building employee schedules. It tracks employee qualifications and certifications so that managers can quickly and easily apply them to workload requirements and avoid costly liabilities. It also helps manage the criteria for labor compliance, including seniority.

# Benefits Continued

## Higher employee satisfaction

Consistent scheduling practices, avoiding costly union grievances and fair and equitable schedules that balance the needs of employees with those of the business go a long way to help with employee satisfaction.

Managers who need to schedule by seniority can easily access this information and more, so they can schedule the best employee for the shift.

Employees, meanwhile, appreciate having additional access and input to their schedules through employee self-service applications within the software.

## Bottom-line results

Hatrak Schedulers provide bottom-line results that speak for themselves.

Managers spend less time mired in administrative, schedule-related tasks and more time improving employee performance. Your managers have the tools they need to create optimal schedules, placing the best-fit employees in the right place, at the right time, and at the lowest cost.

And your organization can realize substantial added benefits from integrating the Hatrak Schedulers with other business systems, including back office systems such as financial, payroll, and human resources.

**Hatrak Scheduler Plus***: Is An Integrated Workforce Management Scheduling Solution*

What makes Hatrak Schedulers different from other scheduling solutions? Without it, your managers lack the insight into your workforce that would enable them to make optimal use of your employees. Hatrak Schedulers provides greater vision, allowing your managers to leverage the abundance of resources and skills available throughout your organization. It provides access to the information your managers need to make better scheduling decisions.

*These are some of the key differentiators for Hatrak Schedulers:*

• **It is a centralized scheduling solution:** Hatrak Schedulers centralize all of your scheduling information for complete visibility, and standardizes the scheduling tools and practices used throughout your organization.

• **It integrates with Hatrak Schedulers Timekeepers:** Scheduling and time and attendance information is always in sync.

• **It reduces administrative burdens and empowers your managers: E**nables your managers to build optimal schedules and make critical staffing decisions right from their desktops.

• **It is web-enabled for easy deployment and access: Hatrak Schedulers and all its tools** and information are available wherever and whenever you need them. Information is available from wherever and whenever you it.

## With Hatrak Schedulers You Overcome The Obstacles To Optimal Schedules

With Hatrak Schedulers your managers have access to scheduling information that will help them make better, more proactive decisions and avoid costly ones. Hatrak Schedulers automatically tracks employee skills, seniority, certifications, and other requirements that are essential to creating optimal schedules. Because information is readily available to the system, Hatrak Schedulers to help enforce those requirements and help your organization avoid costly liabilities and grievances.

## Employee Benefits

Hatrak Schedulers takes improving manager productivity a critical step further than other scheduling solutions by engaging employees in the scheduling process and making them part of the solution. By defining their leave requests employees can ensure that personal schedule conflicts are addressed in the scheduling engine.

Hatrak Schedulers help ensure scheduling fairness throughout the organization. Overtime distribution is better controlled, effectively eliminating favoritism. Organizations are also notified if their employees' certifications are about to expire, enabling them to take any steps necessary to renew those certifications and keep their employees active. The end result is the ability to fill key positions that require certain certifications.

### *Quick And Easy Access To Scheduling Information Allows Managers To:*

• Analyze job coverage for the entire organization
• Find available employees with the skills needed to fill open shifts
• Evaluate an employee's ability to fill an open shift according to cost, compliance, and availability
• Evaluate scheduling conflicts or rule violations
• Uncover missing qualifications or expired certifications
• Review total productive hours versus non-productive hours scheduled

*The Advantages Of The Hatrak Schedulers Include:*

• Reduced labor costs as a result of minimizing
overtime and contingent labor
• Improved product and service quality
• Increased production capacity as well as
reduced downtime and delays
• Greater ability to satisfy the needs of customers, employees, and your business

**Integrated Component With Hatrak Schedulers Central Suite**

One of the Hatrak Schedulers most powerful benefits is its seamless integration with the additional
time and labor, time clock human resources and other important functionality that can be seamlessly
integrated with Hatrak Scheduler Plus. These other functionalities come from other software packages
offered by our strategic partners. The benefits of integration are significant.

**Overcome The Obstacles To Optimal Schedules**

With Hatrak Schedulers, your managers have access to scheduling information that will help them make
better, more proactive decisions and avoid costly ones. The Hatrak Schedulers automatically track employee
skills, seniority, certifications, and other requirements that are essential to creating optimal schedules.
Because information is readily available to the system, the Hatrak Schedulers is available to help enforce
those requirements and help your organization avoid costly liabilities and grievances.

**A Partner You Can Trust**

Since 1983 Hatrak Associates has built a reputation for developing solutions that address the employee-centric needs of customers across all industries and throughout the entire workforce — solutions that solve real-world business problems. Our customers trust us because our solutions work, delivering bottom-line benefits and a healthy return on investment.

We have the breadth of resources it takes to support aggressive deadlines and large-scale initiatives. All of Hatrak's services have been designed to help customers maximize the benefits of our applications and achieve a rapid return on their investment. Our near-perfect customer satisfaction is a testament to our ability to bring your solution from installed to in-use to ingrained. We help you achieve on-time and on-budget implementations, maximum uptime, and widespread user adoption, all of which are critical to your success. Rest assured that when you choose a Hatrak you are choosing a comprehensive, best-in-class solution designed for users by users.

To begin exploring the benefits of our solution in your organization, contact a Hatrak Associates representative at **(702) 869-8900.**

*Visit us online at [www.hatrak.com](www.hatrak.com)*
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Improving the Performance of People and Business

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