

Scheduling: Schedule Calendar

This article is part of the Scheduling Module training. Click here for more information on the [Scheduling Module](#).

The screenshot displays the Restaurant365 Scheduling Module interface. The top header shows the location 'Hamburger Hunters' and filters for 'Week', 'Day', 'Employee', 'Job', and 'Department'. A sidebar on the left lists navigation options like Home, Dashboards, Sales & Forecasting, Food, Food Admin, Manager Log, Commissary, Labor, Schedule, Scheduled Now, Manager Tools, Admin, Labor Details, POS Employees, Team, Admin, and Document Library. The main area shows a weekly schedule for the week of Nov 30, 2022. The schedule is organized by day (Wed to Tue) and includes columns for OT Hours, Sales, Labor, Hrs (Suggested), and Staff. Below the schedule, a list of employees is shown with their assigned shifts and roles.

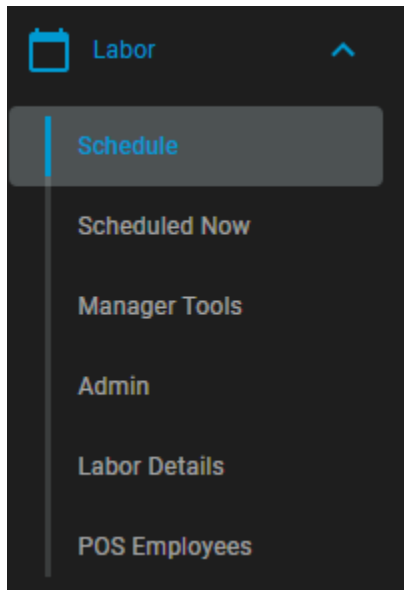
	Wed Nov 30	Thu Dec 1	Fri Dec 2	Sat Dec 3	Sun Dec 4	Mon Dec 5	Tue Dec 6
OT Hours	492.53						
Sales	\$232,483	\$24,187	\$31,359	\$40,371	\$47,673	\$35,399	\$26,457
Labor	\$46,771.1 20.1%	\$5,790.8 23.9%	\$6,209.4 19.8%	\$7,497.3 18.6%	\$7,311.4 15.3%	\$6,791 19.2%	\$6,739.3 25.5%
Labor +/-	+1.4%	+3.9%	+1.8%	+0.6%	-1.7%	+3.8%	+5.5%
Hrs (Suggested)	4,193.8 (4,892.5)	535.4 (537.5)	565.2 (597)	652.3 (807.5)	668.8 (953.5)	582.4 (601)	571 (588)
Staff +/-	+698.7	+2.1	+131.8	+155.2	+284.7	+89.2	+17.1
Unassigned >	14 Shifts >	15 Shifts >	14 Shifts >	16 Shifts >	17 Shifts >	16 Shifts >	16 Shifts >
Addyson Carver		Bartender					
Alan Jones	Unavailable all day	Bartender	Bartender	Server			
Alecto Carrow	Dish					Partial Availability	
Anton Helda	Dish		Dish				
Helga Hufflepuff	Cook		Cook				

The Schedule screen in the [Scheduling Module](#) is a Calendar with Weekly or Daily views of the Schedule that can be filtered by Employee, Job, or Department. All Employee [shifts](#) can be managed in a simple drag and drop form from this screen. When set to 'Employee' view for a selected Location, shifts for both the selected Location and any other Location that Employees are assigned to will appear to help limit crossover and double scheduling.

[Scheduling Templates](#) can be created from this screen as well, providing consistency and efficiency while scheduling. When completed, Schedules can be [printed](#) for each Location. Click here to view all of the functions available for [R365 Scheduling](#).

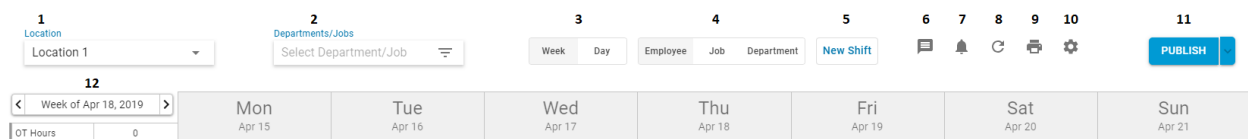
Note: Employees with no Job Codes assigned via their [Employee record](#) will be hidden from the Schedule. If Custom Labor Forecasting is enabled, click here to view how the [Sales and Labor Forecast Header](#) is altered.

To access this page, first navigate to [Smart Ops](#). In the left navigation, click 'Schedule' under 'Labor' to open the Schedule Calendar.



Header Fields

There are several selectors and buttons located in the Header that allow the User to select which Schedule to view and how the Schedule will be displayed.



1) Location Selector - Select the Location you'll be working on. This will be set to your Default Location on page load

2) Department / Jobs Filter - Select which [Departments](#) or [Jobs](#) will be displayed in the Schedule Calendar. This filter is particularly useful for BOH

and FOH Managers that only want to work on the schedule for their team members.

3) Week / Day Toggle - View and update the Schedule by Week (default) or by Day

4) Employee / Job / Department View - Set the rows in the Schedule Calendar to display [Employees](#) (default), [Job Titles](#), or [Departments](#)

5) New Shift Button - Click 'New Shift' to open the 'Create New Shift' prompt and add a [Shift](#) to the Schedule. You can also right click on the Calendar and select 'New' to create a new Shift

6) Messaging Audit Center - Click to open the R365 Messaging Audit Center. This center works in conjunction with [R365 Employee Messaging](#), where Employees can communicate via the [R365 Red App](#) without providing any personal contact information. The Messaging Audit Center is where messages that were reported as inappropriate can be addressed. Click here for more information on the [R365 Messaging Audit Center](#)

7) Manager Queue - Click this alert icon to open the [Manager Queue](#) screen to approve or deny requests from your employees

8) Refresh - Refresh the Schedule View

9) Print - Click to open the 'Print Schedule' pane where you can customize your print selections. Read more about Print Options in the 'Print Options' section below. [Click here to learn more about Print Options](#)

10) View & Template Options - Click to open the View/Template Options pane where you can create and manage Saved Views, and save and use Schedule Templates. Read more about View & Template Options in the 'View & Template Options' section below. Click here to learn more about [Scheduling Template Options](#)

11) Publish / Unpublish - Click this button to open the 'Publish Shifts' prompt where you can choose to publish by Department, Job, or Employee. Read more about Publishing & Unpublishing in the 'Publish, Unpublish and Alert Employees' section below. Click here to learn more about [Publishing, Unpublishing, and Alerts](#)

12) Week / Day Selector - Click this Date Picker to select a new Week (or Day). Click the '<' arrow to go back a Week (or Day). Click '>' to go forward a Week (or Day). The Schedule will update with each selection. The selected

week (or Day) will be displayed here as you work on the Schedule. This will be set to the current week on page load

OT Hours, Sales Forecast, Labor Totals and Suggested Hours

The section below the header fields and above the calendar provides helpful info as a reference to assist when scheduling

- The leftmost section contains a roll-up summary of the data for the entire week (when in Week view), including the total number of OT Hours currently on the Schedule
- Sales and Labor Forecast contains several useful values that are key in determining the staff needed to meet Forecasted Sales and SPLH Goals. Click here to learn more about [Forecasting](#)
- Hrs (Suggested) contains the Suggested Hours that should be scheduled to meet Forecasted Sales. Click here to learn more about [Suggested Hours](#)

Week of Mar 15, 2019		Mon Mar 11	Tue Mar 12	Wed Mar 13	Thu Mar 14	Fri Mar 15	Sat Mar 16	Sun Mar 17
OT Hours	67							
Sales Forecast	\$50,495.86	\$6,828.63	\$7,177.72	\$6,963.85	\$7,461.96	\$7,248.27	\$7,107.53	\$7,707.9
Labor	\$9,806.5 19.42%	\$1,262 18.48%	\$1,662 23.15%	\$1,308 18.78%	\$1,565 20.97%	\$1,396 19.28%	\$1,430 20.12%	\$1,183.5 15.35%
Labor +/-	-4.67%	-11.52%	+3.15%	-1.22%	-19.03%	-0.74%	+0.12%	-4.65%
Hrs (Suggested)	1,062 (1,235)	165 (228)	167 (144)	155 (155)	169 (149)	145 (145)	146 (158)	117 (257)
Staff +/-	+173	+63	-24	+1	-20	0	+13	+141

Sales Forecast & Labor

This row displays the sales forecast and labor totals for each day. This forecast is taken from the Sales Forecast entered in the forecast window (click here for more information on [Sales Forecasting](#)).

- Labor: This value is calculated based on the Advanced Metrics settings found in 'View & Template Options'
 - Burdened – Labor Estimates are calculated using (Employee Hours * Pay Rate) + Employee Benefit percentages (per the [Labor Estimates on the Location Record](#), or when utilizing Departments, on the [Department Record](#)). Management Estimates (including Management Benefits) are included
 - Unburdened – Labor Estimates are a straight calculation of Hours * Pay Rate for all Employees. No Management Estimates or Benefits included
- Labor % Goal: Hover over the Weekly Summary section of any individual day to view the Labor % Goal.

Labor % Goal: 30%

- Labor +/-: The difference between the Labor % Goal and Labor %. Labor % Goal is found on the [Location record](#) on the [Goals tab](#) (or when utilizing Departments, on

the [Department Record](#)) where a goal can be entered for labor as a percent of sales for each day of the week. When negative, text will be displayed in **red**

Hours & Suggested Hours




- [Hrs \(Suggested\)](#): Total Hours Scheduled followed by (Suggested Hours) in parenthesis. Calculated by dividing Forecasted Daily Sales by SPLH Goals. SPLH Goals are used to determine [Suggested Hours](#) in the Scheduling Module
- [Staff +/-](#): The difference between the Suggest Hours and Actual Hours. When negative, text will be displayed in **red**

Schedule Calendar

Unassigned > 81h 10sh	3 Shifts > 25 h		4 Shifts > 32 h		PREP 7a-3p 8 h		2 Shifts > 16 h
Ask, Mitch 8h 1sh CASHIER	Unavailable all day	Unavailable all day	Unavailable all day		CASHIER 12p-8p 8 h	Location 200 12p-8p 8 h	
Beckett, Debbie 50h 66h BAR TRAIN PREP + 8 jobs	CASHIER 5:15a-1:15p 8 h	Location 200 12p-8p 8 h	BROIL 1p-11p 10 h	CASHIER 5:15a-1:15p 8 h		CASHIER 5:15a-1:15p 8 h	CASHIER 9:15a-5:15p 8 h
Bedford, Carlton 56h 9sh FOOD RUN HOURLY	2 Shifts > 12 h	FOOD RUN 8a-2p 6 h	2 Shifts > 12 h	FOOD RUN 8a-2p 6 h	MAINTENANCE 5a-1p 8 h	FOOD RUN 8a-2p 6 h	FOOD RUN 8a-2p 6 h
Behr, Willie 30h 4sh FOOD RUN BROIL + 5 jobs	Location 300 7a-3p 8 h	FOOD RUN 8a-2p 6 h	BROIL 6a-2p 8 h	Unavailable all day	Unavailable all day	BROIL 6a-2p 8 h	BROIL 6a-2p 8 h
Benito Osorio 9.5h 1sh FOOD RUN PREP + 4 jobs		Approved time off: 12a-1p	Approved time off: 4p-11:59p	FRY 11a-8:30p 9 h	Approved time off: All day	Approved time off: All day	
Bryant, Hunter 24h 3sh MAINTENANCE BAR + 2 jobs	CASHIER 9a-5p 8 h		CASHIER 5:15a-1:15p 8 h	Location 300 7a-3p 8 h	CASHIER 5:15a-1:15p 8 h		
Butler, Andrew 0h 0sh			Location 300 7a-3p 8 h	FOOD RUN 8a-2p 6 h		Location 300 7a-3p 8 h	
Butler, Niccole 24h 3sh PREP	Unavailable all day	Unavailable all day		Location 300 7a-3p 8 h	PREP 7a-3p 8 h	PREP 7a-3p 8 h	
Forrey, Maralah 24h 3sh PREP	PREP 7a-3p 8 h		PREP 7a-3p 8 h		PREP 7a-3p 8 h		
Green, Aileen 43h 66h FOOD RUN FRY	Approved time off: All day	Location 200 12p-8p 8 h	Unavailable all day	2 Shifts > 12 h	FOOD RUN 4p-10p 6 h	FRY 11a-8:30p 9 h	FRY 11a-8:30p 9 h
Guilliams, Katie	MAINTENANCE	MAINTENANCE	MAINTENANCE	MAINTENANCE			

This is the main section of the Schedule window where Shifts are placed and moved around on the Calendar. Shifts can be added directly to the Calendar by right clicking on a cell and selecting 'New' or clicking the 'New Shift' button in the Schedule header. Each of these actions will open the 'Create New Shift' prompt. Click here for more information on the [Shifts](#).

Shared Employee Shift Tiles

 Beckett, Debbie 50h 6sh BAR TRAIN PREP + 8 jobs	CASHIER 5:15a-1:15p 8 h	Location 200 12p-8p 8 h	BROIL 1p-11p 10 h
 Bedford, Carlton 56h 9sh FOOD RUN HOURLY	2 Shifts > 12 h	FOOD RUN 8a-2p 6 h	2 Shifts > 12 h
 Behr, Willie 30h 4sh FOOD RUN BROIL + 5 jobs	Location 300 7a-3p 8 h	FOOD RUN 8a-2p 6 h	BROIL 6a-2p 8 h

If an Employee works at more than one Location, the scheduled Shifts for those Locations will appear in grayed out boxes in the Employee view of each Location's Schedule Calendar. These are shown only for reference as the Schedule is created for the upcoming week and will not impact Labor metrics for the selected Location.

- **Note:** Schedulers will not be able to schedule Shifts during these times or include these Shifts when printing out a Location's Schedule.

Since Employees who work at multiple Locations have multiple Employee records in R365, these records need to be merged together into one Employee record for this feature to work successfully.

Job Title Filter

When viewing the Schedule Calendar by Employee, a User can perform a single left click on any Shift to select it and create an instant filter that will only display employees that have the required Job Title for that Shift and are also available for that Shift (meaning they are not already scheduled for another Shift at the same time, or have Approved Time-off). Once clicked, the selected Shift will turn a darker form of its original color (in this example, green), letting you know that it is selected and a filter is in place.

Unselected:

BROIL
1p-11p 10 h

Selected with Filter Enabled:

BROIL
1p-11p 10 h

This makes finding your available Employees much easier. When you are done with the filter, simply click on any white space on the Schedule Calendar and the filter will be disabled.

Unassigned Shifts Section

Unassigned > 72h 9sh	2 Shifts > 16 h	4 Shifts > 32 h	PREP 7a-3p 8 h	2 Shifts > 16 h
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The Unassigned Shifts, or Shifts that have not yet been assigned to an Employee, will appear in the Unassigned Shifts section. The 'Unassigned Shifts' section is collapsed by default, but can be expanded as needed:

Unassigned > 72h 9sh	DRIVE THRU 5a-1p 8 h HOURLY SUPERVISOR 12p-8p 8 h	HOURLY SUPERVISOR 12p-8p 8 h DRIVE THRU 12p-8p 8 h DRIVE THRU 12p-8p 8 h CASHIER 3:15a-1:15p 8 h	PREP 7a-3p 8 h	PREP 7a-3p 8 h CASHIER 12p-8p 8 h
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Shifts exist in a 'Day Pot' on their respective Calendar Day. Unassigned Shifts can be created by right clicking in the 'Unassigned Shifts' section and selecting 'New', or by creating a Shift and leaving the 'Employee' field blank.

Unassigned Shifts **cannot** be dragged to another day, and are **locked** to the Date on which they were created. However, shifts **can** be copied and pasted to/from the Unassigned row in the Job and Department view of the schedule. If you need to change the Date of an Unassigned Shift, you must double click

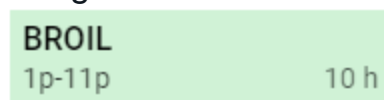
on it to open the 'Edit Shift' prompt where you can manually update the Date value.

Unassigned Shifts have a slightly darker color than an Assigned Shift, but in place of black text, they have white text as shown below:

Unassigned Shift:



Assigned Shift:



Shifts that are both Unpublished and Unassigned can be deleted from the Schedule when they are not necessary. To read more about [deleting Unpublished, Unassigned Shifts, click here](#).

Assigning Unassigned Shifts

Week of Aug 13, 2019		Tue Aug 13	Wed Aug 14	Thu Aug 15
OT Hours	0			
Unassigned ▼ 24h 3sh			DISHWASHER 12p-8p 8 h	BAKERY testing a very ve... 12p-8p 8 h
			BAKERY testing a very ve... 12p-8p 8 h	
Green, Aileen 8h 1sh DISHWASHER		DISHWASHER 12p-8p 8 h		

Unassigned shifts can also be assigned using two different methods:

1. Drag the shift from the Unassigned Shift Section on to the Employee that will receive the Shift. Once you select an Unassigned Shift, the Shift Filter will be in affect, so you'll only be able to drop the Shift on an Employee that currently has that Job Title

- Open the Shift (double click or right click and choose Edit) and selecting the Employee in the Employee selector

When the User Saves the shift edit, the filters will be cleared and all shifts are displayed again. However, if the User clicks 'Close', the shift will remain selected and the filters will remain in place.

View Options: Employee, Job, and Department

The Schedule Calendar can display your Schedule using three different classifications by Week or by Day. The colors of each Shift are based on the colors assigned on the [Job form](#).

View Option: Employee

Location	Departments/Jobs	Week	Day	Employee	Job	Department	New Shift						PUBLISH
Location 1	Select Department/Job												
< Week of Mar 15, 2019 >	Mon Mar 11 43F	Tue Mar 12 58F	Wed Mar 13 45F	Thu Mar 14 39F	Fri Mar 15 37F	Sat Mar 16 39F	Sun Mar 17 43F						
OT Hours 67	Sales Forecast \$50,495.86	\$6,828.63	\$7,177.72	\$6,963.85	\$7,461.96	\$7,248.27	\$7,107.53						
Labor \$9,806.5 19.42%	\$1,262 18.48%	\$1,662 23.15%	\$1,308 18.78%	\$1,565 20.97%	\$1,396 19.26%	\$1,430 20.12%	\$1,183.5 15.35%						
Labor +/- -4.87%	-11.52%	+3.15%	-1.22%	-19.03%	-0.74%	+0.12%	-4.65%						
Hrs (Suggested) 1,062 (1,235)	165 (228)	167 (144)	155 (155)	169 (149)	145 (145)	146 (158)	117 (257)						
Staff +/- +173	+63	-24	+1	-20	0	+13	+141						
Unassigned > 81h 10sh	3 Shifts > 25h		4 Shifts > 32h		PREP 7a-3p 8h		2 Shifts > 16h						
Ask, Mitch 8h 1sh CASHIER	Unavailable all day	Unavailable all day	Unavailable all day		CASHIER 12p-8p 8h								
Beckett, Debbie 50h 6sh BAR TRAIN PREP + 8 jobs	CASHIER 5:15a-1:15p 8h	CASHIER 5:15a-1:15p 8h	BROIL 1p-11p 10h	CASHIER 5:15a-1:15p 8h		CASHIER 5:15a-1:15p 8h	CASHIER 9:15a-5:15p 8h						
Bedford, Carlton 56h 9sh FOOD RUN HOURLY	2 Shifts > 12h	FOOD RUN 8a-2p 6h	2 Shifts > 12h	FOOD RUN 8a-2p 6h	MAINTENANCE 5a-1p 8h	FOOD RUN 8a-2p 6h	FOOD RUN 8a-2p 6h						
Behr, Willie 30h 4sh FOOD RUN BROIL + 5 jobs		FOOD RUN 8a-2p 6h	BROIL 6a-2p 8h	Unavailable all day	Unavailable all day	BROIL 6a-2p 8h	BROIL 6a-2p 8h						
Benito Osorio 9.5h 1sh FOOD RUN PREP + 4 jobs		Approved time off: 12a-1p	Approved time off: 4p-11:59p	FRY 11a-8:30p 9h	Approved time off: All day	Approved time off: All day	Approved time off: All day						
Bryant, Hunter 24h 3sh MAINTENANCE BAR + 2 jobs	CASHIER 9a-5p 8h		CASHIER 5:15a-1:15p 8h		CASHIER 5:15a-1:15p 8h								
Butler, Andrew 0h 0sh													
Butler, Niccole 24h 3sh PREP	Unavailable all day	Unavailable all day		PREP 7a-3p 8h	PREP 7a-3p 8h	PREP 7a-3p 8h							
Forrey, Mariah 24h 3sh PREP	PREP 7a-3p 8h		PREP 7a-3p 8h		PREP 7a-3p 8h								

- Each row will display an Employee (you have the option to display 'All Employees' or 'Scheduled Employees' depending on your settings in 'View & Template Options')
- The Employee picture will be shown to the left of their Name, if a Picture has been uploaded to their [Employee record](#)

- Below the Employee Name are two numbers separated by a bar. The third line contains a list of the Employee's Job Titles
 - Number 1: Total Hours scheduled
 - Number 2: Actual Hours Worked for this Employee.
 - Note: If the hours the Employee is scheduled for are approaching Overtime, the numbers will turn **orange**. If the numbers surpass Overtime, they will turn **red** as seen in the image above for 'Beckett, Debbie'.
- Employee Availability - Individual Availability can be managed by a Restaurant Manager on the Employee record, or by the Employee themselves using the [R365 App \(Red\)](#) (subject to Manager Approval). Click here for more information on the [Employee Record](#)
 - Unavailable All Day: If the Employee has been marked as Unavailable All Day, then a gray "Unavailable All Day" box will appear for the Employee on that day

Unavailable all day

- Partial Availability: If the Employee has partial availability for the day, the hours that the Employee **is** available will be displayed.

Available 6:30a - 3:30p

- Approved Time Off: If the Employee has requested and received Approval from their Manager for Time off on a certain day, a gray 'Approved Time off: ' box will appear for the Employee on that Day

Approved time off: 12a-1p

- Shifts will display the Job Title, Start Time, Out Time, and Total Hours (see the Shift on Mon 3/11 for 'CASHIER 5:15a-1:15p 8 h' in the image above)

[View Option: Job](#)

Location		Departments/Jobs		Week		Day		Employee		Job		Department		New Shift		PUBLISH	
Location 1		Select Department/Job															
< Week of Mar 15, 2019 >		Mon Mar 11		Tue Mar 12		Wed Mar 13		Thu Mar 14		Fri Mar 15		Sat Mar 16		Sun Mar 17			
OT Hours		67															
Sales Forecast		\$50,495.86		\$6,928.63		\$7,177.72		\$7,461.96		\$7,248.27		\$7,107.53		\$7,707.9			
Labor		\$9,896.5 19.6%		\$1,352 19.8%		\$1,662 23.15%		\$1,565 20.97%		\$1,396 19.26%		\$1,430 20.12%		\$1,183.5 15.35%			
Labor +/-		-4.69%		-10.2%		+3.15%		-19.03%		-0.74%		+0.12%		-4.65%			
Hrs (Suggested)		1,071 (1,235)		174 (228)		167 (144)		169 (149)		145 (145)		146 (158)		117 (257)			
Staff +/-		+164		+54		-24		-20		0		+13		+141			
Unassigned >		2 Shifts >				4 Shifts >				PREP 7a-3p				2 Shifts >			
72h 9sh		16 h				32 h				8 h				16 h			
PREP 229h 29sh		5 Shifts >		4 Shifts >		4 Shifts >		4 Shifts >		5 Shifts >		4 Shifts >		3 Shifts >			
		37 h		32 h		32 h		32 h		40 h		32 h		24 h			
BROIL 126h 14sh		David Franks 1p-11p		2 Shifts >		3 Shifts >		2 Shifts >		2 Shifts >		2 Shifts >		2 Shifts >			
		10 h		18 h		28 h		18 h		18 h		16 h		18 h			
FRY 132h 15sh		3 Shifts >		2 Shifts >		2 Shifts >		3 Shifts >		Steven Jobs 3p-11p		2 Shifts >		2 Shifts >			
		26 h		18 h		17 h		27 h		8 h		17 h		17 h			
FOOD RUN 78h 13sh		2 Shifts >		3 Shifts >		2 Shifts >		3 Shifts >		Justin Clark 4p-10p		Alexander Dodds 8a-2p		Alexander Dodds 8a-2p			
		12 h		18 h		12 h		18 h		6 h		6 h		6 h			
DRIVE THRU 114h 16sh		2 Shifts >		3 Shifts >		Leah Suman 11a-7p		2 Shifts >		2 Shifts >		3 Shifts >		3 Shifts >			
		16 h		24 h		8 h		16 h		16 h		24 h		8 h			
CASHIER 153h 19sh		4 Shifts >		2 Shifts >		2 Shifts >		3 Shifts >		3 Shifts >		3 Shifts >		2 Shifts >			
		32 h		16 h		16 h		24 h		25 h		24 h		16 h			
MAINTENANCE 38h 5sh		Charlotte Gates 5a-1p		Charlotte Gates 5a-1p		Charlotte Gates 5a-1p		Charlotte Gates 5a-1p		Alexander Dodds 6a-12p							
		8 h		8 h		8 h		8 h		6 h							
HOURLY SUPERVISOR 64h 8sh		Sam Elgin 4p-12a		2 Shifts >		Sam Elgin 4p-12a		Rick Murphy 4p-12a		Sam Elgin 4p-12a		Rick Murphy 4p-12a		Sam Elgin 4p-12a			
		8 h		16 h		8 h		8 h		8 h		8 h		8 h			
ASSISTANT MANAGER 136h 16sh		3 Shifts >		2 Shifts >		3 Shifts >		2 Shifts >		2 Shifts >		2 Shifts >		2 Shifts >			
		25 h		17 h		25 h		17 h		17 h		18 h		17 h			

- Each Row will display a Job Title with all Shifts assigned to that Job showing on that Row in a collapsed view. These can be expanded as needed.
- Below the Job Title are two numbers separated by a bar
 - Number 1: Total Hours scheduled for the Job Title
 - Number 2: Actual Hours Worked for the Job Title
 - Note: If either number represents Overtime values, these numbers will turn **red**
- When a Job Title Section on a Day is expanded, Shifts will display the Employee Name, Start Time (and Out Time if selected on the View & Template Options) and Total Hours as shown below:

Forrey, Maraiah
7a-3p 8 h

View Option: Department

Location	Departments/Jobs	Week	Day	Employee	Job	Department	New Shift					PUBLISH
Location 1	Select Department/Job											
Week of Mar 15, 2019												
OT Hours	67	Mon Mar 11	Tue Mar 12	Wed Mar 13	Thu Mar 14	Fri Mar 15	Sat Mar 16	Sun Mar 17				
Sales Forecast	\$50,495.96	\$6,928.63	\$7,177.72	\$6,963.85	\$7,461.96	\$7,248.27	\$7,107.53	\$7,707.5				
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	-4.69%	-10.2%	+3.15%	-1.22%	-19.03%	-0.74%	+0.12%	-4.65%				
Hrs (Suggested)	1,071 (1,235)	174 (228)	167 (144)	155 (155)	169 (149)	145 (145)	146 (158)	117 (257)				
Staff +/-	+164	+54	-24	+1	-20	0	+13	+141				
Unassigned >	72h 9sh	2 Shifts >		4 Shifts >		PREP		2 Shifts >				
	487h 58sh	9 Shifts >	8 Shifts >	9 Shifts >	9 Shifts >	8 Shifts >	8 Shifts >	7 Shifts >				
		73 h	68 h	77 h	77 h	66 h	65 h	59 h				
BOH	345h 48sh	8 Shifts >	8 Shifts >	5 Shifts >	8 Shifts >	6 Shifts >	7 Shifts >	6 Shifts >				
		60 h	58 h	36 h	58 h	47 h	54 h	30 h				
FOH	38h 5sh	MAINTENANCE	MAINTENANCE	MAINTENANCE	MAINTENANCE	MAINTENANCE						
		5a-1p	5a-1p	5a-1p	5a-1p	6a-12p						
		8 h	8 h	8 h	8 h	6 h						
MAINTENANCE												
MGMT	200h 24sh	4 Shifts >	4 Shifts >	4 Shifts >	3 Shifts >	3 Shifts >	3 Shifts >	3 Shifts >				
		33 h	33 h	33 h	25 h	25 h	26 h	25 h				

- Each Row will display a Department with all Shifts assigned to that Department showing on that Row in a collapsed view. These can be expanded as needed.
- Below the Departments are two numbers separated by a bar
 - Number 1: Total Hours scheduled for the Department
 - Number 2: Actual Hours Worked for the Department
 - Note: If either number represents Overtime values, these numbers will turn **red**
- When a Department Section on a Day is expanded, Shifts will display the Job Title, Employee Name, Start Time (and Out Time if selected on the View & Template Options) and Total Hours as shown below:

Week of Aug 19, 2019	Tue Aug 13	Wed Aug 14	Thu Aug 15	Fri Aug 16	Sat Aug 17	Sun Aug 18	Mon Aug 19
OT Hours	0						
Unassigned >		2 Shifts >	BAKERY testing a				
		16 h	12p-8p				
No Department	DISHWASHER		CSA	LINE COOK	LINE COOK	LINE COOK	LINE COOK
	LISA SHAPIRO		SIERRA BROWN	ADAM BURLEY	SIMON WEIDNER	ADAM BURLEY	KELLY STERLING
	12p-8p		12:15a-8:15a	12p-8p	12p-8p	12p-8p	12p-8p
	8 h		8 h	8 h	8 h	8 h	8 h
	PREP		LINE COOK				
	TOM HENDERSON		ADAM BURLEY				
	12p-8p		12p-8p				
	8 h		8 h				
			LINE COOK				
			SIMON WEIDNER				
			12p-8p				
			8 h				
			CSA				
			ALYSON BENBERRY				
			1:15p-9:15p				
			8 h				

View Options: By Day and Job to show Staffing Coverage

A particularly useful view is 'By Day' and 'Job', as you can quickly see if you have the necessary coverage for all available Jobs in the selected Departments, as shown below. In the example the Job 'Drive Through' is expanded to see the overlap on each individual Shift.

Business Day & Operating Hours

Business Day

When viewing the Calendar 'By Day', the page will list all hours between the first and last hour of the Location's Business Day. By default, Business Days match Calendar Days, with the first hour as 12am and the last hour as 11pm.

When a [Start of Business Day Time](#) is defined for a Location, the start time for the Schedule Calendar will reflect the Location's custom Start of Business Day Time.

- **Note:** Customized Start of Day is only available for Early Adopters.

Shifts that cross the start time of the Business Day are considered Cross-Day Shifts. These shifts will be broken into segments for the purposes of overtime calculations and labor reporting. Learn more about [Cross-Day Shifts here](#).

Operating Hours

Defining [Restaurant Operating Hours](#) on the Labor Matrix will focus attention on the hours that Labor should be scheduled. Hours outside of the defined Operating Hours will have a darker background. This will give a visual clue for shifts, hours, and overtime placed outside of Operating Hours while scheduling.

- **Note:** Shifts outside of Operating Hours will still be included in Scheduled Labor reporting.

Mon, Jan 23rd, 2023		Operating Hours																							
Labor +/-	-5.5%	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM	12 AM	1 AM	2 AM	3 AM
Fixed Labor Var	-14.06																								
Sales Labor	\$4,365 \$633.2 14.5%	\$-	\$-	\$-	\$-	\$- \$15.89	\$0 \$52	\$0 \$52	\$0 \$52	\$0 \$46.17	\$0 \$49.08	\$0 \$51.43	\$0 \$39.63	\$0 \$50.04	\$0 \$49.75	\$0 \$49.75	\$0 \$42.4	\$0 \$49.75	\$0 \$30.97	\$0 \$0	\$0 \$0	\$0 \$0	\$- \$-	\$- \$-	\$- \$-
Labor Forecast	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Staff +/-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unassigned > 0h 0sh																									
allison Sevier 17.36h 2sh test 1 BARTENDER Host		BARTENDER 2:00 a - 8:00 a																							
Amy Hall 0h 2sh MIT SERVER										MIT 12:00 p - 8:00 a														19.5 h	
Ruiz Cruz, Elvia 0h 1sh Salaried Manager COOK																						COOK 1:00 a - 9:00 a		8 h	

Day Parts Setup

From the Calendar Day View, Users can both create and view a Day Part on the Schedule. While Day Parts can also be created and edited from the [Labor Matrix Setup](#) window, any updates made from the Schedule Calendar will update the changes made in the Labor Setup window.

Locations

Location 100

Departments/Jobs

Select Department/Job

Day Parts

4 selected

Configure Day Parts

PUBLISH

<

Tue, Mar 10th, 2020

>

The Day Parts selector will display the selected Day Parts above their corresponding hours in on the Schedule Calendar. If Day Parts need to be set up or updated, click 'Configure Day Parts' listed directly under the Day Parts selector. This will open a modal that includes three tabs: Location Dayparts, Dayparts Settings, and Operating Hours.

- Note:** Only Users with the following permission will be able to create and/or edit Day Parts for Locations that they have access to:
 - Labor → Scheduling → View/Edit Labor Matrix Setup









Location Dayparts Tab

Configure Day Parts

LOCATION DAYPARTS

DAYPARTS SETTINGS

OPERATING HOURS

Description		
Breakfast		
Lunch		
Dinner		
Late Night		

+

SAVE AND CLOSE

SAVE

The Location Dayparts tab is where custom Day Parts can be created, edited, or deleted. To add a new Day Part, simply click the Add icon⁺ and enter in the name of the new Day Part. Any number of Day Parts can be entered as long as each Day Part is uniquely named.

Ensure that all changes made to this tab are saved by clicking 'Save' in the bottom corner of the modal.

Dayparts Settings Tab

Configure Day Parts





LOCATION DAYPARTS

DAYPARTS SETTINGS

OPERATING HOURS

Wednesday Thursday Friday Saturday Sunday **Monday** Tuesday

Operating hours: 6am - 11pm

Description	Start time	End time	
Breakfast ▾	6:00 am	11:00 am	
Lunch ▾	11:00 am	3:00 pm	
Dinner ▾	4:00 pm	7:00 pm	
Late Night ▾	7:00 pm	11:00 pm	

+

Copy

SAVE AND CLOSE

SAVE

The Dayparts Settings tab allows for the hour configuration to be created for each Day Part on each day. To set up Day Part hours, click the Add icon⁺ below the grid, select the desired Day Part, and then set the Start and End Times for that Day Part. Repeat these steps for each Day Part.

While days can be individually entered by selecting the desired day above the hour configuration grid, a set configuration can be copied to another day by clicking **Copy** just below the grid in the right corner.

Copy Day Parts

Select days to copy Monday's configuration to:

- ☐ Thursday
- ☒ Friday
- ☒ Saturday
- ☐ Sunday
- ☒ Tuesday

CANCEL COPY

The 'Copy Day Parts' modal will appear where the User can determine which days should have the same hour configuration. Only the days that have the same set hours as the current day will be listed in the modal.

Once all desired days are selected, click 'Copy'. A confirmation pop-up will appear displaying that the these updates will override any existing setup. Click 'Yes' to apply the changes made. Before saving the modal, ensure that all hour configurations are set for each day.

Operating Hours Tabs

Configure Day Parts

LOCATION DAYPARTS

DAYPARTS SETTINGS

OPERATING HOURS

Restaurant Operating Hours

Specify the time periods during which employees will be scheduled. This may not necessarily be when the restaurant is serving customers.

	Wed	Thu	Fri	Sat	Sun	Mon	Tue
All Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opening	7:00 am	6:00 am	6:00 am	6:00 am	6:00 am	6:00 am	6:00 am
Closing	11:00 pm	11:00 pm	11:00 pm	11:00 pm	11:00 pm	11:00 pm	11:00 pm

SAVE AND CLOSE

SAVE

The Operating Hours tab displays the current set up for this Location. Update the Operating Hours as needed and then ensure to save the changes made before reviewing and updating the Dayparts Settings tab based on the new times.