

# Complete Retail

## Employee Scheduling

### **The Problem:**

- Employees sometimes have complex schedules that you must work around (school, day-care, other jobs, vacations, appointments, etc.)
- You have a finite number of people that are capable of working the times that you need them.
- Bringing the employees that are qualified and available to work a job that you need completed can be VERY time consuming.

### **The Solution:**

The Employee Scheduling Module!

### **How Does It Work?**

- Employee's conflicts, vacations, and qualifications are entered.
- The shifts/jobs that you need filled are defined.
- You select the date you would like to schedule and the system gives you a list of the employees available and qualified for each job. You select the employee you desire.
- If you have a set schedule that repeats every two weeks (with the exception of vacations), you can duplicate the schedule and the system will point out dates that could not be scheduled for you to review and adjust.
- When complete print employee schedules.

### **Features:**

- Fully Integrated with Complete Retail
- Easy to Use

### **Benefits:**

- Decreased Time Scheduling Employees
- Report Scheduled Hours -vs- Actual Hours Worked
- Reduced Scheduling Problems

# Sample Employee Schedule

Complete Retail - [Employee Schedule]

Exit Accounting Customers Employees Inventory Lottery Tracking Products Rentals Sales Vendors Administration

**Employee Schedule** Langrick, Ethel

Date	Day	Start Time	End Time	Job Assignment
08/23/05	Tue	10:00:00 AM	5:00:00 PM	Morning Cashier
08/24/05	Wed	10:00:00 AM	5:00:00 PM	Morning Cashier
08/25/05	Thu	10:00:00 AM	5:00:00 PM	Morning Cashier
08/26/05	Fri	10:00:00 AM	5:00:00 PM	Morning Cashier
08/27/05	Sat	9:00:00 AM	4:00:00 PM	Morning Cashier
08/30/05	Tue	10:00:00 AM	5:00:00 PM	Morning Cashier
08/31/05	Wed	10:00:00 AM	5:00:00 PM	Morning Cashier
09/01/05	Thu	10:00:00 AM	5:00:00 PM	Morning Cashier
09/02/05	Fri	3:00:00 PM	10:00:00 PM	Afternoon Cashier
09/03/05	Sat	9:00:00 AM	4:00:00 PM	Morning Cashier
09/06/05	Tue	10:00:00 AM	5:00:00 PM	Morning Cashier
09/07/05	Wed	10:00:00 AM	5:00:00 PM	Morning Cashier
09/08/05	Thu	10:00:00 AM	5:00:00 PM	Morning Cashier
09/09/05	Fri	10:00:00 AM	5:00:00 PM	Morning Cashier
09/10/05	Sat	9:00:00 AM	4:00:00 PM	Morning Cashier

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**Employee Schedule** Lauscher, Doreen

Date	Day	Start Time	End Time	Job Assignment
08/21/05	Sun	3:00:00 PM	10:00:00 PM	Afternoon Cashier
08/22/05	Mon	4:00:00 PM	10:00:00 PM	Afternoon Cashier

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# Setting Up Employees

Complete Retail - [Employee Maintenance]

Exit Accounting Customers Employees Inventory Lottery Tracking Products Rentals Sales Vendors Administration

**Employee Maintenance**

Employee: Langrick, Ethel Include Inactive Employees

First Name: Ethel Last Name: Langrick Active Employee

Job Function: Cashier Bath Date: 03/15/50 Phone:

Security

Front End Security: 4 Password: 31

Back End Security: 2 Password: 13

Vacation/Time-Off Daily Conflicts Qualifications General Info

Qualified Job(s)	Ranking
Afternoon Cashier	Most Qualified
Evening Cashier	Most Qualified
Morning Cashier	Most Qualified

**For More Information:**

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