

Project Imagine Scheduling QRG

Guidelines

Follow these guidelines when scheduling employees:

For these employees:	Schedule at least:
Full-time Management (Manager, Senior, Asst Mgrs)	47 hours each week
Full-time Service Professionals	35 hours each week
Part-time employees	No minimum requirement

In order to meet the minimum scheduling requirements for your full-time employees:

- **Unassigned to Role** may be present on your schedule.
- There will be weeks throughout the year where the 100-102% Demand Coverage Best Practice will not be the expected outcome.

Preparing the Schedule

Follow these steps to prepare the schedule:

Step	Action
1	Review employees' job titles in Crew Time > Reports > Employee Availability. Job Title and Emp Type are displayed.
2	Update availability for your employees. Ensure that: <ul style="list-style-type: none">• Senior and Manager are not off on the same day.• Workflow and Marketing Asst. Managers will be Available with 1 off day and 1 early out at 2:00 PM.• All other Asst. Managers and Service Professionals are Unavailable.• Any part-time employees are Unavailable.
3	Update Position Assignment for Workflow and Marketing Asst Mgrs
4	Before Tuesday, ask your employees to submit any Day Off requests into the system.
5	Complete any certifications / observations that might be pending and update DTU.
6	Assign minor employees to the school calendar.

		Employee Availability							Week: 35 (09/25/2022 - 10/01/2022)
Employee Name	Job Title	Employee Type	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Store Manager	Store Manager	Full Time		12:00 AM - 2:00PM	12:00 AM - 12:00 AM		3:00 AM - 12:00 AM	12:00 AM - 12:00 AM	12:00 AM - 12:00 AM
Store Sr Asst Manager	Store Sr Asst Manager	Full Time		12:00 AM - 12:00 AM		12:00 AM - 12:00 AM	12:00 AM - 2:00PM	12:00 AM - 12:00 AM	12:00 AM - 12:00 AM
Store Asst Manager	Store Asst Manager	Full Time		12:00 AM - 12:00 AM	12:00 AM - 12:00 AM		12:00 AM - 12:00 AM		12:00 AM - 2:00PM
	Store Asst Manager	Full Time		12:00 AM - 12:00 AM	12:00 AM - 12:00 AM	12:00 AM - 12:00 AM		12:00 AM - 12:00 AM	12:00 AM - 12:00 AM
		Full Time			12:00 AM - 12:00 AM	12:00 AM - 12:00 AM	12:00 AM - 12:00 AM	12:00 AM - 2:00PM	12:00 AM - 12:00 AM

Editing the Schedule

You will need to edit your schedule manually to ensure that the right people are assigned to the right roles.

When the schedule is generated, follow these steps to assign (drag) open shifts to your employees:

Step	Action	
1	Assign Store Manager open shifts to the Senior.	
2	Assign open shifts to Asst. Managers if they were not auto scheduled 47 hours.	
3	Full-time Service Professionals should now be assigned open shifts to meet their 35 hours <ul style="list-style-type: none"> Note: Try to keep Tech shifts from being more than 8 hours as it could lead to fatigue and injuries. New Sales First employees should be assigned Sales roles only if available. If not, assign to Unassigned to Role. 	
4	If ...	Then...
	All full-time Service Professionals have met their minimum hours and there are still open shifts,	Assign to part-time employee(s).
	Demand has been met (no open shifts) and you still need to schedule hours to meet minimum 35 hours to full-time employees,	Manually assign them to Unassigned to Role .
6	Add Training and Receiving shifts where necessary.	

Contact

If you have any questions or concerns, please email WFMTeam@discounttire.com.