

CREW Time: Position Assignment Feature QRG

Purpose

The Position Assignment feature in CREW Time allows Store Managers to assign Assistant Managers (ASMs) to a preferred Logical Staff Group.

NOTE:

The Position Assignment feature is designed to reduce Unassigned to Role hours and Open Shifts generated by the system. Overuse of the Position Assignment feature can cause an increase in Unassigned to Role hours on the schedule and will negatively impact the store's Schedule to Demand %. Please use the table below for recommended usage. (All Logical Staff Groups are visible but not all should be used)

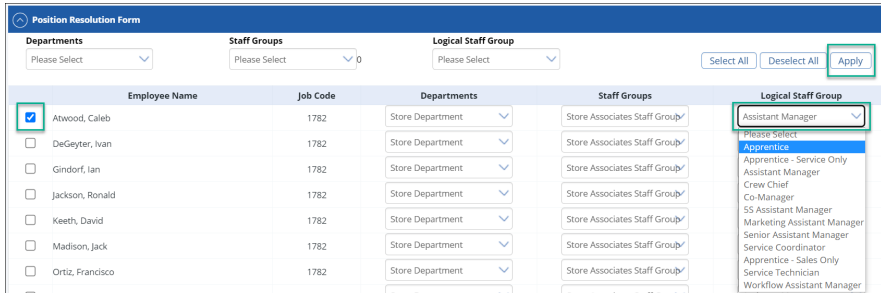
Logical Staff Group Options

The main Logical Staff Groups:

| Logical Staff Group | Role | Recommended Usage |
|--------------------------|--|---|
| Marketing ASM | Sales, Floater | 1 employee per store |
| Workflow ASM | Cell 1 Serv Coord | 1 employee per store |
| Assistant Manager | Sales, Floater, Serv Coord, Crew Chief, Tech | All employees outside of Marketing and Workflow |
| Apprentice Sales Only | Sales | Dependent on Demand; Max 1 additional employee |
| Apprentice Service Only | Serv Coord, Crew Chief, Tech | Dependent on Demand; Max 1 additional employee |
| Apprentice Technician | Sales, Floater, Serv Coord, Crew Chief, Tech | Do not use. Use ASM |
| Crew Chief | Crew Chief, Tech | Do not use. |
| Co-Manager | Sales | Do not use. |
| Senior Assistant Manager | Sales | Do not use. |
| Service Coordinator | SC Cell 2 or 3, CC, Tech | Do not use. |

Example: If John Doe is your Workflow Assistant Manager, but is being scheduled Sales, use Position Assignment, and select Workflow Assistant Manager from the Logical Staff Group to schedule John for Cell 1 Service Coord shifts only.

Access, Edit, and Apply Position Assignment

| Step | Description |
|------|---|
| 1 | Hover over ' Employee ' and click Position Assignment to see a list of your assistant managers. |
| 2 | <p>Click the check-box next to the ASMs name. Click the drop-down under 'Logical Staff Group.' Select the new Logical Staff Group and Apply.</p>  <p>NOTE: Do not change any other options on this page.</p> |
| 3 | <p>Run Schedule If you apply the new Logical Staff Group:</p> <ol style="list-style-type: none"> Before Wednesday's schedule generation, you are done. After Wednesday's schedule generation, delete the schedule and regenerate to get people into their new roles. |

Unassigned to Role

Run the TR/RC/UR report to see if you have Unassigned to Role hours for any Assistant Manager. If you do, choosing a different Logical Staff Group for the ASM will reduce Unassigned to Role because there are no Demand hrs left for the role chosen.

Example: You selected 3 ASMs for Marketing Assistant, but there was only enough Sales Demand for 2 ASMs. In this situation, you need to assign an ASM or two back to their default Logical Staff Group (ASM).

FAQs

- Q. Do Logical Staff Groups need to be edited every week?
A. No, the only time you will have to edit is if an ASM is transferred into your store.
- Q. Can I use this feature for other job codes?
A. No, only Assistant Managers.
- Q. Can multiple Assistant Managers be selected for the same Logical Staff Group?
A. Yes, just be careful because there may not be enough Demand for that specific role for multiple ASMs. i.e Workflow ASM = Cell 1 Service Coord

Contact

If you have any questions, please email wfmteam@discounttire.com. We are happy to provide any assistance or coaching you or your stores may need.