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CREW Time Scheduling Checklist

Going through this checklist ensures stores effectively use CREW Time and understand the scheduling Best Practices:

Date:	Store:		
Scheduling - Action/ Understanding Topic		**Yes**	**No**
Understands employees can login to the ESS app and Manager into the SM41 app. Reference: CREW Time Store Manager App Guide, CREW Time ESS Guide (for store associates)			
Notes:			
Understands the importance of maintaining Availability and ensures it is kept up to date. Reference: CREW Time Manager Guide, p. 3-5			
Notes:			
Understands the Requests/Request Calendar, as well as sets expectation that requests will be sent in and Approved/Denied by EOD Tuesday. References: CREW Time Manager Guide, p. 6-7			
Notes:			
Uses Position Assignment to set Workflow Asst Mgr and Marketing Asst Mgr. Reference: CREW Time Position Assignment Feature QRG			
Notes:			
Deletes Unassigned to Role tasks through ABV daily view. Reference: CREW Time Unassigned to Role and Reporting			
Notes:			
Properly assigns Open Shifts resulting in accurate demand coverage and no red box on ABV. Reference: CREW Time Manager Guide, p. 8-9; CREW Time Activity Based View (ABV) Report QRG			
Notes:			
Understands Crew Time shortcuts/buttons – Swap/Split/Merge/Unallocate Reference: CREW Time Manager Guide, p. 10			
Notes:			

Scheduling - Action/ Understanding Topic	Yes	No
Accesses and understands the 'AM/PM Sched to Demand Hour Difference' report. Reference: CREW Time AM PM Reporting		
Notes:		
Understands how to access the 'ABV' (Activity Based View) report and the daily view on the schedule. Reference: CREW Time Activity Based View (ABV) Report QRG, CREW Time Manager Guide, p. 12-13		
Notes:		
Enters the appropriate amount of Training, Receiving, Alignments, and DTMI shifts. Reference: CREW Time Manager Guide p. 10-11		
Notes:		

Conceptual Items

Understands Scheduling based on Forecasts (Phones, Invoices, Air Checks) and not feelings.		
Notes:		
Can identify and explain staffing and availability opportunities exposed by open shifts and has a Staffing Plan in place to reduce future open shifts. Reference: Schedule to Demand OBP, AM Needs tab in 'Schedule to Demand by Daypart' report		
Notes:		
Understands the Schedule to Demand Best Practice, working through Open Shifts, then adding Training, Receiving, Alignment, and DTMI hours. Reference: Schedule to Demand OBP		
Notes:		

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