



# Rostering



Part of the eProphet Back Office System

Roster the RIGHT crew, on the RIGHT station at the RIGHT time.

## Overview

The eProphet Employee Rostering system provides facilities to create and manage the week to week employee roster for your store. It enables you to employ highly configurable roster automation processes to produce detailed roster plans quickly and easily.

## Features

- > Simple to use employee availability and skill recording system that caters for standard, temporary, school holiday and public holiday availability cycles.
- > Customisable area and station setup to reflect the layout and operation of your business.
- > Automatic shift generation function that reacts to your projected sales to determine how many people you need on the floor and at what times of the day for your roster. Roster shifts can be easily inserted, moved or reshaped to your needs afterwards using the interactive roster review screen.
- > Staff can be automatically allocated shifts by the automatic allocation function. eProphet Rostering determines who is available for each shift and assigns employees to those shifts whilst meeting crew shift preferences.
- > Productivity levels can be used to fine tune your roster generation from time to time without making wide scale changes to your configuration.
- > Should you wish to vary whom works a shift, there's no need to search through your files, only skilled and available employees are displayed as viable options. Furthermore, the number of hours each employee is rostered to work that week so far is displayed too, to help avoid over-rostering.
- > Changes to employee availabilities are easily added at the store, or by the employee at home via the internet. Requests for an availability variation made online are then approved or denied by the rostering manager for inclusion into the roster for that rostering week.
- > eProphet Rostering has the ability to upload store rosters to the internet so that employees can get their shifts from home via a web browser.
- > Integrates with eProphet Labour to produce a detailed and accurate labour cost, sales per person hour, and average hourly rate for your roster so you can fine tune your roster to meet your labour cost criteria.
- > Rosters are seamlessly exported to the Abcom eProphet Admin Payroll system so the payroll administrator can compare actually employee times worked vs the rostered times.
- > Lock out specific times of the day so that no shift can start, end or have a meal break during those times. This ensures you have all hands on deck during the busiest times of the day when preparing your roster.

## Benefits

**LABOUR COST REDUCTION.** The potential savings from efficient labour planning is very significant, with a small percentage decrease contributing \$\$\$ directly to your bottom line. eProphet Rostering provides the necessary controls to use your employee base more effectively and ensure penalty labour rates are avoided wherever possible.

**INTEGRATED SALES PROJECTIONS.** eProphet Rostering extracts sales projections from eProphet Central. This eliminates the need for multiple projection entry across several systems.

**SAVES YOU TIME.** The automatic allocation of employees speeds up your rostering process. All a manager need to do is review the roster and fine tune shift assignments.

**IMPROVED ACCURACY.** Automatic generation of shifts ensures your roster accurately reflects the projected sales for each week thus avoiding under/over staffing of your store.

**ONLINE ROSTERING.** Publishing employee shifts via the internet means less shift mishaps occur such as employees copying their shifts for the week down incorrectly at the store. It also reduces employee phone calls during busy periods to "confirm their shifts".

**AVAILABILITY REVIEW.** Entering employee availability variations consumes a large portion of a rostering managers time. With employees entering their requests online and sending them to the store via the Internet, the rostering manager avoids wasted time on basic data entry and only needs to review/approve/deny requests as required. Once again freeing the manager from employee phone calls during busy periods so that they can run the store.

**SKILLS GAP ANALYSIS.** eProphet Rostering comes equipped with a set of employee skills analysis reports to help you review and ensure your skills pool has adequate depth to cover your roster needs.

**SHIFT REPLACEMENT.** Shift managers can use the eProphet Rostering system to quickly and easily find available and skilled shift replacement staff for employees that call in sick or are otherwise unavailable.

## Technical Aspects

**Only available to eProphet users.**

eProphet Rostering internet enabled functionality requires an approved broadband internet connection.



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