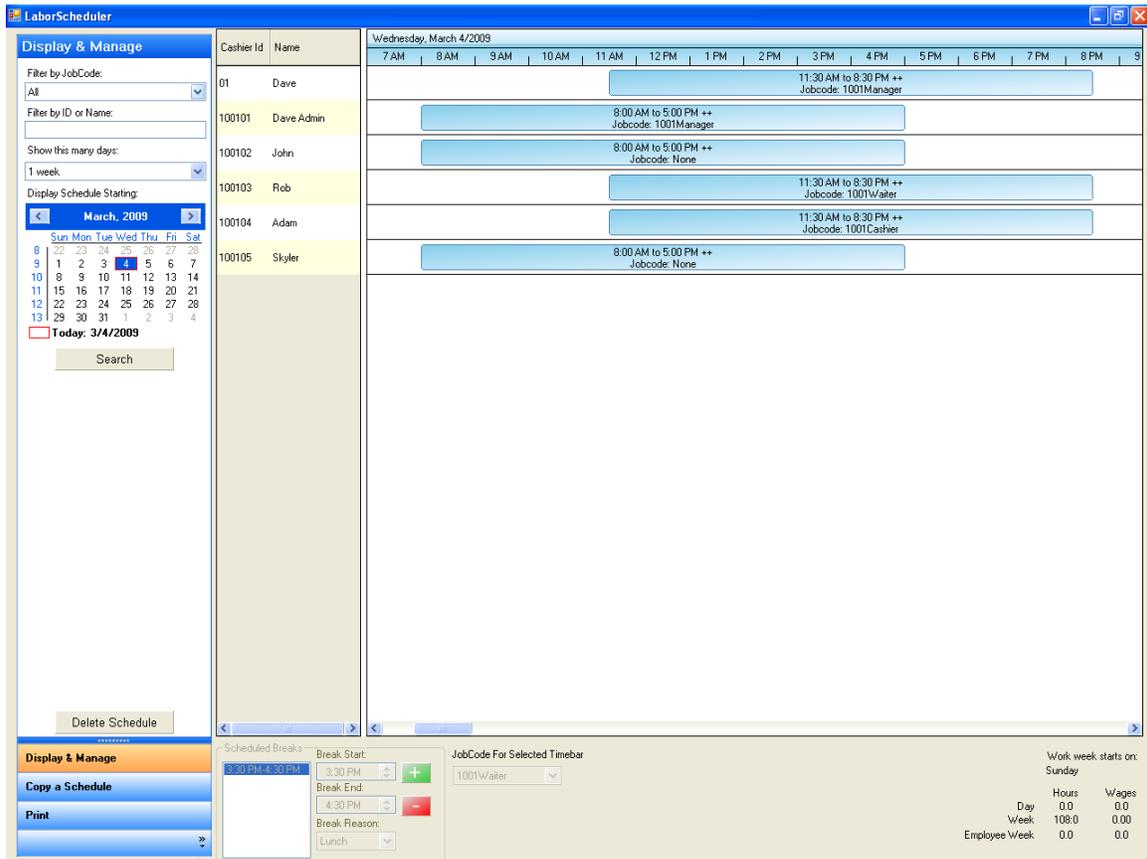# Labor Scheduler

The Labor scheduler is an intuitive feature in CRE/RPE that allows you to plan labor costs and your employees schedule for the future.

Note: Prerequisites to using the labor scheduler are: employees must be setup in **Employee Maintenance** and optionally JobCodes may be setup in **JobCode Setup** as well as **Break Reason Codes** in the **Setup Screen**.

For more information on creating employees, jobcodes or break reason codes please see the F1 help section, your manual or support.pcamerica.com.

Access the **Labor Scheduler** by;

1. Select **Manager/Options** and enter the administrator password (where applicable).
2. Then select **Tools** and then **Labor Scheduler**.
3. Select the **Display and Manage** tab on the bottom left.

In the Labor Scheduler screen the top right will display the options pictured left:

Filter by JobCode:

*   Provided that JobCodes have been created this feature will allow you to only display employees that have that JobCode assigned to them.

Filter by ID or Name:

*   In this field you can type in one of your employees name or ID and they will be the only ones that will be displayed.

Show this many days:

*   Making a selection here will allow you to edit a time range (e.g. selecting 1 week will allow you to scroll through one week editing your employees times).

Display Schedule Starting:

*   Selecting a date here will determine the start date to when you will be editing the schedule.

Search

*   After entering your parameters above select **Search** and the software will update accordingly.

Adding times

Cashier Id	Name	Thursday, March 5/2009											
		9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM
100103	Rob			11:00 AM to 8:00 PM Jobcode: None									

After previously setting parameters, select the employee which the hours are to be edited (e.g. Rob).

- Scroll to the date and time to which the schedule will be edited (Thursday, March 05, 2009).

- At the time where the employees hours will start click and drag to the appropriate amount of time that the employee will be working (e.g. 11:00 AM to 8:00 PM). When this is done the bar of time will display the time the employee is now scheduled for.

Note: the amount of time that can be selected can be narrowed down to 15 minute intervals.

Configuring Breaks

After selecting your employee and their times that they are working you can configure breaks for the times that they are working.

- Selecting a time range between **Break Start:** and **Break End:** will set the time that the break will occur (3:00 PM-4:00 PM).

- Provided that break reason codes have been setup you can select a **Break Reason:** (e.g. Lunch).

- Provided that a JobCode has been setup you can select a **JobCode for Selected Timebar** (e.g. 1001Waiter).

Copy a Schedule	At the bottom left of the screen select **Copy a Schedule**.
Copy a Schedule Copy From Starting: 3/ 5/2009 This Many Days: 7 Copy To Starting: 3/12/2009 This Many Days: 7 When a conflict occurs ● Keep existing schedule ○ Overwrite with the copy Copy	**Copy a Schedule** allows you to copy a schedule from a time range to another one (e.g. copy one weeks schedule to another). • Under **Copy From** select a date under **Starting:** and set the number of days to be copied under **This Many Days:**. • Under **Copy To** select a date under **Starting:** and set the number of days to be copied to under **This Many Days:**. Under **When a conflict occurs** choose either: • **Keep existing schedule** will not copy the data to be copied. • **Overwrite with the copy** will copy over any existing data. After your parameters have been set select **Copy** to commit your changes.

Finally to print a copy of the schedule you have created select **Print** at the bottom left.

- Under **Print For:** select whether **All Employees** or a **Selected Employee** will have their schedule printed.

- Under **Print Date Range** select a date range to have the schedule print for.

- After all of your parameters have been set select **Print** to print your schedule.

Your printed schedule should similar to this:

Schedule from 3/4/2009 to 3/11/2009

	03/04/2009		03/05/2009		03/06/2009		03/07/2009	
	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
Dave	11:30 am	8:30 pm	11:30 am	8:30 pm	11:30 am	8:30 pm	11:30 am	8:30 pm
Dave Admin	8:00 am	5:00 pm	8:00 am	5:00 pm	8:00 am	5:00 pm	8:00 am	5:00 pm
John	11:30 am	8:30 pm	11:30 am	8:30 pm	11:30 am	8:30 pm	11:30 am	8:30 pm
Rob	11:30 am	8:30 pm	11:30 am	8:30 pm	11:30 am	8:30 pm	11:30 am	8:30 pm
Ryan	8:00 am	5:00 pm	8:00 am	5:00 pm	8:00 am	5:00 pm	8:00 am	5:00 pm
Skyler	8:00 am	5:00 pm	8:00 am	5:00 pm	8:00 am	5:00 pm	8:00 am	5:00 pm

Additional Settings

1. Select Manager/Options and enter the administrator (where applicable).

2. Select Setup and then Setup Screen.

3. In the Setup Screen select the System Access tab and then the Labor Scheduler Settings tab.

Enforce Labor Scheduler

*   When checked this will use the schedule setup in the Labor Scheduler.

Use Punctuality

*   When checked you will be able to set a limit to how much time off the schedule the employee can be.

(e.g. If the Clock In Early Time and Clock In Late Time are both set to 5 (minutes) the employee cannot clock in earlier than 5 minutes then the scheduled time and they may not clock in later than 5 minutes after the scheduled time)