



scheduling
made easy



TimeZone™ Scheduler

Schedule the right people for the right job at the right time.
Optimize staffing for maximum efficiency.

- Schedule by job or by employee
- Unlimited number of job templates for multiple projects/jobs and fluctuations in staffing requirements
- Build schedules by selecting employees manually from labor pool or auto-populate based on pre-defined criteria (rank by seniority, wage, etc.)
- Improve labor planning and employee morale by matching qualifications and availability with required positions

ITR supports its customers through a network of regional offices and a central Customer Care Center.

Scheduling for Results

Improving productivity and maintaining the budget are top priorities for any business. TimeZone Scheduler helps achieve both, by ensuring proper staffing. This module is the tool supervisors and managers need to create schedules that optimize your workforce to reach those goals. Fully integrated with ITR's TimeZone software, this module enables accurate labor planning that is fully reconciled with time and attendance information. There is no need to duplicate data in separate applications, and all scheduling changes are accurately reflected in employees' pay.

Simple Innovative Design

Our comprehensive module addresses the challenges that are inherent to managing a changing workforce. Designed largely by listening to real-life scheduling challenges of our customers, the Scheduler was developed with innovative functionality along with simplicity, so supervisors and team leaders can easily experience the benefits of this advanced scheduling tool.

Flexibility and Choice

By offering two integrated types of scheduling – by employee, where hours are assigned to each person, or by job, in which employees are assigned to specific jobs – TimeZone Scheduler addresses the needs of various industries. We've turned a tedious job into a low maintenance, quick task, delivering value to supervisors and managers by reducing the time and effort involved in scheduling their teams. Everything your managers need to improve operations and plan their resources with optimal efficiency is available right from their desktops.

TIMEZONE™ WEB

TimeZone™ Scheduler

TimeZone's core functionality and feature-rich modules deliver measurable results and quick return on investment, typically in six months or sooner, with substantial ongoing annual savings.

Schedule by Job...

Job-centric scheduling is typically applied in situations where specific positions need to be filled, such as in a services or manufacturing environment. (For example, on a Monday, a restaurant may require two cooks and four waitresses, and a factory line might need three welders, one pipe fitter and two finishers, etc.) An unlimited number of labor requirement templates can be created to define positions or tasks and to specify the number of people needed for each. The Scheduler displays the labor pool, enabling supervisors to assign available staff accordingly. Alternatively, the Scheduler can populate staff to positions according to pre-defined ranking, qualification, or availability preferences, using either the Auto-Bump or Progression Bump method, as specified in the user's preference settings.

...or by Employee

Scheduling by employee, or assigning employees to cover all work hours in the day, is favored in other environments, such as retail. In this method, supervisors build schedules based on shifts, which can be easily copied to other days, weeks, employees or teams. TimeZone Scheduler automatically updates schedules when planned absences (vacation, training, etc.) are entered in the system.

Labor Planning and Visibility

TimeZone Scheduler enables supervisors to plan labor hours for individual employees, shifts or combinations of teams. As supervisors create schedules, they can view and compare the number of shifts scheduled and total number of hours scheduled for a single employee or an entire department for a day or a week to verify against budgets.

Employee Pick List

TimeZone Scheduler's Employee Pick List function enables employee skills, qualifications and availability preferences to be matched with required positions. The Scheduler allows supervisors to quickly select the right employee for the right job at the right time.

Management of Planned Absences

Absences can be entered into the system in three ways: through TimeZone's Employee Absence screen; within the Employee Self Service module; or in the Scheduler directly. Whatever your choice, the information is automatically updated throughout the application and applied to the employee's schedule, eliminating the need to re-key absence data. Also, with Employee Self Service, employees can verify these updated schedules and future absences right online.

Reports

TimeZone Scheduler is equipped with many standard reports, such as the Schedule Posting report, Scheduled Absences report and Scheduled vs. Actual report. Each provides critical data to all levels of your company. Additionally, with TimeZone's flexible reporting tools, your IT department can easily design and create custom reports to meet requirements unique to your organization.

Scheduling That Lightens Your Workload

TimeZone Scheduler is innovative software that helps control the numerous dimensions of labor costs. It easily aligns employee availability, qualifications, seniority and other criteria to help you create optimized workforce schedules.



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