

Schedule360™ Features

THE ULTIMATE EMPLOYEE SCHEDULING SOLUTION

The Schedule360™ Employee Scheduling and Labor Management Applications provide the ultimate in scheduling automation. Using our secure cloud-hosted applications, you can create and adjust schedules in real time to proactively align staff with demand to control labor costs, increase productivity and maintain compliance. Schedule360 is highly configurable and can be set up for virtually any type of business – from 100 employees to thousands. Only Schedule360 offers this comprehensive array of features, built to fit the way YOU work.

Payroll Compiling

Schedule360 can be configured to record all the complex variables associated with your employee payroll so you can easily compile a concise report for your payroll system or service. It handles even the most complex payroll environments and simplifies payroll compilation for your organization.

Employee Post And Exchange

Schedule360 allows employees to swap shifts within the rules you establish. It can be configured to allow posting only, swap with administrative approval only, or only allow swaps that are +/- 1 hour in length of the original shift and within same pay period to prevent overtime.

Available Shift Dispatching/Broadcast Shift Dispatching

Last minute needs can be dispatched to all qualified and available employees via cell phone, pager or e-mail messages in real time to fill gaps and ensure proper coverage.

The Schedule360 Advantage

- » *Configures to how YOU work*
- » *Unlimited scalability*
- » *Web-based anywhere access*
- » *Secure cloud-hosted convenience*
- » *True employee self-scheduling*
- » *Easy to learn and use*
- » *Affordable monthly subscription*
- » *Set-up and online training included*
- » *24/7 Customer support*

Integrated Messaging

Admins can use the Messaging tab in Schedule360 to send messages to an employee's Message Board. Employees are typically messaged when time off is approved/denied, a change is made to their schedule, a recertification is necessary, for float scheduling alerts, etc.

Labor Reporting And Analytics

The Schedule360 Dashboard provides a quick, concise overview of schedule and report status. Configurable reports allow the scheduler to view scheduling data at enterprise, group, district and facility levels; and export to print or Excel.

Employee Preferences And Time Off Requests

Employee logins are configured to capture scheduling preferences or requests, and to submit time off requests for admin approval. Preferences can be configured to capture prefer on, prefer off or both. This tab is controlled by the employee's Schedule360 profile through an easy-to-use yes/no set-up. Schedule360 can be configured to align with your facility's needs: time off codes, hour calculations and restrictions.

Integrated Employee Survey Tool

Schedule360 allows creation and distribution of personalized surveys to employee message boards to gain feedback and measure employee satisfaction levels. Response data is captured and compiled for use by management.

License and Credential Tracking

Licensure and skills are tracked and stored in Schedule360's employee profiles. Skills that require recertification are tracked by expiration date. Schedule360 alerts the employee 60 days prior to expiration. Units/Facility/Enterprise set-up can disallow employees with expired credentials from signing up for shifts.

Class Scheduling

Admins can post educational classes on Schedule360 for employee sign-up. Admins define the unit(s), class size, date, time and location, which are shown in the Class Display.

Auto Scheduler

Schedule360 uses a series of algorithms to match employee profile qualifications to open shifts. It can be configured to restrict the number of shifts scheduled in a row, whether or not to account for time off and preferences, and schedule based on employee's distance from location.

Set Schedule Templates

Schedule360 allows schedulers to build a recurring template for each employee by facility. This template is stored in the system and replicated to create future shifts. It can be edited, cleared or inactivated at any time.

Rules-Based Self Scheduling

After release of shifts for the upcoming schedule and immediate booking of Set Schedules Shifts, remaining open shifts are available for self-scheduling by unit-based employees. Schedule360 does the majority of the work for you in an intuitive, seamless process. It gives employees flexibility while ensuring individual work targets are met and safe levels of staffing occur. Management defines setup and features can be turned on/off for the entire department or for each employee.

Web-Based Punch In/Punch Out Time and Attendance

This feature is primarily for home-based employees who can log into their account and punch in/out of their scheduled shifts based on the facility's guidelines.

Productivity

Productivity modules are integrated into the Daily Schedule for each unit and provide immediate calculation of Care Hours per Patient Day based upon department Census Levels. Upon clicking "submit", labor cost data for departments is calculated and displayed in real time for each department on the Daily Schedule screen. This feature enables the user to immediately manage staffing levels to ensure safe staffing, while promoting fiscal responsibility through budget adherence.

Float Pools

Float Staff have the ability to be sent to any Facility/Department with the click of a mouse. Modify Preferred Units link allows Float Scheduler to select multiple locations via drop-down for all scheduled Float staff and instantly transfer them to new departments. Central Float receives documentation for each move; Staff Received a message documenting the float, and the Floated To unit documentation, as well as Float Employee on the schedule.

Overtime Alerts

During employee self-scheduling or when admins schedule employees, Schedule360 provides Overtime Alerts. This alert can be overridden by at the admin level. Employees can request to work OT shifts; requests display under the Pendings tab for admin approval.



About Schedule360

Since 2000, Schedule 360 has been exclusively dedicated to developing web-based employee scheduling applications that simplify scheduling and labor management. Our mission has always been to deliver the most robust, easy-to-use, flexible and affordable employee scheduling applications using the latest Web and mobile technologies. We have developed our Schedule360 Employee Scheduling and Labor Management Applications with unmatched configurability and scalability so they can fit the way YOU work without compromise.



**REQUEST A
DEMO TODAY**

**Call 877.441.5251
or email info@schedule360.com**