



Enterprise Shift Scheduling

The Xytech Enterprise Scheduling module includes many tools to manage personnel and associated facilities. The Shift Scheduling option expands on these existing tools, providing broadcast and production facilities with a completely integrated solution that encompasses project- and task-based scheduling, positional-based (a.k.a. shift-based) scheduling, time tracking, labor rules, and payroll data capture.

Xytech Enterprise Shift Scheduling is an optional addition to the Scheduling, Rental, and Transmission modules.

BENEFITS

- ▶ Scalable system can grow to handle hundreds of labor resources.
- ▶ Handles project- and task-based scheduling as well as shift-based scheduling.
- ▶ Scheduling grid allows for quick “drag-and-drop” assignment of labor resources to shifts.
- ▶ Fully integrated with all Xytech Enterprise programs.

Dynamic System Handles a Range of Labor-Scheduling Situations

The Shift Scheduling program is a dynamic system that can manage shift schedules by particular project or by a specific task. Once the project or task has been defined, the shifts can be created. Within each shift, you can allot as many positions as necessary to adequately cover that time period. Finally, you can assign one or more groups and associated labor resources to each period to fully cover that time slot.

Shifts are not associated with a job, purchase order or work order; they are stand-alone records solely designed to manage work schedules.

Shift records are created in the system to establish a period of time that work will be done for a particular project or task (e.g., Main Control Room).

Tr #	Position	Group	Resource	Begin Date	Begin Time	End Date	End Time	Phase
378089	Head Engineer	Engineers	Christopher McKent	04-28-2006	9:00 am	04-28-2006	9:00 pm	Shift Plan
378090	Asst Engineer	Engineers	Clifford Webb	04-28-2006	9:00 am	04-28-2006	9:00 pm	Shift Plan
378091	Tape Operator	Operators	*Unassigned Resour	04-28-2006	9:00 am	04-28-2006	3:00 pm	Shift Plan
378092	Tape Operator	Operators	McKinley O'Kirk	04-28-2006	12:00 pm	04-28-2006	9:00 pm	Shift Plan

Shift Transaction Window

Tr #	Position	Group	Resource	Begin Date	Begin Time	End Date	End Time
089	Head Engineer	Engineers	Christopher McKent	04-28-2006	9:00 am	04-28-2006	9:00 pm
090	Asst Engineer	Engineers	Clifford Webb	04-28-2006	9:00 am	04-28-2006	9:00 pm
091	Tape Operator	Operators	*Unassigned Resour	04-28-2006	9:00 am	04-28-2006	3:00 pm
092	Tape Operator	Operators	McKinley O'Kirk	04-28-2006	12:00 pm	04-28-2006	9:00 pm

Transaction Area of the Shift Transaction Window

Within these shift records, transactions called *positions* and *slots* can be assigned.

Positions are particular job functions that must be performed during a shift (e.g., Head Engineer, Assistant Engineer, Tape Operator). You can establish as many positions as you need for a shift, and each position can have a unique time frame assigned within the overall

shift period (e.g., the shift runs from 9 a.m. to 9 p.m., but a particular position only runs from 3 p.m. to 9 p.m.).

Slots further define each position with the actual people who will be performing the job. You can assign multiple slots to cover the time span of the position, and the slots can be scheduled to overlap within the position period (e.g., the position runs from 9 a.m. to 9 p.m., but one slot runs from 9 a.m. to 5 p.m. and a second slot runs from 1 p.m. to 9 p.m.).

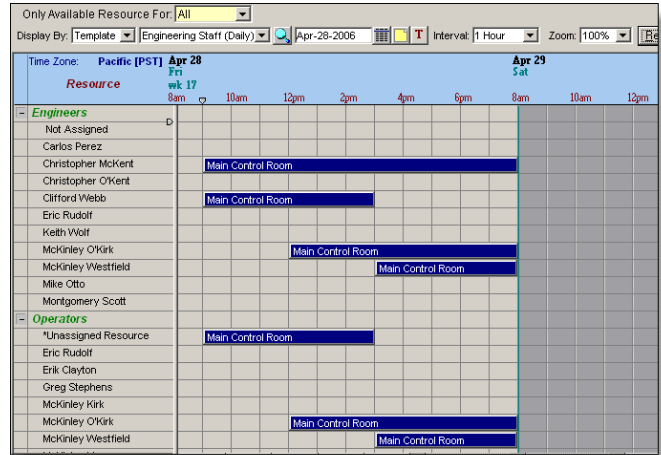
Shift schedules may be static, repeating each day with the same or different personnel used to fill each slot as necessary, or they may be dynamic, where the work schedules are defined by changing workload, such as in production-crewing or news-room environments.

To quickly create shifts covering an extended period of time, you can simply duplicate a shift record and change dates and times as appropriate in the Duplicate Shift window.

Uses the Same Flexible Organization Methods as the Schedule Book Program

Patterned on the Schedule Book structure, the Shift Scheduling program offers much of the same functionality: scheduling templates, customizable appearance, drag-and-drop scheduling, quick holds, reports, and so on.

By selecting a scheduling template, the interactive and graphical availability grid shows the people available for scheduling, organized by resource group. You will be able to quickly determine which people to schedule for open positions. Just drag and drop a resource from the grid into the appropriate slot in the Transaction area for easy assignment. You can also create slots within the grid by dragging the mouse on the row of a resource until you have set the correct time period.



Availability Grid Area of the Shift Transaction Window

Availability filters allow you to only see resources that you need, displaying or hiding people who have already been scheduled.

Complete Integration with Other Enterprise Programs

The management of work schedules requires that other associated factors also be taken into account, such as, time worked per person, scheduled days off, vacation and holiday schedules (both eligible time and time taken), time worked on scheduled days off or holidays, and associated payroll information.

To ensure that all of the related personnel details are handled seamlessly, the Shift Scheduling program has been fully integrated with all key Xytech Enterprise programs, such as, the Time Card module and the Labor Rules option.

Required Modules

Enterprise Workflow Management Core System • Enterprise Scheduling

Related Options

Enterprise Time Card • Enterprise Rental • Enterprise Transmission

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