

Timekeeping vs Scheduling Module

Scheduling Features Comparison

Feature	Timekeeping Module	Scheduling Module
BUILD		
Workload planning <i>(determine how much work can be done by job role/shift)</i>		✓
Budget and workload definition		✓
Define shifts and schedules	✓	✓
Manual schedule planning & editing	✓	✓
Schedule pattern templates	✓	✓
FILL		
Schedule groups or individuals	✓	✓
Schedule to skill and proficiency		✓
Open shift visibility		✓
Demand-based scheduling <i>(workload defined by volume drivers; align labor to demand)</i>		✓
Optimized schedule generation <i>(automatically generate best-fit schedules down to 15 minute increments while following all business requirements, customer service requirements, employee preferences, and compliance to rules and budgets)</i>		✓
Priority schedule generation <i>(assigns open shifts to employees according to sorting and matching rules; takes seniority into account in union environments)</i>		Pending
Fatigue Management <i>(set parameters for time off between shifts and maximum hours worked in a rolling or fixed time period; also helps maintain compliance around international work rules)</i>		✓
Automatic schedule generation	✓	✓
Color-coded availability		✓
Drag and drop fill		✓
Employee Preferences	✓	✓
Self-scheduling		
Automatic break allocation		



Feature	Timekeeping Module	Scheduling Module
MANAGE		
Schedule rule definition and constraints		✓
Schedule change alerts and notifications		✓
Skills and certification tracking		✓*
Staff management drag and drop shift transfer		✓
Call list		✓
SMS Quick Fill™ (automated shift fill)		
Employee Self-Service: Request time off	✓	✓
Employee Self Service: Shift swap		Pending (Late Q3 2017)
Employee Self Service: Request open shift / cover shift		Pending (Late Q3 2017)
Employee Self Service: Change availability		Pending (Q4 2017)
MEASURE		
Reporting	✓	✓*
Coverage graph and metrics		✓
Detailed Audit Trails	✓	✓
Planned to Actual Schedule Metrics		✓
Schedule costing and analytics		

*Skills and Certification Tracking – Skills are required and can currently be taken into account when scheduling staff. Certification can currently be tracked if the HR module is enabled, however, it is not specifically being taken into account when scheduling staff.

*Reporting – Currently the reports available for the scheduling module are: Open Shifts, Summary by Employee, Employee Availability and Employee Preferences.