



# Set up for 24-hour scheduling

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This document outlines the modifications required to ESP's setup charts and screens to change from standard operating hours to open 24-hours. Charts affected:

- √ Hours of Operation
- √ Manning Charts
- √ Shift Priority Charts
- √ Fixed Shifts and/or Employee's Availability

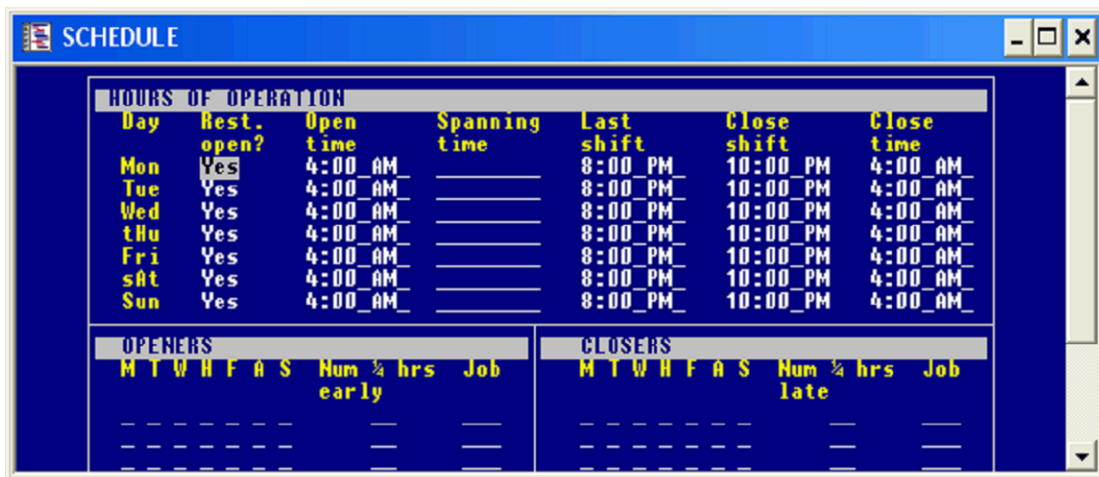
## Hours of Operation

From ESP's MAIN MENU choose option D: SETUP CHARTS

From the SETUP CHARTS MENU choose C: HOURS OF OPERATION

1. Set the OPEN time to 4:00 AM
2. Set the CLOSE time to 4:00 AM
3. Delete any entries in the OPENERS and CLOSERS section because the restaurant is open 24-hours, you can't bring someone in before you *Open* or have them stay after you *Close*

Press [F10] to save the changes and take you back to the SETUP CHARTS MENU.



## Manning charts

Now choose option B: MANNING CHARTS and you will see a menu with all of your MANNING CHARTS listed.

- √ Choose the chart that is in effect when the restaurant opens and set the START at 4:00 AM for each day, press [F10] to save the changes and go back to the MANNING CHART menu
- √ Next, choose the chart that is in effect until the restaurant closes and set the FINISH at 4:00 AM, press [F10] to save the changes and go back to the MANNING CHART menu

Then press [Esc] to return to the SETUP CHARTS menu.

EFFECTIVE DAYS AND TIMES									
Day	Start	Finish	Day	Start	Finish	Day	Start	Finish	
Mon	4:00 AM	10:30 AM	Sat	4:00 AM	11:00 AM				
Tue	4:00 AM	10:30 AM	Sun	4:00 AM	11:00 AM				
Wed	4:00 AM	10:30 AM	h01	4:00 AM	11:00 AM				
Thu	4:00 AM	10:30 AM							
Fri	4:00 AM	10:30 AM							

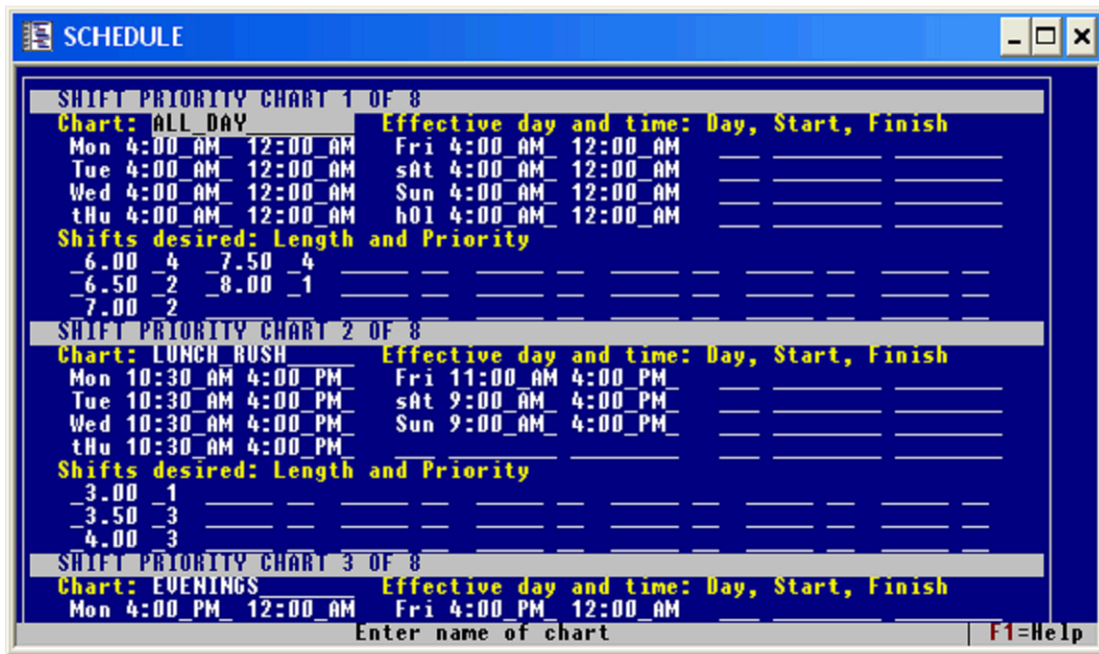
CHART VALUES													Totals						
Sales	AR	MGR	C	DT	GR	FRV	LL	CT	IN	MDP	H	ME	MM	MB	DRI	HH	STR	U	T
129	0		1	1	1													3	3
193	0		1	1	2													4	4
246	0		1	2	2													5	5

## Shift Priority charts

ESP uses the information set up in your SHIFT PRIORITY CHARTS to generate shifts based on your MANNING CHARTS. ESP will not generate shifts unless a chart is set up.

These charts identify the shift lengths you allow and the time of day that you allow them. More than one chart can be used at the same time, e.g., you may have one chart in effect all day long with shift lengths of 7 and 8 hours long, and another chart that is in effect during your lunch rush that uses shorter shift lengths of 3 hours.

From ESP's SETUP CHARTS menu choose D:SHIFT DEFINITION CHARTS then A:SHIFT PRIORITY CHARTS



**Find the chart(s) in effect at the start of the day:** Ensure that the start time for the chart is set to the time that you want ESP to start generating shifts. E.g., let's say that your overnight (fixed) shifts run from 11:00 PM to 7:00 AM and your morning crew starts at 6:00 AM. In this case, you would want to ensure that the start time of the chart for shifts that begin the day starts at 6:00 AM.

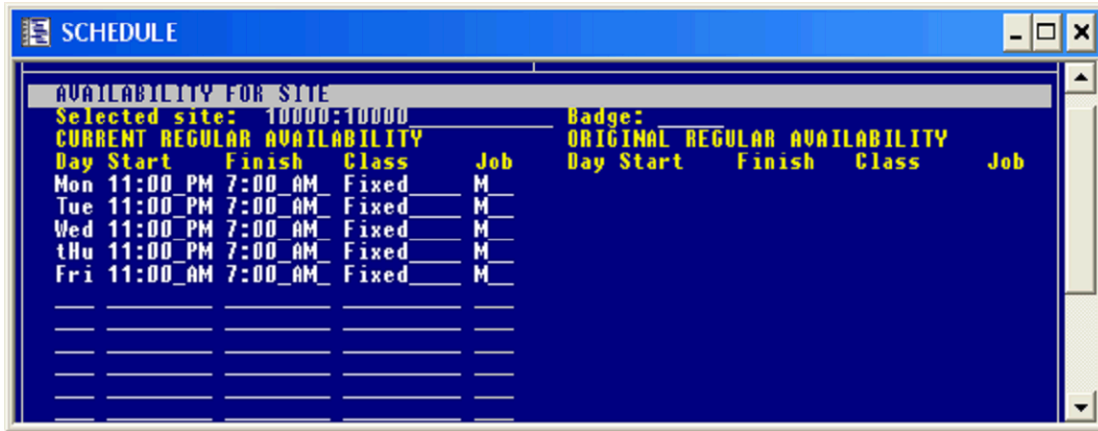
**Find the chart(s) in effect for the last shifts of the day:** Ensure that the end time for the chart(s) is set to the time that you want ESP to stop generating shifts. E.g., again your overnight crew starts at 11:00 PM but your regular crew doesn't end until midnight. In this case you would want to ensure that the end time of the chart for the shifts that end the day is set to 12:00 AM (midnight).

**Note about overnight shifts:** ESP will not automatically generate shifts that cross ESP's internal daily boundary time of 4:00 AM; your overnight shifts must be fixed. Because your overnight shifts are fixed, you want to ensure that no shift priority charts are active past the time that you want ESP to **stop** generating shifts or else ESP will attempt to generate shifts that end at 4:00AM and others that start at 4:00 AM.

### Fixed Shifts and/or Employee's Availability

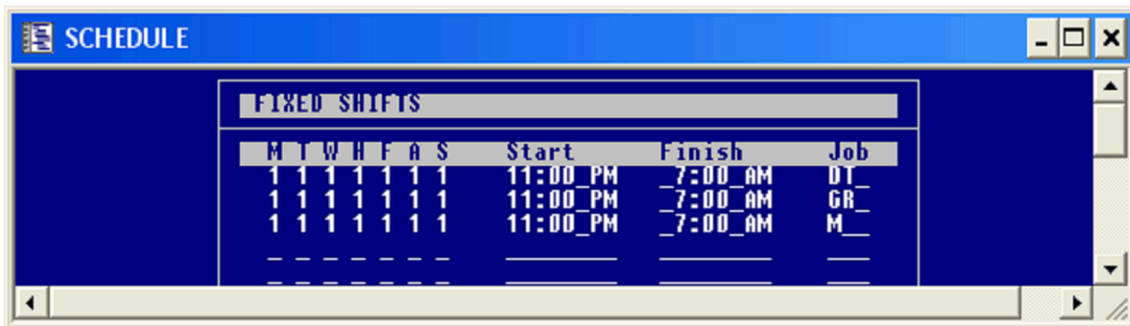
Shifts that cross 4:00 AM (ESP's internal daily boundary time) must be fixed, so you would set up these shifts in either the EMPLOYEE INFORMATION SCREEN or the FIXED SHIFTS CHART:

- √ **Employee information screen:** if you have a select number of employees who work these overnight shifts then set these up in the AVAILABILITY section of your EMPLOYEES' INFORMATION SCREENS, or



- ✓ **Fixed shifts chart:** if you don't have specific people to work these shifts then set up your overnight shifts on the FIXED SHIFT CHART and have ESP select the employee to work the shifts. *NOTE:* if you schedule your overnight people this way then there must be people with availability to work over the 4:00 AM timeline.

The manager should also review this chart for other shifts that need to be deleted or adjusted due to the new HOURS OF OPERATION.



## Labour Classes

There is also one field to check on the LABOUR CLASS chart that your overnight workers are assigned to. That is the LATEST EMPLOYEE MAY WORK field. Ensure this field is BLANK. Any entry in this field may prevent your overnight crew from being scheduled as the overnight shift will cause a LABOR CLASS NOT ALLOWED violation.

