

Schedule by Employee

This is an alphabetical listing of all your employees' shifts for the coming week. The report is ideal for posting on a bulletin board so that each employee can locate their entire weekly schedule at a glance. This easy-to-read report virtually eliminates missed shifts.

Employee		Days	Times		Position	Length
[Not assigned]	Saturday (6/26/2010)		6:00 AM	2:00 PM	MGR	8.0
	Saturday (6/26/2010)		9:00 AM	2:00 PM	XM	5.0
Adrianna C	Wednesday (6/23/2010)		10:00 AM	4:00 PM	LL	6.0
	Thursday (6/24/2010)		7:00 AM	3:00 PM	K	8.0
Alexandro W	Tuesday (6/22/2010)		4:00 PM	12:00 AM	MGR	8.0
	Thursday (6/24/2010)		4:00 PM	12:00 AM	MGR	8.0
	Friday (6/25/2010)		4:00 PM	12:00 AM	MGR	8.0
	Saturday (6/26/2010)		5:00 PM	1:00 AM	MGR	8.0
	Sunday (6/27/2010)		4:00 PM	12:00 AM	MGR	8.0
Amedka B	Tuesday (6/22/2010)		11:00 AM	4:00 PM	K	5.0
	Friday (6/25/2010)		5:00 AM	1:00 PM	K	8.0
Amorosa G	Friday (6/25/2010)		5:00 PM	8:00 PM	C	3.0
	Saturday (6/26/2010)		10:00 AM	4:00 PM	LL	6.0
	Sunday (6/27/2010)		12:00 PM	4:00 PM	FF	4.0
Amy K	Tuesday (6/22/2010)		11:00 PM	7:00 AM	M	8.0
	Wednesday (6/23/2010)		11:00 PM	7:00 AM	M	8.0
Andre L	Tuesday (6/22/2010)		4:30 PM	7:30 PM	DT	3.0
	Wednesday (6/23/2010)		9:00 AM	5:00 PM	OFF	8.0
	Thursday (6/24/2010)		8:00 AM	2:00 PM	K	6.0
Andrea F	Monday (6/21/2010)		9:00 AM	5:00 PM	OFF	8.0
	Saturday (6/26/2010)		8:00 PM	12:00 AM	DT	4.0
	Sunday (6/27/2010)		1:30 PM	6:00 PM	K	4.5
Andrew P	Monday (6/21/2010)		6:00 AM	9:00 AM	P	3.0
	>>>		9:00 AM	1:00 PM	DT	4.0
	Thursday (6/24/2010)		11:00 AM	7:00 PM	DT	8.0
Angella E	Tuesday (6/22/2010)		7:00 AM	3:00 PM	DT	8.0
	Friday (6/25/2010)		6:00 AM	2:00 PM	C	8.0
Anne C	Tuesday (6/22/2010)		6:00 AM	2:00 PM	MGR	8.0
	Wednesday (6/23/2010)		6:00 AM	2:00 PM	MGR	8.0
	Thursday (6/24/2010)		6:00 AM	2:00 PM	MGR	8.0
	Friday (6/25/2010)		6:00 AM	2:00 PM	MGR	8.0
	Sunday (6/27/2010)		9:00 AM	5:00 PM	MGR	8.0
Arthur H	Wednesday (6/23/2010)		11:00 AM	7:00 PM	K	8.0
	Friday (6/25/2010)		8:00 PM	1:00 AM	K	5.0
Ashley L	Saturday (6/26/2010)		11:00 AM	3:30 PM	FF	4.5
	Sunday (6/27/2010)		5:00 PM	8:00 PM	C	3.0
Benjamin F	Saturday (6/26/2010)		5:00 AM	1:00 PM	K	8.0
	Sunday (6/27/2010)		9:00 AM	2:00 PM	XM	5.0



Compact Schedule by Employee

This report shows the same information as the Schedule by Employee, but presents it in a tabular, compact form.

Employee schedule (Compact)						
Sample - Department Sample						
Week of: Monday, June 21, 2010						
Adrianna C Mon 8/21/2010	Tue 8/22/2010	Wed 8/23/2010 10:00 AM - 4:00 PM LL	Thu 8/24/2010 7:00 AM - 3:00 PM K	Fri 8/25/2010	Sat 8/28/2010	Sun 8/27/2010
Ahmed K Mon 8/21/2010	Tue 8/22/2010	Wed 8/23/2010	Thu 8/24/2010	Fri 8/25/2010	Sat 8/28/2010	Sun 8/27/2010
Alexandro W Mon 8/21/2010	Tue 8/22/2010 4:00 PM - 12:00 AM MGR	Wed 8/23/2010	Thu 8/24/2010 4:00 PM - 12:00 AM MGR	Fri 8/25/2010 4:00 PM - 12:00 AM MGR	Sat 8/28/2010 5:00 PM - 1:00 AM MGR	Sun 8/27/2010 4:00 PM - 12:00 AM MGR
Amedka B Mon 8/21/2010	Tue 8/22/2010 11:00 AM - 4:00 PM K	Wed 8/23/2010	Thu 8/24/2010	Fri 8/25/2010 5:00 AM - 1:00 PM K	Sat 8/28/2010	Sun 8/27/2010
Amorosa G Mon 8/21/2010	Tue 8/22/2010	Wed 8/23/2010	Thu 8/24/2010	Fri 8/25/2010 5:00 PM - 8:00 PM C	Sat 8/28/2010 10:00 AM - 4:00 PM LL	Sun 8/27/2010 12:00 PM - 4:00 PM FF
Amy K Mon 8/21/2010	Tue 8/22/2010 11:00 PM - 7:00 AM M	Wed 8/23/2010 11:00 PM - 7:00 AM M	Thu 8/24/2010	Fri 8/25/2010	Sat 8/28/2010	Sun 8/27/2010
Andre L Mon 8/21/2010	Tue 8/22/2010 4:30 PM - 7:30 PM DT	Wed 8/23/2010 9:00 AM - 5:00 PM OFF	Thu 8/24/2010 8:00 AM - 2:00 PM K	Fri 8/25/2010	Sat 8/28/2010	Sun 8/27/2010
Andrea F Mon 8/21/2010 9:00 AM - 5:00 PM OFF	Tue 8/22/2010	Wed 8/23/2010	Thu 8/24/2010	Fri 8/25/2010	Sat 8/28/2010 8:00 PM - 12:00 AM DT	Sun 8/27/2010 1:30 PM - 6:00 PM K
Andrew P Mon 8/21/2010 6:00 AM - 1:00 PM DT	Tue 8/22/2010	Wed 8/23/2010	Thu 8/24/2010 11:00 AM - 7:00 PM DT	Fri 8/25/2010	Sat 8/28/2010	Sun 8/27/2010

E-mail reports

ESP can send every employee a copy of their own schedule via e-mail. Employees no longer need to come in to work to determine their upcoming shifts.

The screenshot shows the 'E-mail Reports' section of the ESP application. The main content area displays a table with the following data:

Employee / Email	Hours	Shifts	Closes	Date/time sent
Adrianna C / adrianna@adriannase-mail	14	2	0	
Ahmed K	0	0	0	
Alexandro W	40	5	5	
Amedka B / amedkab@youremail.com	13	2	0	
Amorosa G	13	3	0	

Below the table, there is a 'Preview e-mail' section with a 'Template' button. The preview shows the following email content:

To: adrianna@adriannase-mail
 Subject: Your next week's schedule

Dear Adrianna C,

Here is your schedule for the week of 6/21/2010:

Wednesday, June 23, 2010 10:00 AM - 4:00 PM, LL
 Thursday, June 24, 2010 7:00 AM - 3:00 PM, K

You have a total of 14 hours, 2 shifts and 0 closes.

If you have any questions about your schedule, please don't hesitate to contact me.

Regards,
 Your manager



Manager's Summary

The Manager's Summary provides a comprehensive overview of each employee's schedule. It may be used to quickly check that each employee is receiving a fair number of hours, and gives you detailed information on your shift distribution and labor cost.

ESP, Version 5.2.0.100 ThoughtWorks		Manager's summary Sample - Department Sample											
Week of: Monday, June 21, 2010													
Employee name	Daily hours							Total Hours	Total Paid	Total Shifts	Min/Max allowed	+/- Min	Job rotation
	Mon	Tue	Wed	Thu	Fri	Sat	Sun						
Adrianna C	-	-	6	8	-	-	-	14	12.67	2	0/40	+12.67	K/LL
Ahmed K	Not Available								Not Scheduled		0/40		
Alexandro W	-	8	-	8	8	8	8	40	35.83	5	0/40	+35.83	MGR
Amedka B	-	5	-	-	8	-	-	13	11.67	2	0/40	+11.67	K
Amorosa G	-	-	-	-	3	6	4	13	12.5	3	0/40	+12.5	C/FF/LL
Amy K	-	8	8	-	-	-	-	16	14.33	2	0/40	+14.33	M
Andre L	-	3	8	6	-	-	-	17	15.67	3	0/40	+15.67	DT/K/OFF
Andrea F	8	-	-	-	-	4	4.5	16.5	15.67	3	0/40	+15.67	DT/K/OFF
Andrew P	7	-	-	8	-	-	-	15	13.33	2	0/40	+13.33	DT/P
Angella E	-	8	-	-	8	-	-	16	14.33	2	0/40	+14.33	C/DT
Anne C	-	8	8	8	8	-	8	40	35.83	5	0/40	+35.83	MGR
Arthur H	-	-	8	-	5	-	-	13	11.67	2	0/40	+11.67	K
Ashley L	-	-	-	-	-	4.5	3	7.5	7.5	2	0/40	+7.5	C/FF
Benjamin F	-	-	-	-	-	8	5	13	11.67	2	0/40	+11.67	K/XM
Bernadette	4	-	-	8	-	-	-	12	11.17	2	0/40	+11.17	C/DT
Bola O	-	-	-	5	-	-	8	13	11.67	2	0/40	+11.67	K
Carlton R	-	-	-	-	-	4	4.5	8.5	8.5	2	0/40	+8.5	K
Cassandra B	4	-	6	4	-	-	-	14	13.5	3	0/40	+13.5	C/DT/K
Cecil A	6	-	-	4.5	4	-	-	14.5	14	3	0/40	+14	K/TRK
Christina D	-	-	-	-	7.5	6	-	13.5	12.17	2	0/40	+12.17	DT/K
Christophe	-	5	-	-	4	4.5	-	13.5	13	3	0/40	+13	C/DT/K
Cindy S	-	5	-	-	5	-	-	10	9	2	0/40	+9	K
Clinton P	-	3	-	8	3	-	-	14	13.17	3	0/40	+13.17	DT/K
Cyrstal D	-	-	-	-	3	4	6.5	13.5	13	3	0/40	+13	C/DT/P

On-call list

The On-call list gives you a day-by-day report of all employees available to work the jobs for which they are qualified, along with their current hours for the week. You'll find shift replacement much faster and easier for those times that you have a sick or no-show employee.

ESP, Version 5.2.0.100 ThoughtWorks		On-call list Sample - Department Sample						
Monday, June 21, 2010								
Times available	Name	Assigned shift	Hours	Shifts	Labor cat	Age	Phone	
4:00 AM-7:00 AM	Amy K	-- None --	16/40	2/5	Adults			
4:00 AM-7:00 AM	Cyrstal D	-- None --	14/40	3/5	Adults	19		
4:00 AM-7:00 AM	Mohammad A	-- None --	21/40	3/5	Adults			
Mon 4:00 AM-Mon 4:00 AM	Marlene H	-- None --	40/40	5/5	Managers			
Mon 4:00 AM-Mon 4:00 AM	Christina D	-- None --	14/40	2/5	Adults			
Mon 4:00 AM-Mon 4:00 AM	Sandra R	-- None --	15/40	2/5	Adults	16		
Mon 4:00 AM-Mon 4:00 AM	Alexandro W	-- None --	40/40	5/5	Adults	23		
5:00 AM-2:00 AM	Mohammed R	-- None --	11/40	2/5	Adults			
5:00 AM-2:00 AM	Janet G	-- None --	6/40	1/5	Adults	18		
5:00 AM-2:00 AM	Manfred E	-- None --	13/40	2/5	Adults			
5:00 AM-2:00 AM	Arthur H	-- None --	13/40	2/5	Adults			
5:00 AM-2:00 AM	Maran S	-- None --	15/40	2/5	Adults			
5:00 AM-2:00 AM	Angella E	-- None --	16/40	2/5	Adults			
5:00 AM-2:00 AM	Nissoom D	-- None --	15/40	2/5	Adults			
5:00 AM-2:00 AM	Morty Q	-- None --	12/40	3/5	Minors			
5:00 AM-2:00 AM	Clinton P	-- None --	14/40	3/5	Adults			
5:00 AM-2:00 AM	Shonna V	-- None --	13/40	2/5	Adults			
5:00 AM-2:00 AM	Andre L	-- None --	17/40	3/5	Adults			
5:00 AM-2:00 AM	Adrianna C	-- None --	14/40	2/5	Adults	17	555-1122	
5:00 AM-2:00 AM	Kassie G	-- None --	15/40	3/5	Adults			
5:00 AM-2:00 AM	Ravi N	-- None --	16/40	3/5	Adults			
5:00 AM-2:00 AM	Maneet S	-- None --	15/40	3/5	Adults			
5:00 AM-2:00 AM	Amedka B	-- None --	13/40	2/5	Adults			
5:00 AM-2:00 AM	Nathalie G	-- None --	15/40	2/5	Adults			
5:00 AM-2:00 AM	Roy N	-- None --	15/40	2/5	Adults			



Statistics report

The first step in controlling your labor is to know your costs before you post the schedule. The Statistics report ensures that you have all the vital information you need at your fingertips, including daily and weekly labor costs, labor percent, sales per man hour, and more.

ESP, Version 5.2.0.100 ThoughtWorks		Statistics						
		Sample - Department Sample						
Week of:								
Monday, June 21, 2010								
Start	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	6/21/2010	6/22/2010	6/23/2010	6/24/2010	6/25/2010	6/26/2010	6/27/2010	
4:00 AM								
5:00 AM								
6:00 AM	79	96	115	118	126	170	108	
7:00 AM	180	236	237	203	259	280	245	
8:00 AM	259	245	290	305	380	437	242	
9:00 AM	217	256	249	303	370	651	423	
10:00 AM	214	203	242	257	269	626	457	
11:00 AM	549	595	713	667	657	626	381	
12:00 PM	656	801	872	915	854	833	627	
1:00 PM	592	580	671	593	671	966	608	
2:00 PM	465	446	423	357	486	737	474	
3:00 PM	348	376	402	395	431	669	469	
4:00 PM	351	299	452	450	449	573	512	
5:00 PM	393	553	581	538	660	607	572	
6:00 PM	455	576	628	537	652	721	536	
7:00 PM	321	468	566	477	640	581	389	
8:00 PM	331	332	427	418	577	426	407	
9:00 PM	289	375	431	447	588	355	372	
10:00 PM	248	255	294	297	470	332	277	
11:00 PM					425	364		
12:00 AM								
1:00 AM								
2:00 AM								
3:00 AM								
Summary	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly
Total	\$5,947	\$6,691	\$7,594	\$7,276	\$8,965	\$9,955	\$7,099	\$53,527
Variable hours	114.50	126.50	130.00	128.50	165.00	179.00	138.00	981.50
Non-var hours	18.00	24.00	24.00	36.50	24.00	37.00	29.00	192.50
Paid Breaks	1.75	1.75	1.50	2.25	1.25	3.25	2.75	14.50
Unpaid breaks	9.68	10.80	11.80	12.30	15.46	13.30	10.64	83.98
Wage hours	122.82	139.70	142.20	152.70	173.54	202.70	156.36	1,090.02
Average Wage	\$9.34	\$9.30	\$9.47	\$9.63	\$9.17	\$8.29	\$8.61	\$9.12
Labor cost	\$1,147	\$1,299	\$1,347	\$1,471	\$1,591	\$1,680	\$1,346	\$9,880
Labor %	%19.29	%19.41	%17.74	%20.22	%17.75	%16.87	%18.96	%18.46
SPMH	\$48.42	\$47.90	\$53.40	\$47.65	\$51.66	\$49.11	\$45.40	\$49.11
TCPH								
Variable salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-variable sal.	16.00	16.00	24.00	24.00	32.00	24.00	24.00	160.00
Total salaried	16.00	16.00	24.00	24.00	32.00	24.00	24.00	160.00
Unassigned	0	0	0	0	0	2	0	2
Errors	0	0	0	0	0	0	0	0
Total shifts	26	29	29	31	38	42	34	229



Break report

The Break report helps you ensure that all employees take their allotted breaks, and gives you the ability to clearly record that the break has been taken.

Employee		Shift		Breaks		<input checked="" type="checkbox"/> Taken
Olga S	5:00 AM	1:00 PM	K	5-8H	30 minutes	<input type="checkbox"/>
	5:00 AM	1:00 PM	K	7-8H	20 minutes	<input type="checkbox"/>
Andrew P	6:00 AM	1:00 PM	DT	5-8H	30 minutes	<input type="checkbox"/>
	6:00 AM	1:00 PM	DT	7-8H	20 minutes	<input type="checkbox"/>
Roberta E	6:00 AM	2:00 PM	C	5-8H	30 minutes	<input type="checkbox"/>
	6:00 AM	2:00 PM	C	7-8H	20 minutes	<input type="checkbox"/>
Sima S	6:00 AM	2:00 PM	DT	5-8H	30 minutes	<input type="checkbox"/>
	6:00 AM	2:00 PM	DT	7-8H	20 minutes	<input type="checkbox"/>
Naomi K	7:00 AM	2:00 PM	K	5-8H	30 minutes	<input type="checkbox"/>
	7:00 AM	2:00 PM	K	7-8H	20 minutes	<input type="checkbox"/>
Bernadette	8:00 AM	12:00 PM	DT	4-4.5H	15 minutes	<input type="checkbox"/>
Hamira V	8:30 AM	4:30 PM	C	5-8H	30 minutes	<input type="checkbox"/>
	8:30 AM	4:30 PM	C	7-8H	20 minutes	<input type="checkbox"/>
Andrea F	9:00 AM	5:00 PM	OFF	5-8H	30 minutes	<input type="checkbox"/>
	9:00 AM	5:00 PM	OFF	7-8H	20 minutes	<input type="checkbox"/>

Training summary

The Training summary lists the number of employees trained on each job, broken down by rating. This can help you determine your training and hiring needs.

Station	1	2	3	4	Trainee	Coach	Total	% Employees
C	5	24	33	1	0	0	63 / 98	64%
CO	1	8	1	0	0	0	10 / 98	10%
CT	0	3	0	0	0	0	3 / 98	3%
DT	3	29	17	0	0	0	49 / 98	50%
FF	3	34	26	0	0	0	63 / 98	64%
K	3	28	20	0	0	0	51 / 98	52%
LL	2	28	21	0	0	0	51 / 98	52%
M	1	11	3	0	0	0	15 / 98	15%
MGR	1	4	1	0	0	0	6 / 98	6%
OFF	1	7	2	0	0	0	10 / 98	10%
P	0	12	2	0	0	0	14 / 98	14%
SU	6	6	3	0	0	0	15 / 98	15%
TR	11	38	23	0	0	0	72 / 98	73%
TRK	1	21	5	0	0	0	27 / 98	27%
XM	0	1	0	0	0	0	1 / 98	1%



Service awards

This report of upcoming service anniversaries helps ensure you recognize your valuable long-term employees.

ESP, Version 5.2.0.100 ThoughtWorks		
Service awards Sample - Department Sample		
Schedule Name	Hire date	Years of service
June 2010		
Bola O	6/6/2001	9 years
Lance Q	6/10/2004	6 years
Arthur H	6/12/1989	21 years
Marlene H	6/12/1989	21 years
Greg L	6/16/2004	6 years
Daryl D	6/17/2000	10 years
Sandra R	6/26/1998	12 years
Drako R	6/29/2000	10 years
July 2010		
Maran S	7/18/2004	6 years
Vishnu S	7/22/2002	8 years
Nasir H	7/26/2001	9 years
Nathalie G	7/26/2001	9 years
August 2010		
John A	8/4/2004	6 years

Employee birthdays

Keep morale high by recognizing your employees' birthdays. This report lists upcoming birthdays, from the current month forward.

ESP, Version 5.2.0.100 ThoughtWorks		
Employee birthdays Sample - Department Sample		
Schedule Name	Birthday	Age on birthday
No birthdate entered		
Winston B		N/A
June 2010		
John A	6/3/1989	21 years
Amorosa G	6/23/1992	18 years
Adrianna C	6/25/1992	18 years
July 2010		
Benjamin F	7/7/1992	18 years
Cyrstal D	7/14/1990	20 years
Janet G	7/14/1991	19 years
Sandra R	7/22/1993	17 years
August 2010		
Andrew P	8/14/1991	19 years
Greg L	8/22/1990	20 years

