

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 schedule | | | | | | |
|-----------------------------------|-----------------------|----------|----------|---------|--------|--|
| Sample - Department Sample | | | | | | |
| Week of: Monday, June 08, 2015 | | | | | | |
| Employee | Days | Times | | Station | Length | |
| Anne C | Monday (6/8/2015) | 6:00 AM | 9:00 AM | SHFT | 3.0 | |
| | >>> | 9:00 AM | 2:00 PM | MGR | 5.0 | |
| | Tuesday (6/9/2015) | 6:00 AM | 9:00 AM | SHFT | 3.0 | |
| | >>> | 9:00 AM | 2:00 PM | MGR | 5.0 | |
| | Wednesday (6/10/2015) | 6:00 AM | 9:00 AM | SHFT | 3.0 | |
| | >>> | 9:00 AM | 2:00 PM | MGR | 5.0 | |
| | Thursday (6/11/2015) | 6:00 AM | 9:00 AM | SHFT | 3.0 | |
| | >>> | 9:00 AM | 2:00 PM | MGR | 5.0 | |
| | Friday (6/12/2015) | 6:00 AM | 9:00 AM | SHFT | 3.0 | |
| | >>> | 9:00 AM | 2:00 PM | MGR | 5.0 | |
| Arthur H | Wednesday (6/10/2015) | 8:00 AM | 1:30 PM | K | 5.5 | |
| | Friday (6/12/2015) | 5:00 AM | 1:00 PM | K | 8.0 | |
| | Saturday (6/13/2015) | 3:00 PM | 7:00 PM | K | 4.0 | |
| Benjamin F | Sunday (6/14/2015) | 9:00 AM | 11:00 AM | K | 2.0 | |
| | >>> | 11:00 AM | 2:00 PM | LL | 3.0 | |
| Bernadette | Monday (6/8/2015) | 6:00 AM | 1:30 PM | C | 7.5 | |
| | Friday (6/12/2015) | 5:30 AM | 1:30 PM | DT | 8.0 | |

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 08, 2015 | | | | | | |
| Angella E Mon 6/8/2015 --- | Tue 6/9/2015 --- | Wed 6/10/2015 4:30 PM 9:00 PM DT | Thu 6/11/2015 --- | Fri 6/12/2015 --- | Sat 6/13/2015 8:00 AM 4:00 PM DT | Sun 6/14/2015 --- |
| Anne C Mon 6/8/2015 6:00 AM 2:00 PM MGR | Tue 6/9/2015 6:00 AM 2:00 PM MGR | Wed 6/10/2015 6:00 AM 2:00 PM MGR | Thu 6/11/2015 6:00 AM 2:00 PM MGR | Fri 6/12/2015 6:00 AM 2:00 PM MGR | Sat 6/13/2015 --- | Sun 6/14/2015 --- |
| Arthur H Mon 6/8/2015 --- | Tue 6/9/2015 --- | Wed 6/10/2015 8:00 AM 1:30 PM K | Thu 6/11/2015 --- | Fri 6/12/2015 5:00 AM 1:00 PM K | Sat 6/13/2015 3:00 PM 7:00 PM K | Sun 6/14/2015 --- |
| Ashley L Mon 6/8/2015 --- | Tue 6/9/2015 --- | Wed 6/10/2015 --- | Thu 6/11/2015 --- | Fri 6/12/2015 --- | Sat 6/13/2015 --- | Sun 6/14/2015 --- |
| Benjamin F Mon 6/8/2015 --- | Tue 6/9/2015 --- | Wed 6/10/2015 --- | Thu 6/11/2015 --- | Fri 6/12/2015 --- | Sat 6/13/2015 --- | Sun 6/14/2015 9:00 AM 2:00 PM LL |
| Bernadette Mon 6/8/2015 6:00 AM 1:30 PM C | Tue 6/9/2015 --- | Wed 6/10/2015 --- | Thu 6/11/2015 --- | Fri 6/12/2015 5:30 AM 1:30 PM DT | Sat 6/13/2015 --- | Sun 6/14/2015 --- |

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 a web application interface for generating and previewing email reports. The main content area displays a table of employee reports for the week of 6/8/2015. The table has columns for Employee, Email, Hours, Shifts, Closes, and Date/time sent. Below the table, there is a preview of an email template for the selected employee, Adrian B.

| Employee | Email | Hours | Shifts | Closes | Date/time sent |
|-------------|-------------------|-------|--------|--------|----------------|
| Adrian B | adrianb@email.com | 12 | 2 | 0 | |
| Ahmed K | | 38 | 5 | 1 | |
| Alexandro W | | 40 | 5 | 3 | |
| Amedka B | | 16 | 2 | 0 | |
| Amorosa G | | 8 | 1 | 0 | |
| Amy K | | 19 | 2 | 2 | |
| Andre L | | 23 | 4 | 0 | |
| Andrea F | | 40 | 5 | 1 | |

Preview e-mail **Template**

To: adrianb@email.com
Subject: Your schedule for 6/8/2015

Dear Adrian B,

Here is your schedule for the week of 6/8/2015:

Tuesday, June 09, 2015 8:00 AM - 4:00 PM, K
Thursday, June 11, 2015 4:30 PM - 8:30 PM, DT

You have a total of 12 hours, 2 shifts and 0 closes.

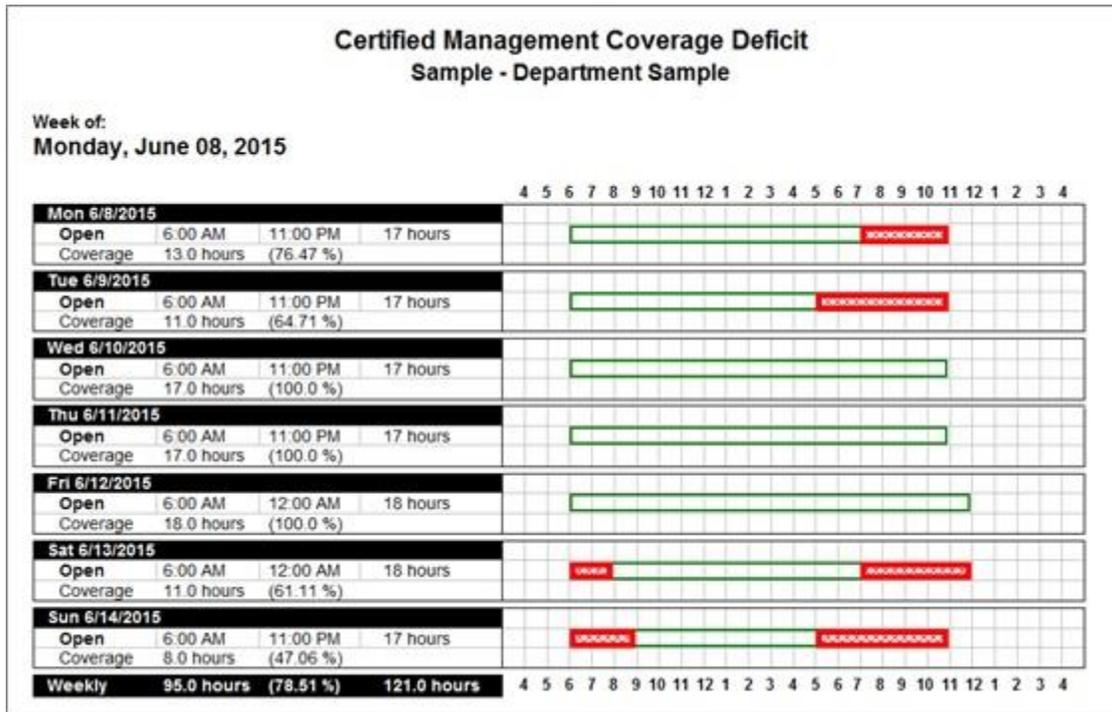
If you have any questions about your schedule, please don't hesitate to contact me.

Regards,

Your manager

Certified shift manager coverage

The certified shift manager coverage gives you a graphic representation of when your restaurant is open for business, and highlights the hours when there is no certified shift manager working. It then summarizes the number and percent of missing coverage hours per day.



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 labour cost.

Manager's summary
Sample - Department Sample

Week of:
Monday, June 08, 2015

| Employee name | Daily hours | | | | | | | Total Hours | Total Paid | Total Shifts | Mini/Max allowed | +/- Min | Job rotation |
|---------------|-------------|-----|-----|-----|-----|-----|-----|---------------|------------|--------------|------------------|---------|-----------------|
| | Mon | Tue | Wed | Thu | Fri | Sat | Sun | | | | | | |
| Adrian B | - | 8.0 | - | 4.0 | - | - | - | 12 | 11.17 | 2 | 0/40 | +11.17 | DT/K |
| Ahmed K | 7.0 | 8.0 | N/A | N/A | 7.0 | 8.0 | 8.0 | 38 | 33.83 | 5 | 0/40 | +33.83 | MGR/SHIFT |
| Alexandro W | N/A | N/A | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | 40 | 35.83 | 5 | 0/40 | +35.83 | MGR/SHIFT |
| Amedka B | 8.0 | 8.0 | - | - | - | - | - | 16 | 14.33 | 2 | 0/40 | +14.33 | K |
| Amorosa G | N/A | N/A | N/A | - | - | 8.0 | - | 8 | 7.17 | 1 | 0/28 | +7.17 | C |
| Amy K | 8.0 | - | - | 8.0 | - | - | - | 16 | 14.33 | 2 | 0/40 | +14.33 | M |
| Andre L | 8.0 | - | 8.0 | 4.0 | - | 3.0 | - | 23 | 21.33 | 4 | 0/40 | +21.33 | K/OFF/SHIFT/TRK |
| Andrea F | N/A | - | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | 40 | 35.83 | 5 | 0/40 | +35.83 | K/MGR |
| Andrew P | 8.0 | 7.5 | - | 4.0 | 4.5 | - | - | 24 | 22.33 | 4 | 0/40 | +22.33 | C/DT |
| Angella E | - | - | 4.5 | - | - | 8.0 | - | 12.5 | 11.67 | 2 | 0/40 | +11.67 | DT |
| Anne C | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | N/A | N/A | 40 | 35.83 | 5 | 0/40 | +35.83 | MGR/SHIFT |
| Arthur H | - | - | 5.5 | - | 8.0 | 4.0 | - | 17.5 | 16.17 | 3 | 0/40 | +16.17 | K |
| Ashley L | N/A | N/A | N/A | - | - | - | - | Not Scheduled | | | 0/40 | | |
| Benjamin F | - | - | - | - | - | - | 5.0 | 5 | 4.5 | 1 | 0/28 | +4.5 | K/LL |
| Bernadette | 7.5 | - | - | - | 8.0 | - | - | 15.5 | 13.83 | 2 | 0/40 | +13.83 | C/DT |

On-call list

The On-call list gives you a day-by-day report of all employees available to work; the stations 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.

| On-call list | | | | | | | |
|----------------------------|-------------|--------------------|---------|--------|-----------|-----|----------|
| Sample - Department Sample | | | | | | | |
| Monday, June 08, 2015 | | | | | | | |
| Times available | Name | Assigned shift | Hours | Shifts | Labor cat | Age | Phone |
| 11:00 AM–11:00 PM | Sharma L | – None – | 6 / 40 | 1 / 5 | Adults | | |
| 12:00 PM–11:00 PM | Lance Q | – None – | 14 / 40 | 3 / 5 | Adults | | |
| 1:00 PM–12:00 AM | Cecil A | – None – | 11 / 40 | 2 / 5 | Adults | | |
| 3:00 PM–11:00 PM | Tiffany T | – None – | 13 / 40 | 2 / 5 | Adults | | |
| 4:00 PM–11:00 PM | Bola O | – None – | 12 / 40 | 2 / 5 | Adults | | |
| 4:30 PM–9:00 PM | Wanda K | – None – | 6 / 28 | 1 / 5 | Minors | | |
| 4:30 PM–10:30 PM | Rachel K | – None – | 6 / 28 | 1 / 5 | Minors | | |
| 4:30 PM–11:30 PM | Jai M | – None – | 6 / 28 | 2 / 5 | Minors | | |
| 5:00 PM–9:00 PM | Vanessa C | – None – | 0 / 40 | 0 / 5 | Adults | | |
| 5:00 PM–9:00 PM | Francisco F | – None – | 13 / 40 | 3 / 5 | Adults | | |
| 5:00 PM–9:30 PM | Monica S | – None – | 12 / 28 | 2 / 5 | Minors | | |
| 5:00 PM–10:00 PM | Deidre C | – None – | 13 / 40 | 2 / 5 | Adults | | |
| 5:00 PM–10:00 PM | Mahmed N | – None – | 0 / 40 | 0 / 5 | Adults | | |
| 5:00 PM–10:00 PM | Damion D | – None – | 8 / 28 | 1 / 5 | Minors | | |
| 5:00 PM–10:00 PM | John A | – None – | 3 / 28 | 1 / 5 | Minors | | |
| 5:00 PM–11:00 PM | Laurie C | – None – | 4 / 28 | 1 / 5 | Minors | 16 | 555-1234 |
| 5:00 PM–11:00 PM | Hassan N | – None – | 3 / 28 | 1 / 5 | Minors | | |
| 6:00 PM–11:00 PM | Jerome J | – None – | 8 / 40 | 2 / 5 | Adults | | |
| 7:00 PM–11:00 PM | Greg L | – None – | 4 / 40 | 1 / 5 | Adults | 21 | 555-9821 |
| 7:00 PM–12:00 AM | Karlon G | – None – | 9 / 40 | 2 / 5 | Adults | | |
| Mon 11:00 PM–Tue 7:00 AM | Learnon J | – None – | 24 / 40 | 3 / 5 | Adults | | |
| 5:00 AM–2:00 AM | Amedka B | 5:00 AM 1:00 PM K | 16 / 40 | 2 / 5 | Adults | | |
| 5:00 AM–2:00 AM | Roberta E | 6:00 AM 1:00 PM DT | 17 / 40 | 3 / 5 | Adults | | |
| 5:00 AM–2:00 AM | Bernadette | 6:00 AM 1:30 PM C | 16 / 40 | 2 / 5 | Adults | | |

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.

| Break report | | | | | | | |
|----------------------------|---------|----------|-----|----------|------------|--------------------------|---|
| Sample - Department Sample | | | | | | | |
| Monday, June 08, 2015 | | | | | | | |
| Employee | Shift | Breaks | | | 30 minutes | 20 minutes | <input checked="" type="checkbox"/> Taken |
| Amedka B | 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"/> | |
| Roberta E | 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"/> | |
| Bernadette | 6:00 AM | 1:30 PM | C | 5-8H | 30 minutes | <input type="checkbox"/> | |
| | 6:00 AM | 1:30 PM | C | 7-8H | 20 minutes | <input type="checkbox"/> | |
| Anne C | 6:00 AM | 2:00 PM | MGR | 5-8H | 30 minutes | <input type="checkbox"/> | |
| | 6:00 AM | 2:00 PM | MGR | 7-8H | 20 minutes | <input type="checkbox"/> | |
| Sandra R | 7:00 AM | 11:00 AM | K | 4-4.5H | 15 minutes | <input type="checkbox"/> | |
| Kirk W | 8:00 AM | 11:00 AM | LL | No break | | | |
| Manfred E | 8:00 AM | 4:00 PM | K | 5-8H | 30 minutes | <input type="checkbox"/> | |
| | 8:00 AM | 4:00 PM | K | 7-8H | 20 minutes | <input type="checkbox"/> | |
| Andrew P | 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"/> | |

Training summary

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

| Training summary | | | | | | | | | | | | | | | |
|----------------------------|--------------------|----|-----|----|------|----|-----|---|-----|---------|----|-------|----|---------|-----------|
| Sample - Department Sample | | | | | | | | | | | | | | | |
| Week of: | | | | | | | | | | | | | | | |
| Monday, June 08, 2015 | | | | | | | | | | | | | | | |
| Sample | | | | | | | | | | | | | | | |
| Qualified employees: 98 | | | | | | | | | | | | | | | |
| Total employees: 99 | | | | | | | | | | | | | | | |
| Station | Avg Station Rating | 1 | % | 2 | % | 3 | % | 4 | % | Trainee | % | Coach | % | Total | Employees |
| C - COUNTER | 2.5 | 6 | 9% | 25 | 38% | 34 | 52% | 1 | 2% | 0 | 0% | 0 | 0% | 66 / 98 | 67% |
| CO - CLOSE OPEN | 1.9 | 1 | 11% | 8 | 89% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 9 / 98 | 9% |
| CT - CREW TRAINE | 2.4 | 0 | 0% | 4 | 80% | 0 | 0% | 1 | 20% | 0 | 0% | 0 | 0% | 5 / 98 | 5% |
| DT - DRIVE THRU | 2.3 | 3 | 6% | 30 | 58% | 18 | 35% | 0 | 0% | 1 | 2% | 0 | 0% | 52 / 98 | 53% |
| FF - FRIES | 2.4 | 3 | 5% | 34 | 54% | 26 | 41% | 0 | 0% | 0 | 0% | 0 | 0% | 63 / 98 | 64% |
| K - KITCHEN | 2.3 | 3 | 6% | 28 | 55% | 19 | 37% | 0 | 0% | 0 | 0% | 1 | 2% | 51 / 98 | 52% |
| LL - LOT AND LOBE | 2.4 | 3 | 6% | 25 | 50% | 21 | 42% | 1 | 2% | 0 | 0% | 0 | 0% | 50 / 98 | 51% |
| M - MAINTENANCE | 2.1 | 1 | 7% | 12 | 80% | 2 | 13% | 0 | 0% | 0 | 0% | 0 | 0% | 15 / 98 | 15% |
| MGR - MANAGER | 2.0 | 1 | 13% | 6 | 75% | 1 | 13% | 0 | 0% | 0 | 0% | 0 | 0% | 8 / 98 | 8% |
| OFF - OFF FLOOR | 2.1 | 1 | 10% | 7 | 70% | 2 | 20% | 0 | 0% | 0 | 0% | 0 | 0% | 10 / 98 | 10% |
| P - PRODUCTION | 2.1 | 0 | 0% | 12 | 86% | 2 | 14% | 0 | 0% | 0 | 0% | 0 | 0% | 14 / 98 | 14% |
| SHFT - SHIFT MAN/ | 2.0 | 0 | 0% | 7 | 100% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 7 / 98 | 7% |
| SU - SETUP/SALAD | 1.8 | 6 | 40% | 6 | 40% | 3 | 20% | 0 | 0% | 0 | 0% | 0 | 0% | 15 / 98 | 15% |
| TR - TRAINING | 2.2 | 11 | 15% | 38 | 54% | 22 | 31% | 0 | 0% | 0 | 0% | 0 | 0% | 71 / 98 | 72% |
| TRK - DELIVERY TF | 2.1 | 1 | 4% | 21 | 78% | 5 | 19% | 0 | 0% | 0 | 0% | 0 | 0% | 27 / 98 | 27% |
| XM - EXTRA MAINT. | 2.0 | 0 | 0% | 1 | 100% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 1 / 98 | 1% |

Service awards

This Service awards report lists upcoming service anniversaries to help ensure you recognize your valuable long-term employees.

| Service awards | | |
|----------------------------|-----------|------------------|
| Sample - Department Sample | | |
| Schedule Name | Hire date | Years of service |
| August | | |
| John A | 8/4/2008 | 5 years |
| Noreen M | 8/4/2004 | 9 years |
| Nelly M | 8/7/2002 | 11 years |
| Anne C | 8/15/1988 | 25 years |
| Kassie G | 8/15/2010 | 3 years |
| Jai M | 8/17/2004 | 9 years |
| Vanessa C | 8/17/2003 | 10 years |
| Rachel K | 8/18/2004 | 9 years |
| Marco T | 8/22/2001 | 12 years |
| Melanie B | 8/23/2013 | New Hire |

Employee birthdays

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

| Employee birthdays | | |
|-----------------------------------|-----------------|------------------------|
| Sample - Department Sample | | |
| Schedule Name | Birthday | Age on birthday |
| No birthdate entered | | |
| Vanessa C | | N/A |
| Vishnu S | | N/A |
| Wanda K | | N/A |
| Winston B | | N/A |
| August | | |
| Lois F | 8/2/1995 | 18 years |
| Janet G | 8/8/1997 | 16 years |
| Daryl D | 8/18/1996 | 17 years |
| Laurie C | 8/22/1998 | 15 years |
| Anne C | 8/31/1992 | 21 years |



Learn more about ESP 5.8 and download a trial version at www.thoughtworksinc.com