ProSchedule

MARK

SHIFT SCHEDULING

ProSchedule allows for dynamic scheduling based on actual demands for manpower at specific times during the day or period. Once the shifts have been planned, they are assigned to the relevant employees. The system keeps track of working time rules for the individual employee and any requirements for the employee's qualifications.

At the same time, the employees get vast self-service options. Shifts which are not immediately manned or become vacant along the way may be offered to relevant employees. They can swap shifts with colleagues, put them up for sale and always have an up-to-date overview of their current working hours.

ProSchedule makes it easy for the planner to keep track of the plans and man the shifts as needed.

ProSchedule

SHIFT SCHEDULING ACCORDING TO COMPANY DEMANDS

DYNAMIC EMPLOYEE SCHEDULING AND SUBSEQUENT ADJUSTMENTS

ProSchedule is a web-based module for shift scheduling. The module makes it easy to make work schedules based on current labour needs at specific times, during the day or period, and to continuously adjust the schedule in case of changes. Once the shifts have been planned, they are assigned to the relevant employees – while simultaneously keeping track of working time rules for the individual employee and any requirements for employee's qualifications.

SUITABLE FOR BOTH PERMANENT AND CASUAL WORKERS

ProSchedule can be used for permanent employees in combination with hourly paid staff. The module is therefore very suitable in industries with many casual workers who do not work on a fixed work schedule but are hired for hours as needed.

ONLY ACCESS TO RELEVANT DATA

User access and the data that is presented can be controlled at departmental and group level. Thus, the planner will only have access to the relevant employees and departments.

EXTENT OF THE PLAN

There are two general setups for planning:

- One plan covering all departments and groups – most ideal for companies with a limited number of employees
- Several plans, each covering one department or one or more groups of employees. This is relevant for companies that have several planners with separate areas of responsibility

INTEGRATION TO OUTLOOK

ProSchedule offers integration with Outlook so that the employee and the rest of the organisation can see the shifts in the calendar.

ProSchedule

THE TEAM LEADER'S PLANNING TOOL

BLOCKS OF SHIFTS ACCORDING TO DEMANDS

The planner works in a local copy of the plan. The plan can be built by defining the demands as building blocks (called base demands) of shifts to be covered by employees. The building blocks are easily put together with drag-and-drop functionality to build the full schedule.

SPECIFICATION OF DEMANDS

The base demands can be defined with just a few settings from the beginning or all details in place such as:

- Employee's day profile
- Normal duration (in case the employee works shifts of variable length)
- Department
- Group
- Approval group
- Qualifications

MANUAL PLANNING

Alternatively, the planner can choose to build a plan from scratch.

MULTIPLE SHIFTS ON THE SAME DAY

It is possible to plan multiple shifts on the same day for employees – both for the same function and for different roles which may mean different remuneration of the employee.

TIME IMPACT VISIBLE

The planner can choose to display the impact of the plan in terms of time, allowing him/her to verify that it is within the limits before publishing the plan.

LET THE EMPLOYEES MAN THE SHIFTS

If the shifts are not manned in the planning process or if shifts become vacant due to illness or other absence, they may be offered to relevant employees.

VALIDATION ACCORDING TO WORKING TIME RULES AND QUALIFICATIONS

All plans are stored and validated centrally by ProMark. This ensures compliance with working time rules, that the qualifications are in order, and allows for centralised follow-up on the planning.

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PUBLISHED WHEN A PLAN IS READY

The planner decides when a plan or changes to the plan are ready and should be published.

ADJUSTMENT OF SHIFTS

The plan can, of course, be adjusted on an ongoing basis, e.g. if you need to scale up or down, after which any changes are relayed to the employees.

SELF-SERVICE FOR THE EMPLOYEE

WORK PLAN AT HAND

ProSchedule is closely integrated with the Pro-Mobile app, making it a flexible tool in communicating with the employee. The plans are distributed to the employees when they are ready and are always available on the various platforms such as portal and mobile. And they can also be reflected in the employee's Outlook calendar.
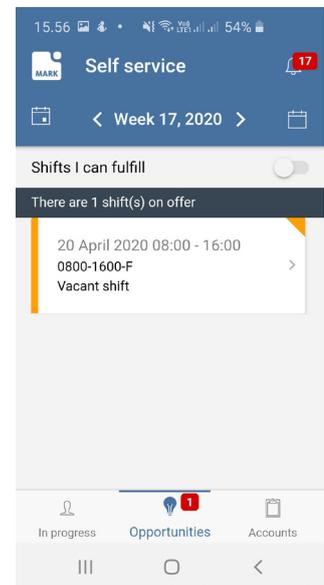
NOTIFICATION ABOUT CHANGES

Via the ProNotify module, the employee can be notified if the plans change or vacant shifts are offered.

SWAPPING AND SELLING SHIFTS

Employees can also swap, take over and sell shifts via the portal or their mobile phone. This self-service option provides great flexibility and co-involvement for the employees.

WISHES FOR HOLIDAY OR LEAVE

Similarly, they can indicate wishes for holiday and other leave via the portal or mobile phone. The wishes will be reflected in ProSchedule so that the planner can take them into account to the extent possible when the plan is being prepared.

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REDUCED ADMINISTRATIVE TIME AND INCREASED FLEXIBILITY

PLANNING CLOSE TO THE EMPLOYEES INCREASES FLEXIBILITY

With ProSchedule, shift scheduling can be moved out to the team leader in each individual department/unit. Planning close to the individual employee makes it possible to reduce the time spent on administration, just as it increases flexibility in relation to deviations and current conditions in production.

EASY AND CLEAR OVERVIEW

The web-based user interface provides a quick and clear overview of all the necessary data gathered in the same screen.

STRICT TIME MANAGEMENT

The time impact of the plan is visible during the planning process. This allows for strict management in relation to the company's actual demands for staffing.

EMPLOYEE SELF-SERVICE

The employee will experience great flexibility by always having an overview of his/her current working hours, any changes to the plan and the possibility to swap and sell shifts.

FLEXIBLE PLANNING AND COMPLIANCE WITH WORKING TIME RULES

ProSchedule provides the company with a flexible and user-friendly scheduling tool ensuring that the right resources are present according to company demands – while adhering to the working time rules, qualifications and the employees' own wishes.

TWO MODULES FOR EMPLOYEE SCHEDULING: PROROSTER AND PROSCHEDULE

ProMark offers two scheduling modules:
- ProRoster – staff rostering based on rotations and employee work hours. See separate product sheet.
- ProSchedule – shift scheduling based on demands for manpower (and possibly qualifications), and subsequently allocating the shifts to the relevant employees. ProSchedule even allows self-service for the employees.

The modules can be used in combination as all data is stored centrally in ProMark.

PROMARK WORKFORCE MANAGEMENT

ProSchedule is part of Scheduling in ProMark Workforce Management. With ProMark we help to manage companies' largest and most valuable and strategic resource – the workforce. Go to www.mark-info.co.uk for more information about all opportunities.
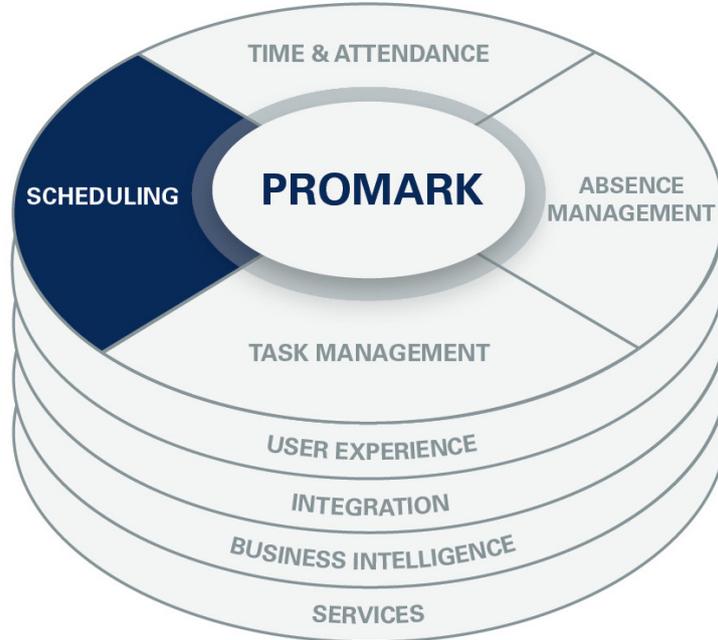
TIME AND ATTENDANCE
Registration of working hours and deviation reasons validated against collective and local agreements creates the correct payroll basis

TASK MANAGEMENT
Registration of employee activities (job, project and process) refines ERP data for follow-up on resources and productivity

USER EXPERIENCE
Smartphones, portal and terminals for registration, overview and approvals

BUSINESS INTELLIGENCE
Reports and analysis of data for measuring absence, productivity and savings

ABSENCE MANAGEMENT
Advanced handling of accrual, use and transfer of holiday. Sickness management with distribution on the right accounts and workflows for follow-up and overview

SCHEDULING
Rostering and employee scheduling for effective use of company resources – even in case of deviations

INTEGRATION
Standard integration to payroll, HR and ERP ensures exchange of important data

SERVICES
Hotline, private cloud, application management, superuser service and hardware service that ease the daily operation of ProMark

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MARK INFORMATION

Mark Information is an innovative software company offering Workforce Management solutions from offices in Denmark, Sweden, Norway, United Kingdom and Romania. Mark Information's Workforce Management solution ProMark enables customers to optimise productivity and generate savings through scheduling the right resources, at the right time, for the right job and ensures that resources are remunerated correctly in the most effective way. Mark Information services global corporations and has more than 1000 installations and 300,000 users. Read more at www.mark-info.co.uk.