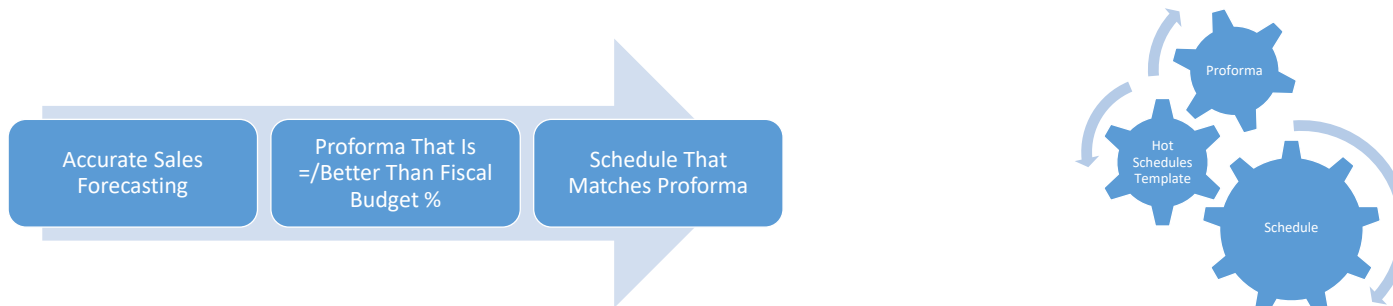


# TASTEBUDS WEEKLY LABOR PROCESS



Updated 9/27/19






<p><b>STEP 1</b></p>	<p><b>GM to forecast "Total sales" and "food sales" in Hot Schedules for the upcoming week within the guidelines of the "90% rule".</b> Give these numbers to each Department Head Manager. <b>GM to enter these numbers on both the data entry tab on P&amp;L workbook.</b></p>
<p><b>STEP 2</b></p>	<p><b>Department Head to create / use a labor proforma for the forecasted sales amount that staffs to build sales and reach profitability. (Proforma should give us a labor cost % that is equal to or better than the fiscal budget)</b></p>
<p><b>STEP 3</b></p>	<p>Schedule writer to create or select a <b>template in Hot Schedules that matches the proforma</b> for this particular sales volume and matches staffing needs.</p>
<p><b>STEP 4</b></p>	<p><b>Write a schedule that perfectly matches the proforma by Wednesday of the week.</b> Department Head to <b>print the "Extended Schedule Report" (using "total day hours", "in times", and "out times"), "OT Warning Report" and "Labor Proforma Week Day View report" from Hot Schedules and labor proforma give to GM for review and make any changes if needed.</b> <b>Validate that daily hours for each workgroup on the "Extended Schedule Report" matches exactly to your daily totals on your labor proforma. If it doesn't, check your in/out times against your proformas in/out times.</b></p>
<p><b>STEP 5</b></p>	<p>Go into the <b>P&amp;L workbook and enter your scheduled hours and dollars for each department into the "Flash Report"</b> for the week that you just wrote the schedule. This will calculate your labor cost % based upon the projected sales that are in the P&amp;L workbook.</p>
<p><b>STEP 6</b></p>	<p><b>Validate that your schedule labor cost % on the flash report matches your "Labor Proforma Week Day View" from Hot Schedules and your proforma.</b></p>
<p><b>STEP 7</b></p>	<p>Once schedule is approved by GM, <b>department head "posts" schedule in Hot Schedules.</b> Once the schedule is published, make sure that <b>"schedule rules" to be enforced in Squirrel. VERY IMPORTANT!</b></p>



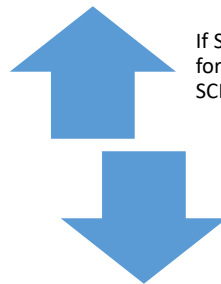
# TASTEBUDS DAILY LABOR PROCESS



Updated 9/27/19

<p><b>STEP 1</b></p> 	<p>Evaluate the week to date numbers on "Labor Proforma Week Day view". Review actual sales, hours, labor dollars against schedule.</p>
<p><b>STEP 2</b></p> 	<p><b>Review and print the manager's "Roster Report".</b> See report settings for Roster report. This consists of who is working and includes their in/out times. <b>Put this report on your clipboard with your shift planner.</b></p> <p>Review and print the <b>"Proforma by Percent report" for the shift you are working.</b> This will give you forecasted sales and scheduled hours, dollars and % for the shift. <b>Write these numbers under the labor category of your shift planner.</b></p> <p>Review <b>"OT Warning" section on your "Roster Report".</b> This will give you the list of all employees who are currently scheduled to go into OT. <b>Compare this to who is working and write the name of any employees working this shift onto your shift planner.</b></p> <p><b>Using the information that you have, formulate a "bail and cut plan" and record this on your shift planner.</b></p>
<p><b>STEP 3</b></p> 	<p><b>Set out time expectations with each employee at pre-shift.</b></p> <p><b>Check "punch adjust" in squirrel to ensure all employees are properly clocked in and under the correct job code by comparing to your manager's daily shift report.</b> NOTE: if you have the "schedule rules" in effect (WEEKLY PROCESS STEP 5), everyone should be able to clock in for their scheduled time only. therefore if they have not clocked in that should be a red flag that they were late or are trying to work an unscheduled shift.</p> <p><b>Start managing out times at beginning of shift and as business dictates, not at the end.</b></p> <p><b>Awareness of business indicators &amp; sales in 15 minute increments to pro-actively manage labor.</b></p> <p><b>Rules of Thumb Ratios :</b> FOH "Tables sat to # of servers on" = 4:1 BOH: "Open Menus to # of line cooks" = 10:1</p>
<p><b>STEP 4</b></p> 	<p>As business declines, <b>make cuts to your labor cutting plan.</b></p> <p><b>Set expectations with cut employees as to when they should be clocked out by.</b></p> <p>Although there are several variables, the good <b>rule of thumb</b> is that it will take a <b>server 30 minutes</b> to complete their work once they have been cut, <b>10 minutes for host/sa</b> and <b>30 minutes for BOH.</b></p> <p><b>Log cut times</b> of each employee on the "Manager's Daily Shift report" for tracking purposes.</p>
<p><b>STEP 5</b></p> 	<p><b>At 4:00pm (or at end of night) do a "manual hot sync" between Squirrel &amp; Hot Schedules. Check "punch adjusts" in Squirrel and "Employee Hours" (check off Actual vs Scheduled) report in Hot Schedules to ensure that all employees are clocked in/out correctly, under the correct job code.</b></p> <p><b>Record your actual sales, hours, dollars, and % on your shift scorecard.</b> You can get this information from Hot Schedules "Labor Proforma by Percent" for the shift you are working. Scan and email to our GM and AD.</p> <p><b>Make notes in digital logbook</b> on any discrepancies/variances.</p> <p><b>Sell your labor result/shift with the PM manager</b> (your labor result in hours, dollars, %, how many hours the next shift has left). The closing manager will sell shift through the digital logbook to tomorrow's opening manager.</p>

## Expections for Shift Labor Results



If SALES are UP from forecast, manage to your SCHEDULED HOURS

If SALES are DOWN from forecast, CUT AGGRESSIVELY & manage to your SCHEDULED LABOR COST %

# LABOR PROCESS ROUTINES & TIMELINES



BLACK = ALL MGRS.

GREEN = GM

RED = DEPT. HEAD

PURPLE = SCHEDULE WRITER

Updated 3/12/18

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>	<u>SUNDAY</u>
<b>WEEK 1</b>	<p>Daily Process</p> <p>Review past week's performance</p> <p>Review past period's performance</p> <p>Payroll Processing for last period's Wk 3 &amp; 4</p> <p>Weekly Process Step 1 for Wk 2</p> <p>Weekly Process Step 2 for Wk 2</p> <p>Begin Weekly Process Step 3 for Wk 2's schedule</p>	<p>Daily Process</p> <p>Weekly Process Step 4 for Wk 2's schedule</p> <p>Weekly Process Step 4 for Wk 2's schedule</p>	<p>Daily Process</p> <p>Weekly Process Step 5 for Wk 2's schedule</p> <p>Weekly Process Step 6 for Wk 2's schedule</p> <p>Weekly Process Step 7 for Wk 2's schedule (approve schedule)</p> <p>Weekly Process Step 7 for Wk 2's schedule (publish schedule)</p>	<p>Daily Process</p> <p>Final review with GM/AD for next week schedule</p> <p>Schedules must be posted by 4 PM</p>	<p>Daily Process</p> <p>Begin review &amp; update of proformas for Wk 3's schedule</p>	<p>Daily Process</p>	<p>Daily Process</p> <p>Finish review &amp; update of proformas for Wk 3's schedule</p> <p>Reconcile labor in Compeat to Squirrel using the DSR reconciliation process</p> <p>Prepare for communication &amp; setting expectations at tomorrow's directional</p>
<b>WEEK 2</b>	<p>Daily Process</p> <p>Review past week's performance</p> <p>Weekly Process Step 1 for Wk 3</p> <p>Weekly Process Step 2 for Wk 3</p> <p>Begin Weekly Process Step 3 for Wk 3's schedule</p>	<p>Daily Process</p> <p>Weekly Process Step 4 for Wk 3's schedule</p> <p>Weekly Process Step 4 for Wk 3's schedule</p>	<p>Daily Process</p> <p>Weekly Process Step 5 for Wk 3's schedule</p> <p>Weekly Process Step 6 for Wk 3's schedule</p> <p>Weekly Process Step 7 for Wk 3's schedule (approve schedule)</p> <p>Weekly Process Step 7 for Wk 3's schedule (publish schedule)</p>	<p>Daily Process</p> <p>Final review with GM/AD for next week schedule</p> <p>Schedules must be posted by 4 PM</p>	<p>Daily Process</p> <p>Begin review &amp; update of proformas for Wk 3's schedule</p>	<p>Daily Process</p>	<p>Daily Process</p> <p>Finish review &amp; update of proformas for Wk 3's schedule</p> <p>Reconcile labor in Compeat to Squirrel using the DSR reconciliation process</p> <p>Prepare for communication &amp; setting expectations at tomorrow's directional</p>
<b>WEEK 3</b>	<p>Daily Process</p> <p>Review past week's performance</p> <p>Payroll Processing for Wks 1 &amp; 2</p> <p>Create next period's Operating Budget in P&amp;L workbook, including sales forecasting</p> <p>Begin writing next period's manager schedule with key labor costed</p> <p>Weekly Process Step 1 for Wk 4</p> <p>Weekly Process Step 2 for Wk 4</p> <p>Begin Weekly Process Step 3 for Wk 4's schedule</p>	<p>Daily Process</p> <p>Weekly Process Step 4 for Wk 4's schedule</p> <p>Weekly Process Step 4 for Wk 4's schedule</p>	<p>Daily Process</p> <p>Weekly Process Step 5 for Wk 4's schedule</p> <p>Weekly Process Step 6 for Wk 4's schedule</p> <p>Weekly Process Step 7 for Wk 4's schedule (approve schedule)</p> <p>Weekly Process Step 7 for Wk 4's schedule (publish schedule)</p> <p>Finish next period's mgr schedule</p>	<p>Daily Process</p> <p>Final review with GM/AD for next week schedule</p> <p>Final review with GM/AD for next period's operating budget, sales forecast, mgr schedule</p> <p>Schedules must be posted by 4 PM</p>	<p>Daily Process</p> <p>Begin review &amp; update of proformas for Wk 1's schedule</p>	<p>Daily Process</p>	<p>Daily Process</p> <p>Finish review &amp; update of proformas for Wk 1's schedule</p> <p>Reconcile labor in Compeat to Squirrel using the DSR reconciliation process</p> <p>Prepare for communication &amp; setting expectations at tomorrow's directional</p>
<b>WEEK 4</b>	<p>Daily Process</p> <p>Review past week's performance</p> <p>Enter forecasted sales into mgr/key/admin schedules for next Pd</p> <p>Give next pd's forecasted sales (total/food/lunch/dinner) breakdown &amp; operating budgetto DH's</p> <p>Weekly Process Step 1 for Wk 1's schedule</p> <p>Weekly Process Step 2 for Wk 1's schedule</p> <p>Begin Weekly Process Step 3 for Wk 1's schedule</p>	<p>Daily Process</p> <p>Weekly Process Step 4 for Wk 1's schedule</p> <p>Weekly Process Step 4 for Wk 1's schedule</p>	<p>Daily Process</p> <p>Weekly Process Step 5 for Wk 1's schedule</p> <p>Weekly Process Step 6 for Wk 1's schedule</p> <p>Weekly Process Step 7 for Wk 1's schedule (approve schedule)</p> <p>Weekly Process Step 7 for Wk 1's schedule (publish schedule)</p>	<p>Daily Process</p> <p>Final review with GM/AD for next week schedule</p> <p>Schedules must be posted by 4 PM</p>	<p>Daily Process</p> <p>Begin review &amp; update of proformas for Wk 2's schedule</p>	<p>Daily Process</p>	<p>Daily Process</p> <p>Finish review &amp; update of proformas for Wk 2's schedule</p> <p>Reconcile labor in Compeat to Squirrel using the DSR reconciliation process</p> <p>Prepare for communication &amp; setting expectations at tomorrow's directional</p> <p>Create manpower plan &amp; labor action steps to communicate at tomorrow's directional</p>

# WEEKLY PROCESS HOT SCHEDULES REPORT SAMPLES

## STEP #4 EXTENDED SCHEDULE REPORT

This report is used to compare what you have scheduled (in/out times, number of shifts, etc) to your Excel labor proforma.

Return to Dashboard Extended Schedule Report

Sep 23, 2019 - Sep 29, 2019

GENERATE REPORT PRINT REPORT SAVE REPORT SETTINGS

FORMATTING  
 Report Title: Extended Schedule Report Output: Web Font: Arial Size: 10 Sort Column: First Name PDF Orientation: Landscape

EXTENDED SCHEDULE REPORT DETAILS  
 First Name  Last Name  Preferred Name  Telephone Number  
 In Times  Out Times  Jobs  Locations  
 Un-Posted Shifts  Unscheduled Employees  Employee Hours  Total Shift Hours  
 Total Day Hours  "No Shift" for empty shift  Fixed Cell Height (units)  Day Notes  
 No Shift: 1.0

AVAILABLE SHIFTS  
 AM  PM

SCHEDULES  
 Select All | Select None  
 BOH - Dish  BOH - Line/Prep  BOH - Training/Meeting  FOH - Bar  
 FOH - Host/Retail  FOH - Sales/Service  FOH - Training/Meeting  Manager/Key

Site: Zea Rotisserie & Cafe - Harahan (1)

### Extended Schedule Report

Generated On: Friday, September 27, 2019 7:35:53 PM CDT

Monday, September 23, 2019 - Sunday, September 29, 2019

BOH - Dish (Status = Posted)	Monday, September 23, 2019 8:30 hours	Tuesday, September 24, 2019 7:00 hours	Wednesday, September 25, 2019 7:00 hours	Thursday, September 26, 2019 9:00 hours	Friday, September 27, 2019 8:75 hours	Saturday, September 28, 2019 7:75 hours	Sunday, September 29, 2019 8:00 hours
Adam Villagomez	AM					BOH - Line/Prep 10:45 AM - 4:00 PM Sandwich	BOH - Line/Prep 12:00 PM - 4:00 PM Casser
Chase Hartline	AM	BOH - Line/Prep 8:45 AM - 1:00 PM Saler	BOH - Line/Prep 10:15 AM - 4:00 PM Sandwich		BOH - Line/Prep 10:15 AM - 4:00 PM Sandwich	BOH - Line/Prep 8:45 AM - 1:30 PM Saler	BOH - Line/Prep 8:45 AM - 2:30 PM Saler
Dawson Moritz	AM	8:45 AM - 2:45 PM	10:30 AM - 1:15 PM	8:30 PM - 8:45 PM		BOH - Line/Prep 11:30 AM - 1:30 PM Saler	BOH - Line/Prep 10:30 AM - 2:00 PM Saler
Derrick Fischer	AM	BOH - Line/Prep 8:45 AM - 1:15 PM Saler	BOH - Line/Prep 8:45 AM - 1:15 PM Saler	BOH - Line/Prep 8:45 AM - 1:15 PM Saler	BOH - Line/Prep 8:45 AM - 1:45 PM Saler		BOH - Line/Prep 8:45 AM - 3:30 PM Saler
Diamond Joseph	AM						
Kristian Williams	AM	8:45 AM - 1:15 PM	10:30 AM - 1:15 PM	8:30 AM - 1:15 PM	10:30 AM - 1:30 PM	8:00 PM - 10:45 PM	
Stephen Bazile	AM	BOH - Line/Prep 8:00 PM - 2:00 PM Saler					BOH - Line/Prep 8:00 PM - 8:00 PM Saler
Stephen Farrar	AM						



## STEP #4 OVERTIME WARNING REPORT

This report is used to identify people that have been scheduled for overtime. Use this report to try to adjust in/out times to minimize overtime.

All Reports

Sep 23, 2019 - Sep 29, 2019

GENERATE REPORT PRINT REPORT SAVE REPORT SETTINGS

FORMATTING  
 Report Title: Overtime Warning Report Output: Web Font: Arial Size: 10 Sort Column: Employee Hours (Descending) PDF Orientation: Landscape

SCHEDULES  
 Select All | Select None  
 BOH - Dish  BOH - Line/Prep  BOH - Training/Meeting  FOH - Bar  
 FOH - Host/Retail  FOH - Sales/Service  FOH - Training/Meeting  Manager/Key

JOB  
 Select All | Select None | Show Inactive Jobs  
 BARTENDER  CATER COORD  CLS TRN-FOH  DISHWASHER  
 GC RETAIL  HOST  Job#-69  Job#2  
 KEY-BOH  KEY-FOH  LINE COOK  MANAGER  
 MEETING-BOH  MEETING-FOH  OFFICE  PREP COOK  
 RETAIL  SALES  SERVER ASST  SERVICE  
 SHIFTLAD-BOH  SHIFTLAD-FOH  SILVERWARE  TRAINEE-BOH  
 TRAINEE-FOH  TRN FOH NOTIP  VACATION

Site: Zea Rotisserie & Cafe - Harahan (1)

### Overtime Warning Report

Generated On: Friday, September 27, 2019 at 7:40:00 PM

Monday, September 30, 2019 - Sunday, October 6, 2019

Weekly Overtime Warning (9/23/19 - 10/06/19)

NOTE: This report includes scheduled and actual hours from all schedules

Employee Name	Actual Hours Only	250plus Hrs	Scheduled and Actual Hours	250plus Hrs	450plus Hrs	Date & Time Overtime Starts
Eric Zeringue	---	---	---	---	---	10/19 - 8:00 PM
Mat Lachin	---	---	---	---	49.00	10/19 - 8:00 AM
Walter Alexis	---	---	---	---	49.00	10/19 - 8:00 AM
Dustin Beard	---	---	---	37.00	---	---
Jadlyn Wilner	---	---	---	---	---	---
Kyle Sage	---	---	---	---	---	---
Candice Hartline	---	---	---	---	---	---
Chase Hartline	---	---	---	---	---	---
Total Hours Over 40	---	---	---	---	58.00	---



## STEP #4 PROFORMA BY WEEK DAY VIEW

This report is used to see scheduled hours and schedules dollars by the day of the week for each department. Use this report to easily enter scheduled totals into the "Flash Report" in the P&L Workbook.

All Reports

Next Week Sep 30, 2019 - Oct 6, 2019

GENERATE REPORT PRINT REPORT SAVE REPORT SETTINGS UPDATE PROJECTIONS

SALES - CURRENT  
 No sales data for this date range

SALES - LAST YEAR THIS BUSINESS WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Actual	8,520.06	10,147.54	11,950.37	11,887.49	14,876.76	19,651.82	19,226.35	96,260.39

Favorite Report

- Daily Details Report
- Dynamic Proforma
- Labor Proforma Week Day View
- Proforma - By Percent
- Proforma - GPLH
- Proforma - SPLH
- Labor Analysis
- Forecasting & Projecting
- Templates

<b>Food Sales [1]</b>	Projected	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Variance	8,520.06	10,147.54	11,950.37	11,887.49	14,876.76	19,651.82	19,226.35	19,226.35	19,226.35	19,226.35	96,260.39
	Actual	9,560.91	11,898.42	13,320.39	13,538.68	17,265.08	22,256.62	21,530.40	21,530.40	21,530.40	21,530.40	109,370.50
<b>Total Sales</b>	Projected	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Variance	9,560.91	11,898.42	13,320.39	13,538.68	17,265.08	22,256.62	21,530.40	21,530.40	21,530.40	21,530.40	109,370.50

**LABOR PERCENTS**  
*No labor percents data for this date range*

**SALES PER LABOR HOUR**  
*No SPLH data for this date range*

LABOR Category	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Total		
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	
<b>BOH</b>	Actual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Scheduled	18.00	220.63	14.25	184.88	17.00	212.13	12.75	166.00	24.00	292.25	20.50	220.00	14.25	154.82	120.75	1,450.71
	Variance	(18.00)	(220.63)	(14.25)	(184.88)	(17.00)	(212.13)	(12.75)	(166.00)	(24.00)	(292.25)	(20.50)	(220.00)	(14.25)	(154.82)	(120.75)	(1,450.71)
	Actual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Scheduled	\$9.00	813.25	60.25	862.75	64.75	921.00	64.25	884.25	68.75	945.76	74.25	1,096.76	71.50	979.25	462.75	6,503.02
	Variance	(9.00)	(813.25)	(60.25)	(862.75)	(64.75)	(921.00)	(64.25)	(884.25)	(68.75)	(945.76)	(74.25)	(1,096.76)	(71.50)	(979.25)	(462.75)	(6,503.02)
	Actual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Scheduled	17.25	268.25	17.75	243.75	13.00	182.00	17.50	266.50	18.50	266.50	18.75	284.25	18.50	254.00	121.25	1,765.25
	Variance	(17.25)	(268.25)	(17.75)	(243.75)	(13.00)	(182.00)	(17.50)	(266.50)	(18.50)	(266.50)	(18.75)	(284.25)	(18.50)	(254.00)	(121.25)	(1,765.25)
	Actual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Scheduled	94.25	1,302.13	92.25	1,291.38	94.75	1,315.13	94.50	1,316.75	111.25	1,504.51	113.50	1,601.01	104.25	1,388.07	704.75	9,718.98
	Variance	(94.25)	(1,302.13)	(92.25)	(1,291.38)	(94.75)	(1,315.13)	(94.50)	(1,316.75)	(111.25)	(1,504.51)	(113.50)	(1,601.01)	(104.25)	(1,388.07)	(704.75)	(9,718.98)

## DAILY PROCESS HOT SCHEDULES REPORT SAMPLES

### STEP #1 LABOR PROFORMA WEEK DAY VIEW (THIS WEEK)

This report is used to compare what you have scheduled/forecasted to actual results. This report helps you evaluate labor performance each day. You can also check on/off available shifts to evaluate AM & PM shifts separately.

All Reports

Schedules and Rosters

Staff & Store

Proforma

Daily Details Report

Dynamic Proforma

Labor Proforma Week Day View

Proforma - By Percent

Proforma - GPLH

Proforma - SPLH

This Week Sep 23, 2019 - Sep 29, 2019 ★ Favorite

AVAILABLE SHIFTS

AM  PM

SALES - CURRENT		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Actual		9,933.45	11,300.60	11,383.67	11,763.57	11,519.62	0.00	0.00	55,900.91
Projected		9,300.00	10,230.00	10,695.00	11,545.95	14,880.00	17,205.00	13,950.00	87,805.95
Variance		633.45	1,070.60	688.67	217.62	(3,360.38)	(17,205.00)	(13,950.00)	(31,905.04)
Actual		11,140.41	12,807.98	13,018.23	13,741.32	12,921.62	0.00	0.00	63,629.56
Projected		10,000.00	11,000.00	11,500.00	12,415.00	16,000.00	18,500.00	15,000.00	94,415.00
Variance		1,140.41	1,807.98	1,518.23	1,326.32	(3,078.38)	(18,500.00)	(15,000.00)	(30,785.44)

LABOR PERCENTS		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Actual		13.521%	11.907%	13.190%	11.763%	6.264%	0.000%	0.000%	11.262%
Projected		14.930%	12.496%	12.982%	13.248%	11.022%	9.777%	11.473%	11.967%
Variance		(1.409%)	(0.589%)	(0.208%)	(1.485%)	(4.758%)	(9.777%)	(11.473%)	(0.705%)

LABOR		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Actual		18.62	230.32	14.82	191.73	26.80	345.72	14.45	188.66
Scheduled		21.25	258.88	6.50	76.38	18.25	228.38	19.50	260.50
Variance		(2.63)	(28.56)	8.32	115.35	8.55	117.34	(5.05)	(71.84)

### STEP #2 ROSTER REPORT

If you check all of the correct settings, this will give you all the info you need to know on your shift.

All Reports

Schedules and Rosters

Compact Roster Report

Employee Schedule Report

Extended Schedule Report

House Shift Report

Labor Card

Location Schedule Report

Release/Approval History Report

Roster Report

Schedule History Report

Schedule Report

Schedule Report by Job

Staff Schedule Chart

Staff Volume Chart

Weekly Roster Report

Staff & Store

Sep 27, 2019 ★ Favorite

FORMATTING

Report Title:  Output:  Web  Print Font:  Size:  Sort Column:

ROSTER REPORT DETAILS

First Name  Last Name  Preferred Name  Telephone Number  
 In Times  Out Times  Compare Hours  Jobs  
 Locations  Skill Level Names  Un-Posted Shifts  House Shifts  
 Separate Day Parts/Client Shifts  Blank Column  Headers  Grid Lines  
 Day Notes

ADDITIONAL SUMMARY REPORTS

Show Proforma Summary Report On Roster  
 Show Overtime Warnings Report (Appears after roster as separate table)  
 Show Blank Task List (Appears after roster as separate table)  
 Show Overtime Warnings on Roster (Time indicates when employee goes into overtime, OVT indicates already in overtime)  
 Show Labor Percentage Summary

LOGBOOK

Show flagged Logbook entries on Roster Today

AVAILABLE SHIFTS

AM  PM

SCHEDULES

Select All | Select None

BOH - Dish  BOH - Line/Prep  BOH - Training/Meeting  BOH - Bar  
 FOH - Host/Retail  FOH - Sales/Service  FOH - Training/Meeting  Manager/Key

Close

#### Roster Report

Generated On: Friday, September 27, 2019 at 8:05:00 PM CDT

Friday, September 27, 2019

AM		Week to Date: 9/23/19 - 9/26/19			
		SALES	HOURS	LABOR	
		USD		USD	
BOH - Dish /					
David Randolph	7:00 AM 1:45 PM				
Reginald Joseph	10:00 AM 5:00 PM				
BOH - Line/Prep /					
Michelle Davis	AM HOT PREP 8:00 AM 2:45 PM				
(229) 227 0711					
Stephena Harris	AM COLD PREP 8:00 AM 2:45 PM				
(504) 830 8903					
Christopher Ray	AM CARVER 9:00 AM 1:45 PM				
(504) 298 7546					
David Steyer	AM GRILL 9:00 AM 4:00 PM				
(704) 882 1758					
FOOD SALES TOTAL					
Projected		0.00	0	0.00	
Actual		44,381.29	0	0.00	
Variance		44,381.29	0	0.00	
TOTAL					
Projected		0.00	1,158	7,878.03	
Actual		50,707.94	1,031	8,918.26	
Variance		50,707.94	-127	638.73	

Job Summary for Hours				
	JOB NAME	PRJG	ACT	VAR
Shaikha Payne (504) 478 7971	AM SANDWCH		9:00 AM 4:00 PM	
Clarence Payne (504) 478 7971	AM SALAD		9:30 AM 1:30 PM	
George Wilson (504) 478 7971	AM FRY		9:30 AM 2:00 PM	
Wayne Thomas (504) 478 7971	AM SAUTE		9:30 AM 1:45 PM	
<b>BOH - Training/Meeting /</b>				
Naaman Reed Jr.			8:30 AM 3:00 PM	
<b>FOH - Bar /</b>				
Christina Moore (504) 388 1264	AM STATION D1		9:00 AM 4:30 PM	
<b>FOH - Host/Retail /</b>				
Casey Calhoun (504) 327 8711	AM RETAIL		10:00 AM 4:15 PM	
Amanda Trustwood (504) 309 9510	HOST-COR		10:30 AM 4:00 PM	
Deborah Baker (504) 273 5895	HOST-ST1		11:00 AM 2:00 PM	
<b>FOH - Sales/Service /</b>				
Alice Mayo (504) 259 1310	AM STATION D1		10:15 AM 4:30 PM	
Sean Vines (504) 202 2750	A2		10:15 AM 4:15 PM	
Kyle Jefferson (504) 239 8980	SVC 1		10:30 AM 2:30 PM	
Christopher Ocarave (504) 259 2420	A3		10:45 AM 4:30 PM	
Amy Saville (504) 339 9238	A7		11:15 AM 2:15 PM	
Evan Nyblom (504) 512 4343	A8		11:15 AM 2:30 PM	
Glenn Davis (504) 491 2406	A10		11:15 AM 3:00 PM	
Nicole Vales-Castro (504) 645 9139	A9		11:15 AM 2:45 PM	
Danny Gutierrez (504) 478 8299	SVC 2		11:30 AM 3:45 PM	

Projections for 9/27/19 and actuals for this day last year: 9/28/18				
		SALES USD		LABOR USD
		HOURS	USD	USD
FOOD SALES TOTAL				
Today		0.00		
Last Year		0.00		
TOTAL				
Today		0.00	303	2,797.25
Last Year		10,874.31	303	2,301.42

Logbook Notes				

Weekly Overtime Warning (9/23/19 - 9/29/19)						
NOTE: This report includes scheduled and actual hours from all schedules						
Employee Name	Actual Hours Only	Scheduled and Actual Hours			Date & Time Overtime Starts	
		30(plus) Hrs	35(plus) Hrs	40(plus) Hrs		
Aaron Izworski	13.20	34.45	—	—	—	
Casey Calhoun	24.05	—	38.30	—	—	
Christopher Ray	19.87	—	38.02	—	—	
Clarence Payne	14.57	31.57	—	—	—	
Danny Gutierrez	14.04	32.60	—	—	—	
David Randolph	30.00	—	37.35	—	—	
David Spyrer	13.39	—	—	40.14	9/29/19 - 10:37 PM	
Diego Monteroso	19.28	31.20	—	—	—	
Erica Buckley	17.07	30.57	—	—	—	
Frederick Johnson	34.18	34.18	—	—	—	
George Wilson	24.04	—	35.94	—	—	
Isaac Lora-Chicas	9.02	30.52	—	—	—	
Jacob Pugh	20.52	—	35.02	—	—	
Jarvis Logan	18.81	—	—	41.08	9/29/19 - 9:28 PM	
Jasminia Overton	17.61	—	35.01	—	—	

### STEP #2 LABOR PROFORMA BY PERCENT

If you check all of the correct settings, this will show you forecasted sales, and scheduled hours, dollars, and % for your shift. These are your shift labor targets.

Sep 28, 2019 - Sep 28, 2019

GENERATE REPORT PRINT REPORT SAVE REPORT SETTINGS UPDATE PROJECTIONS

AVAILABLE SHIFTS:  AM  PM

Sales Summary						
	Actual	Proj	Diff	This Year	Last Year	Diff
FOOD SALES [1]	0.00	6,975.00	-6,975.00	0.00	7,029.60	-7,029.60
<b>TOTAL</b>	<b>0.00</b>	<b>7,500.00</b>	<b>-7,500.00</b>	<b>0.00</b>	<b>7,491.00</b>	<b>-7,491.00</b>

Job Summary											
	Hours			Wage			Dollars			Labor Percent	
	Actual	Sched	Diff	Actual	Sched	Diff	Actual	Sched	Diff	Actual	Sched
DISHWASHER [1]	0.00	14.50	-14.50	0.00	12.34	-12.34	0.00	179.00	-179.00	0.00%	2.566%
LINE COOK [1]	0.00	33.00	-33.00	0.00	14.18	-14.18	0.00	468.00	-468.00	0.00%	6.710%
PREP COOK [1]	0.00	13.75	-13.75	0.00	16.02	-16.02	0.00	220.25	-220.25	0.00%	3.158%
BOH	0.00	61.25	-61.25	0.00	14.16	-14.16	0.00	867.25	-867.25	0.00%	12.434%

### STEP #5 EMPLOYEE HOURS REPORT

If you check all of the correct settings, this will show you actual hours versus schedules hours for each employee, sorted by the biggest variance. This will be a huge help in ensuring that people are clocked in and out correctly, and evaluating labor performance.

[Return to Dashboard](#) Employee Hours

Sep 30, 2019 - Sep 30, 2019

GENERATE REPORT PRINT REPORT SAVE REPORT SETTINGS

**FORMATTING**

Report Title: Employee Hours    Output: Web    Font: Arial    Size: 10    Sort Column: Sort By First Name    PDF Orientation: Landscape

**REPORT TYPE**

Scheduled Hours     Actual Hours     Actual/Scheduled

**AVAILABLE SHIFTS**

AM     PM

**SELECT EMPLOYEES...**

...BY SCHEDULE     ...BY JOB     ...BY NAME

**SCHEDULES**

Select All | Select None

BOH - Dish     BOH - Line/Prep     BOH - Training/Meeting     FOH - Bar

FOH - Host/Retail     FOH - Sales/Service     FOH - Training/Meeting     Manager/Key

**Employee Hours**

Generated On: Tuesday, October 1, 2019 10:51 AM CDT  
Monday, September 30, 2019

Employee	Job	Act Hrs	Sched Hrs	Variance	Act USD	Sched USD	Variance
Carley McDonald	PREP COOK	8:58	9:00	-0.02	339.76	339.00	0.76
Carley McDonald	LINE COOK	8:59	9:00	-0.01	339.00	339.00	0.00
Cayana Ouellet	LINE COOK	8:58	9:00	-0.02	449.00	449.00	0.00
Cayana Ouellet	LINE COOK	8:59	9:00	-0.01	449.00	449.00	0.00
Chris Mark	SERVER ASSIST	8:58	9:00	-0.02	139.00	139.00	0.00
Chris Mark	SERVER ASSIST	8:59	9:00	-0.01	139.00	139.00	0.00
Colleen Gibson	SERVER ASSIST	8:58	9:00	-0.02	149.00	149.00	0.00
Colleen Gibson	SERVER ASSIST	8:59	9:00	-0.01	149.00	149.00	0.00
Debra Gibson	SALE	8:58	9:00	-0.02	149.00	149.00	0.00
Debra Gibson	SALE	8:59	9:00	-0.01	149.00	149.00	0.00
Erica Hall	SERVER ASSIST	8:58	9:00	-0.02	149.00	149.00	0.00
Erica Hall	SERVER ASSIST	8:59	9:00	-0.01	149.00	149.00	0.00
Erica Olson	SERVER ASSIST	8:58	9:00	-0.02	149.00	149.00	0.00
Erica Olson	SERVER ASSIST	8:59	9:00	-0.01	149.00	149.00	0.00
Erin Latham	SALE	8:58	9:00	-0.02	149.00	149.00	0.00
Erin Latham	SALE	8:59	9:00	-0.01	149.00	149.00	0.00

