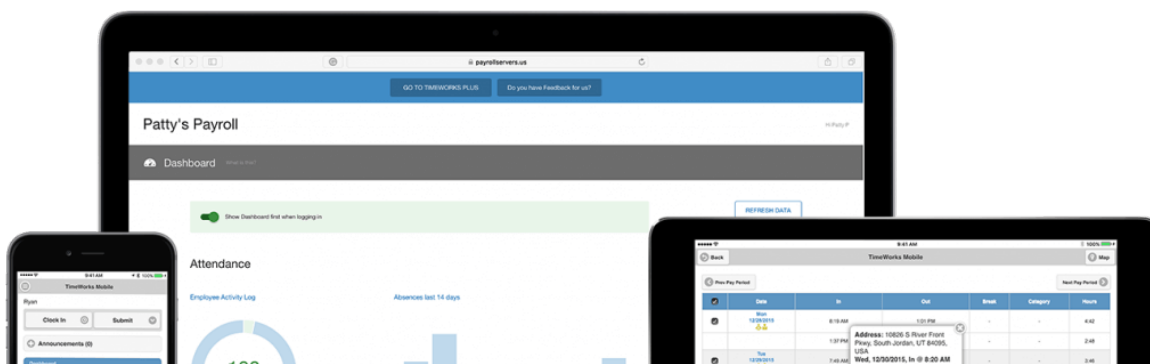


# TimeWorksPlus® vs. TimeSimplicity™

## Scheduling & Advance Scheduling Comparison

Sometimes your scheduling needs may require a shot in the arm with more robust features. The following outlines the major feature differences between the standard TimeWorksPlus scheduling component and the power of advanced scheduling with TimeSimplicity.

 <b>Schedule Management</b>		Tools to manage dynamic, multi-shift, multi-location schedules with accommodation for employee preferences.	TWP	TS
<b>Schedule Creation</b>	Schedule Templates	Create schedule for date, time, location; apply to multiple people	✓	✓
	Drag & Drop Scheduling	Graphical UI with ability to drag shifts/resources to time slot		✓
	Schedule Creation Delegation	Multi-manager support for different schedules/views/locations		✓
	Scheduling Groups	Define and schedule Groups based on skills, preferences, location, positions, departments or other attributes		✓
	Individual Shift Templates	Create shift templates for time slot, position or other dimensions		✓
	Employee Schedule Preferences	Employee set availability and maximums with preferred or absolute hours		✓
<b>Schedule Views</b>	Draft Schedule Creation	Create future schedules in plan mode and keep hidden until ready to publish		✓
	Customizable Schedule Views	Create schedules by name, seniority or position with sort ordering and filtering		✓
	Multiple Schedule Layouts	View schedule layout by people and shifts or shifts by position for quick coverage visibility		✓

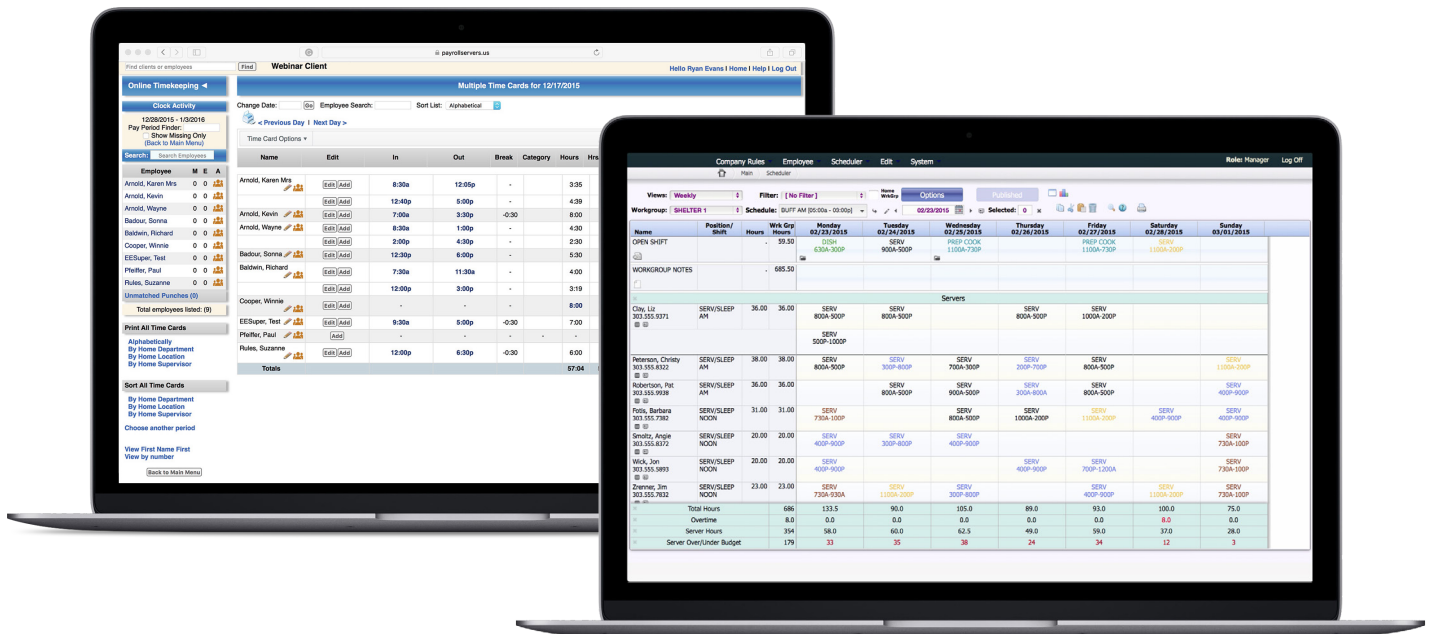




# Compliance Enforcement & Reporting

## Features and controls for monitoring and enforcing labor standards compliance

Compliance/Cost Constraints	Max/Min Shift Length	Warning if shift does not meet length criteria (customizable)	✓	
	Shift Proximity to Previous	Warning if time between shifts is not adequate	✓	
	Consecutive Days Worked	Block/warning if too many consecutive days worked	✓	
	Max Hours	Block/warning if too many hours in a specified period	✓	
Reporting	Certifications & Skills	Block/warn/alert if employee certifications or skills required for a shift do not meet the specified shift criteria	✓	
	Certification Management	Associate certification expiration date with holder and check compliance	✓	
	Meal Scheduling & Eligibility	Specify if shift is eligible for meal and/or meal start and end times	✓	
Reporting	Customized Reporting	Generate reports for compliance tracking and auditing (when used with TimeWorksPlus)	✓	
	Daily Auto-email	Daily time card summary showing actual against scheduled for critical coverage	✓	
Enforcement Options	Warning	Warns employee on login	✓	✓
	Clock Lock-out	Blocks employee on attempted login	✓	✓





## Shift Coverage and Attendance Tracking

Manager tools and visibility for shift administration, coverage tracking and attendance monitoring

<b>Schedule Change Management</b>	Employee managed schedule changes	Employee options to initiate shift changes and accept open shifts; manager approval required or optional	✓	
	Shift Trades/Drops	Employee initiated with manager approved/open and eligibility/drop rules; notification privileges	✓	
	Self-Scheduling & Open Shifts	Create open shifts with signup for any eligible employee	✓	
	Immediate Availability List	Shows immediately who is available for a given shift	✓	
	Best Fit Shift Replacements	Filter to best fit shift replacements based on skills, availability, compliance restraints, proximity, seniority or other maximized logic	✓	
	Shift Change/Availability Notifications	Email/text custom message on shift change or open shift; recipients can pick up directly from the message; notifications are tracked and auditable	✓	
<b>Scheduling Depth</b>	Schedule to: Date/Time		✓	✓
	Location		✓	✓
	Job or Task			✓
	Shift			✓
<b>Attendance Management</b>	Attendance vs Schedule Reports	Reports show actual attendance against a given schedule; generate reports to show deviations over time	✓	✓
<b>Schedule Visibility &amp; Communication</b>	Real Time Schedule Updates	Changes made to the schedule are updated in real time	✓	✓
	Email/SMS Messages	Notifications to staff are via email or text		✓
	Tiered Manager Alerts	Set up different levels of alerts based on level of management		✓
	Note/Reminder Messages	Add notes, reminders or messages to shifts or work groups		✓
	Shared Contact Directory	Allow employees to see contact information for shift trades		✓



## User Experience & Administration

Simple, intuitive use with tools for administration and management

<b>Employee Access</b>	Mobile app	iOS and Android mobile applications to view scheduling and add/drop shifts	✓	
	Employee Portal	Web-based time clock and self-service portal options	✓	✓
	Define Shift Preferences	Browser-based pixel "paint" shift availability windows		✓
	Time Card Visibility	View time card and time-off requests		
<b>Manager Tools</b>	Manager Dashboard	High level view of shifts; dashboard with easy access to execute shift actions; alerts on expiring credentials		✓
	Time Clock Integration	Easily integrates with web-based punch clocks	✓	✓
	Integrated Time-off Requests	Scheduling works with time-off requests	✓	✓



## Cost Management

Control labor spend and correlate activity with designated cost categories, jobs or locations. Utilize reports for cost projections/actuals to measure impact of initiatives and proactively monitor trends.

<b>Reporting</b>	Unlimited, Customizable Fields	Add any number of custom fields for jobs, tasks, locations, shifts, etc. and use for detailed reporting and cost allocation		✓
<b>Labor Cost Controls</b>	Hours of Operation Rules	Evaluate hours needed/used before and after "store" or "open" hours		✓
	Coverage Views	View labor hours correlated to shifts, estimated hours, required coverage		✓
	Labor Budgets	Compare actual to budgeted hours (when used with TimeWorksPlus)		✓
<b>Labor Cost Controls</b>	Scheduled Labor Estimate	View projected costs of planned schedule against a set labor budget		✓
	Customizable Summary Calculation	Flexible summary reporting with formula calculations for: shift counts, total hours, expected dollars based on hours, counts of shifts, hours per employee or employee groups and more		✓
	Customizable Manager Permissions	Set manager views of employees, wages, certifications and more		✓