



Employee Management System Staff Scheduling

Scheduling is easy with EMS. The program can schedule staff for one or up to four week rotating schedules and tracks all time off. You decide how to classify your employees and define your shifts.

Working from a master template allows quick entry and modification of schedules to reflect the actual working patterns of units and individuals.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 NOK: TR 08:00 16:00	28 NOK: TR 09:00 17:00	29 NOK: TR 09:00 17:00	30 NOK: TR 09:00 17:00	31 NOK: TR 09:00 17:00	1 NOK: TR 09:00 17:00	2 NOK: TR 09:00 17:00
3 IN - OUT 07:52-16:11	4 NOK: TR 08:00 16:00	5 OK: TR 12:00 17:00 Pay: J01 09:00 12:00 IN - OUT	6 NOK: TR 09:00 17:00	7 OK: TR 09:00 14:00 Pay: BS 14:00 16:00 NOK: TR 16:00 17:00	8 NOK: TR 09:00 17:00	9 IN - OUT 08:52-17:00
10 NOK: TR 09:00 17:00	11 NOK: TR 09:00 17:00	12 NOK: TR 09:00 17:00	13 NOK: TR 09:00 17:00	14 NOK: TR 09:00 17:00	15 NOK: TR 09:00 17:00	16 NOK: TR 09:00 17:00
17 NOK: TR 09:00 17:00	18 NOK: TR 09:00 17:00	19 NOK: TR 09:00 17:00	20 NOK: TR 09:00 17:00	21 NOK: TR 09:00 17:00	22 OK: TR 09:00 17:00 Pay: V01 09:00 17:00	23 NOK: TR 09:00 17:00
24 Sch: TR 08:00 17:00	25 Sch: TR 09:00 17:00	26 Sch: TR 09:00 17:00	27 Sch: TR 09:00 17:00	28 Sch: TR 09:00 17:00	29 Sch: TR 09:00 17:00	30 Sch: TR 09:00 17:00
1 Sch: TR 08:00 17:00	2 Sch: TR 08:00 17:00					

The screen view above illustrates one month for an employee. As you verify that the hours have been worked-OK the schedule-the calendar is updated.

General Features:

- Scheduling templates can be created for one to four week blocks. Any number of classes of employees and any number of shifts can be accommodated.
- Assign a template to an employee and then quickly edit it for special needs. Track all time off. Employees may be assigned up to three different schedules.
- Allows staff to be scheduled for different jobs in different locations and times as needed to meet staffing requirements and budget purposes.
- Schedules for departments, jobs, or nursing units can be compared to the master schedule to evaluate FTE goals or find scheduling disparities.
- Scheduling information can be used to determine past work patterns for any specific day, such as a holiday.
- Define days off or "extra pay" days that reflect your facility's procedures. These can be modified on the employee's calendar with the click of the mouse.
- Weekly and daily time sheets are available with the option to print current or future schedules for an individual department or the full facility.
- Confirm schedules by individual department or for the full facility. A report on confirmed schedules can be printed at any time.
- In the event you need extra staffing, you may print an availability report with names and phone numbers for employees that are not currently scheduled.
- Ability to enter staffing levels by unit, position, and shift. Report on staffing variances.

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Important Features:

Templates can be created for any number of jobs, units, classes, employees. Modifications for specific events or individuals can be quick and easy.

Historic data can point to patterns in employment or scheduling issues.