



Synerion Scheduling

Synerion Scheduling addresses the main challenge faced by labor-intensive sectors: **controlling labor costs without compromising the quality of service and ensuring compliance with statutory and union requirements.**

Synerion Scheduling system enables you to effectively manage and streamline your workforce, while at the same time increasing employee productivity and maintaining client satisfaction, without jeopardizing the bottom line.

Cost-Effective Planning

Synerion Scheduling system enables managers to:

- **Set staffing needs**
- Generate long term schedules that respect budgets
- Create schedules based on expected workloads and events, at an employee / department / shift / position level, to prevent overstaffing and/or understaffing
- Assign employees to shifts according to fixed or flexible work patterns, for optimum staff coverage of planned workloads, while taking into consideration employee availability and working preferences
- Identify staffing gaps in the short term and perform ad-hoc staff assignment
- Employee loaning between departments.

Synerion Scheduling enables employees to:

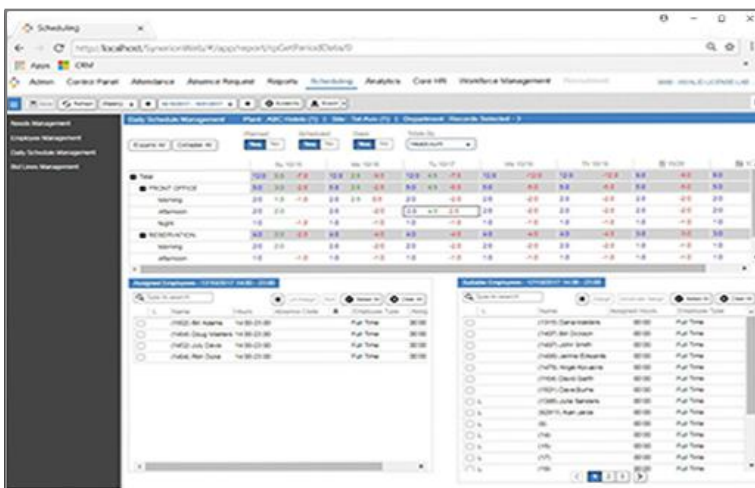
- View their shifts
- Request swapping shifts directly with a suitable colleague prior to submitting the request for approval by their manager
- View the status of swapping requests they have sent to or received from other employees and their manager's approvals.

Synerion Scheduling system provides:

- Recommendations about the most suitable employee to be assigned based on set of configurable attributes, such as fit to position, seniority, vacation balance and more
- Real time alerts when violating labor legislation, and when non-compliant with union, statutory and company policies
- Central control panel (dashboard) to highlight issues and trends that require your attention and allow for a timely response.

Key Benefits of Synerion Scheduling:

- **Ability to easily identify gaps between the budget forecast and planned schedules** before deviations occur, to allow corrective action to staff schedules
- **Reduction of labor costs** – Synerion Scheduling system offers a list of recommended employees based on seniority, worked hours and vacation balance, providing managers with the "big picture" and supports them in making informed scheduling decisions
- **Decreasing overtime** through real-time alerts on deviation to allowed overtime thresholds
- **Reduced risk of non-compliance and prevention of penalties** by offering:
 - Total compliance with labor laws, regulations and union agreements
 - An alerts engine to warn of deviation from work hours, number of shifts, rest time between shifts, number of consecutive days worked, etc.
- **Friendly, intuitive and smart interface** for managers and employees, that provides notifications concerning issues requiring immediate attention
- **Real time information** pushed to Smartphones, including employee schedules and alerts.





Main Features

Long term planning

- Define staffing requirements based on expected workloads and events
- Automatic auditing for compliance with statutory and union labor regulations
- Define necessary coverage based on the ratio of required staff per division / shift / position
- Periodic planning of workforce budget.

Long term Scheduling

- Assign employees to shifts dynamically or according to fixed patterns, including shift rotation, while taking employee working preferences into account
- "Recommended employees" feature – system recommendation of the most suitable employee to be assigned (based on fit to position, seniority, vacation balance and additional configurable attributes).

Short term scheduling

- Identify staffing gaps, and perform ad-hoc staff assignment
- Employee loaning between departments
- Ability to schedule split shifts and plan absences
- Daily/weekly labor cost display in the scheduling
- Ability to plan tasks in the scheduling
- Ability to copy the weekly schedule from one week to the next.

Manager and employee desktop

- Comparison between planned schedule and budget in terms of hours and their cost, including display of the variance.

Alerts

- Alerts on deviations from the amount of allowed working hours, number of shifts, rest hours between shifts, number of consecutive work days, and many other user-selectable definitions.

Integration with Time & Attendance

- Ability to pay employees either according to work hours scheduled or according to actual hours of attendance via **Synerion's Time and Attendance** system
- Option to convert potential overtime to a day off, subject to supervisor's approval via **Synerion's Absence Management** system.

System Requirements

- Synerion time and attendance system
 - Environment: Windows 2008R2 or higher
 - Database: MS SQL Server 2008 or higher
 - HTML supported by all browsers
 - Available In the Cloud – no infrastructure required.
-