

StaffRight Quick Guide

- ➊ Overview & Setting Up
- ➋ Group Dividers
- ➌ Entering Employees
- ➍ Entering Shifts & Requests
- ➎ Line Bar Schedules
- ➏ Budgets, eMailing
- ➐ FAQs

WEEKLY WORK SCHEDULE
August Week 2

	MON 8/10/22	TUES 8/15/22	WEDS 8/17/22	THURS 8/18/22	FRI 8/19/22	SAT 8/20/22	SUN 8/21/22	TTL
GEN MGR	5a	7a	9a	7a	9a	5p		50.00
ASST MGR	11a	8:30p	11a	10:30p	12p	10:30p		48.50
MAY	3p	10:00p	7p	11a	10:15p	3p	10:30p	46.75
HUSLEYN								
HRLY MGRS								
NAVILI		6p	9p		11a	10:00p	11a	40.00
ANDREA								3.00
DIVERS								
DAVE	5a	7a	11a	9a	12p	9a	12p	28.50
Bella	7a	10a	7a	11a	7a	12p	7a	20.00
LEONA	5p	10:15p	4p	10:15p	2p	10:15p	11a	51.00
Krista								
Mina A		11a	4p	11a	7p	11a	10:30p	51.00
Maria								9.25
Sum								25.00
Noel	4p	10:30p		11a	7p	8:30p	11a	12.25
Aly			4p	10:30p		10:30p	10:30p	25.50
IN TRAINING								
Mina	11a	4p						4.50
GEN MGR HRS	8.00	8.00	8.00	8.00	8.00	8.00		40.00
ASST MGR HRS	17.50	20.00	17.00	20.75	8.50	9.50		93.25
HRLY MGRS HRS	18.50	4.00	4.50	5.50	11.00	9.00		43.00
ENLADERS HRS	14.25	10.75	16.25	22.75	31.25	23.25		144.50
STAFF HRS								0.00
COMMENTS / LABOR ADJUSTMENTS								0.00
TTL SCHEDULED LABOR HRS	50.25	45.75	54.25	53.00	56.25	55.25	54.50	305.25

PROJECTIONS

	8/10/22	8/15/22	8/17/22	8/18/22	8/19/22	8/20/22	8/21/22	Average
AVERAGE TICKET	\$15.78							
PLANNED SALES	335	330	354	367	500	427	404	2,726
LAST YEAR SALES	313	254	318	287	504	465	468	2,610
PCT CHANGE	+6.8%	+25.1%	+10.2%	+27.8%	(0.8%)	(1.1%)	(15.8%)	
PLANNED SALES	\$5,286	\$5,349	\$5,586	\$5,791	\$7,850	\$6,738	\$6,375	\$43,816
LAST YEAR SALES	\$4,400	\$3,512	\$4,280	\$4,201	\$6,810	\$5,192	\$5,209	\$35,778
PCT CHANGE	+18.8%	+34.3%	+23.8%	+25.2%	+13.7%	+8.9%	+19.4%	+16.8%

BUDGET

	8/10/22	8/15/22	8/17/22	8/18/22	8/19/22	8/20/22	8/21/22	Total
BUDGETED HRS ALLOWED	370.00							
SCHEDULED HOURS	50.25	45.75	54.25	53.00	56.25	55.25	54.50	305.25
L.M.P.U.L.	6.67	6.91	6.53	6.52	6.85	7.13	7.41	7.38

StaffRight's main schedule has 3 parts.

Schedule

In addition, there are 7 daily line-bar schedules that come from the main schedule...

Daily Planner for Monday 8/8/22

Daily Planner for Tuesday 8/9/22

Daily Planner for Wednesday 8/10/22

Daily Planner for Thursday 8/11/22

Daily Planner for Friday 8/12/22

Daily Planner for Saturday 8/13/22

Daily Planner for Sunday 8/14/22

Sales Plan

Budget of your choice.

You can freely move from one part to another with one click! (see pg 6)

➊ Settings

Before you begin scheduling, you'll need to set up a few things first.

- ➊ Get to the Set Up menu by clicking on the Settings button
- ➋ In the settings pop-up, you are offered 4 budget Choices:
You must choose one (for more on budgets, see page 7)
 - Hours Allowed • Dollars Allowed • Labor Pct Allowed • Custom
- ➌ There are also 6 options to display special info on your schedule:
(You don't have to choose any if not needed)
 - Labor Cost / Labor Pct
 - Birthday Reminders
 - Show employees 21+
 - Show Comments / Adjustments *
 - Show Weather Notes *
 - Suggest Hourly Staffing

* These 2 show automatically.
- ➍ Set the Minor Guidelines for "School In Session", or "School Break"



StaffRight Settings v13.9884

Budget Choice

- ☒ Hrs Allowed
- ☐ Dollars Allowed
- ☐ Labor % Allowed
- ☐ Custom

Display Options

- ☐ Show Labor Dollars & Pcts
- ☐ Show Birthdays
- ☐ Show Employees 21+
- ☐ Show Comments / Adjustments
- ☐ Show Weather Notes
- ☒ Suggest Hly Staffing

Minor Guidelines (Washington)

School In Session

Earliest Start: 8 am
Latest Sun-Thur: 1130 pm
Latest Fri-Sat: 1130 pm
Hrs Day / M-Th: 7
Hrs Day / F-Sun: 7
Hrs / Week: 35

School Break

With Special Variance, Minors can work up to 10 hrs per week while school is in session, and up to 6 hrs on any day of the week.

Edit Suggestions

The next page shows you how to design the main schedule to suit your business!



2 Group Dividers (Designing Your Schedule)

Plan the layout of your schedule with Group Dividers.

StaffRight divides employees into groups (separated by grey lines) for easy readability. Employees placed under each grey Group Divider have their hours subtotalled (by group) at the bottom of the schedule.

Give considerable thought towards how to use the Group Dividers:

When naming & placing your Groups, consider their purpose...would you like to organize by job titles, locations, or departments?

- If you schedule by job title, the Groups might be labelled: "Salaried Managers", "Shift Managers", "Staff" & "Employees In Training"
- If you are organizing by work position, they might be: "Cashiers", "Prep", "Kitchen", "Host"
- If different locations are on your schedule, Group Dividers might be named: "Main Street", "Elm Street", "City Park Kiosk" for example.

When placing Group Dividers for the first time, leave enough room for current and future employees. (Later, StaffRight will always let you add extra spaces at any time, or move groups and employees around as you wish!)

Training Hours are a common choice for a Group Divider name. (Hours can even be deducted from totals if needed as well!)

StaffRight
ApplewineSoftware.com v13

Settings Staff Save Print Convert

GEN MGR

HRLY MGRS

STAFF

TRAINING

GEN MGR HRS
HRLY MGRS HRS
STAFF HRS
TRAINING HRS (Not Inc)
TTL SCHEDULED LABOR HRS

WEEKLY

MON 10/29/18 TUES 10/30/18

How to add a Group Divider to the schedule:

- 1 Click the Staff icon to unlock the employees column
- 2 In the unlocked employees column click where you want to put the new Group Divider.
- 3 Then choose Group Divider from the pop-up menu.

EMPLOYEE GROUP DIVIDER

NAME

BIRTHDATE

SALARIED

NO BREAKS

OPTIONAL INFO

PAY RATE

HIRE DATE

ADD Employee

CHANGE Info

DELETE Employee

Move UP

Move DOWN

INSERT Blank Line

DELETE Blank Line

- 4 Then enter a name for the new Group Divider and press the NEW Group Divider button.

EMPLOYEE GROUP DIVIDER

GROUP NAME

NEW Group Divider

CHANGE Group Info

DELETE Group Divider

Move UP

Move DOWN

INSERT Blank Line

DELETE Blank Line

All Done! A new Group Divider has been placed!

StaffRight
ApplewineSoftware.com v13

Settings Staff Save Print Convert

GEN MGR

HRLY MGRS

STAFF

TRAINING

GEN MGR HRS
HRLY MGRS HRS
STAFF HRS
TRAINING HRS (Not Inc)
TTL SCHEDULED LABOR HRS

WEEKLY

MON 10/29/18 TUES 10/30/18

Selecting a current Group Divider brings lots of other choices;

- The name can be changed.
- It can be deleted.
- It can be moved up or down.
- Blank lines can be added below it (ideal to make room for more employees)
- Empty lines under it can be deleted for neatness.

③ Entering Employees

How to add employees to the schedule:

- 1 Click the Staff icon to unlock the employees column
- 2 In the unlocked employees column, click where you want to put the new Employee.
- 3 Then choose Employee from the pop-up menu.

- 4 Then enter a name and birthdate for the new employee, and press the ADD Employee button. (See notes in yellow)

StaffRight will not allow duplicate employee names. Add the initial of the last name to distinguish between two similar names. (Alan & Alan B., for example)

OPTIONAL INFO (Pay Rate and Hire Date) can also be entered before pressing the ADD Employee button. With that info entered, StaffRight can provide the cost of payroll and give Evaluation reminders.

Also included on the EMPLOYEE pop-up are checkboxes if the employee is salaried, and if the employee wishes to opt out of the required half hour breaks.

Salaried employees hours are considered to 8 hrs per shift, no matter how many hours they were actually scheduled for.

The no-break option prevents StaffRight from automatically subtracting a half hour from the time they worked.

Making changes:

When a current employee has been selected (steps 1-4 above), several option buttons become unlocked ready to use:

- Any part of the employee info can be changed
- The employee can be deleted
- The employee can be moved up anywhere on the schedule.
- The employee can be moved lower anywhere as well.
- A blank line can be added below the employee.
(If the Group Divider is full)
- If a blank line has been selected, it can be deleted.

The next page shows how to enter shifts and requests, making the schedule come alive! ...➔

4 Entering Shifts and Requests

Select any spot in the schedule and start scheduling!

For the sake of accuracy, StaffRight will only accept shifts this way:

- Enter times using 15 minute increments, with No Semicolons
- Use either an 'a' or a 'p' after each entry to denote AM or PM
- No superfluous 0's

(For example: 4p is acceptable, 4PM is not
745a is acceptable, 7:45a is not
8a is acceptable, 800 is not)

StaffRight will always let you know if an entry needs to be corrected.

It will also check for:

- End of shift is before start of shift
- Start of shift and end of shift are the same
- Uncompleted shifts (Start time or End time are absent)

Once a shift has been entered, the hours are added up:

- Employee hours are added to their total (far right of the schedule)
- Hours are also added to the total for the day, and the week.

MON 6/20/22		TUES 6/21/22		WEDS 6/22/22	
6a	4p	7a	6p	7a	6p
10a	730p			10a	730
8a	2p	8a	2p	8a	2p
		4p	1030p	4p	1030

When entering a shift, StaffRight highlights the entire shift in yellow, and the current cursor position in orange for your convenience..

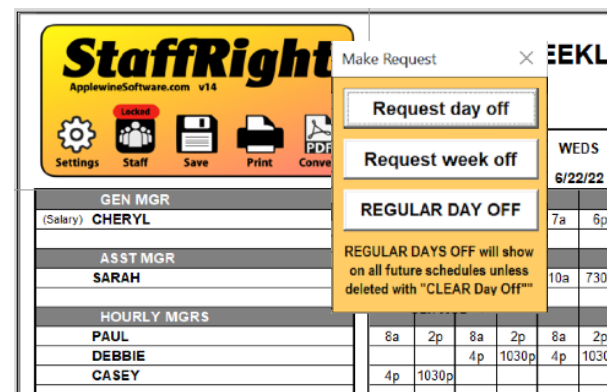
How to enter employee time off requests:

Select any spot on the schedule, and then Left-DbI-Click!

When the Make Request pop-up comes up, there are 3 choices:

- Request Day Off Erases any shifts on that day & locks it (greyed out)
- Request Week Off Clears entire week & locks it (greys out the week)
- REGULAR Day Off Locks off this day and marks it as such with distinctive grey stripes, because unlike a regular requested day off, this choice marks this day off on all future schedules (Ideal for staff who will always be unavailable on that day.)

A "REGULAR Day Off" is designed to survive even the "CLEAR ALL" command that is run before every new schedule (See below).



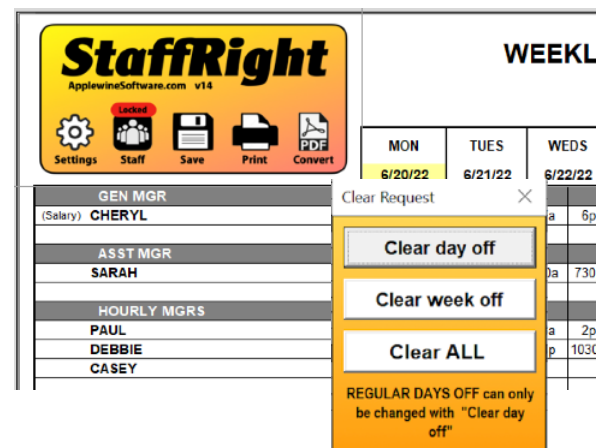
The only way to remove a REGULAR DAY OFF is by selecting it and using the "Clear Day Off" option (see below).

How to undo employee time off requests:

Select any requested day off (greyed) spot on the schedule, and then Left-DbI-Click!

The Make Request pop-up comes up, there are 3 choices:

- Clear Day Off Unlocks the requested day off to allow changes.
- Clear Week Off Unlocks entire week off to allow changes.
- Clear All Requests Schedule-wide unlocks all requested days off (except REGULAR DAYS OFF), ideal when making a new schedule.



The next page shows you the 7 Daily Planners StaffRight creates as you schedule!



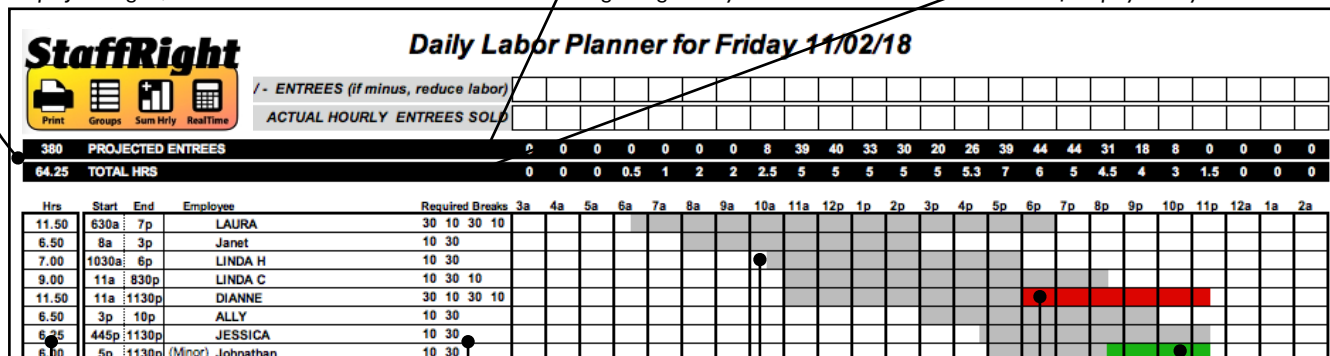
5 Daily Labor Planners (Mon-Sun Line Bar Schedules)

Each Daily Labor Planner shows the day in a Line Bar format. Here's all of the features of "your day at a glance" -

Your projected goal, and the total hours scheduled

Budgeted goals "by the hour" ribbon

Number of employees "by the hour" ribbon



Hours totalled (Less breaks)

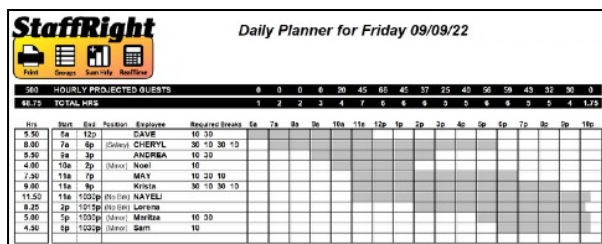
Required breaks based on length of shift

Shifts arranged by start time

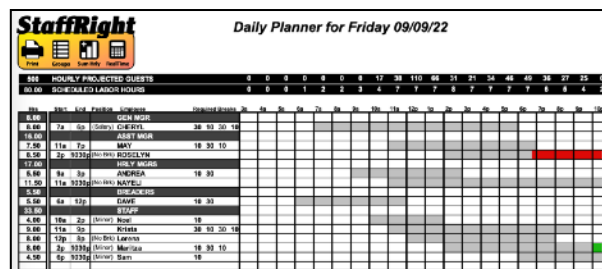
Overtime in red

Minor Violations in green

View by employee start time, or....

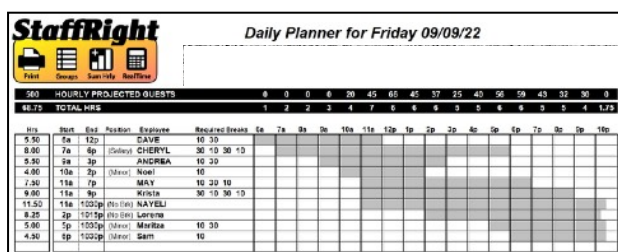


...view by position / location / group!



How to use the daily line bar format to help you make your weekly schedule

As you make your schedule, you should check each line bar schedule to check staffing for that day.



There are two black 'ribbons' on every Daily line bar schedule:

- The top ribbon is projected hrly sales
- The bottom ribbon is hrly staff on duty

Comparing the two ribbons easily helps you match sales to staff consistently and see where you appear under or over-staffed.

Simply switch back to the main schedule to make changes, then go back to the Daily Line Bar schedules to instantly see the results.

The Daily Line Bar Schedule also shows you exactly when overtime or a minor violation begin, to make changing the main schedule easier.

Keeping the Hourly Readings up to date is a crucial element to hourly planning.

The HOURLY READING page averages all entries for each hour, then pro-rates each hourly average to your daily projected sales goal.

For example: Average lunch hour from 11-12 on Tuesday could be \$43. The average Tuesday as a whole was \$3000.

You planned on doing \$4000 this Tuesday, StaffRight will adjust the \$43 average for that particular hour to \$57 $(4000/3000) \times 43 = 57$. Every day is adjusted, every hour is also. So your Daily Planner shows your hourly targets!

More ways to save labor with StaffRight's Daily Planners!



How to use the Daily Labor Planners to control labor costs in real time

For real-time labor control, click the REALTIME icon!

StaffRight Daily Planner for Friday 09/09/22

Print Groups Save Hrsly RealTime

+/- GUESTS: 0 0 0 0 20 45 66 45 37 29 32 30 6

ACTUAL HRLY: 5 27 58 35

500 HOURLY PROJECTED GUESTS

68.75 TOTAL HRS

Hrs	Start	End	Position	Employee	Required Breaks	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	10p
5:50	6a	12p		DAVE	10 30											
8:00	7a	9p	(Salary)	CHERYL	30 10 30 10											
5:50	9a	3p		ANDREA	10 30											
4:00	10a	2p	(Minor)	Noel	10											
7:50	11a	7p		MAY	10 30 10											
9:00	11a	9p		Krista	30 10 30 10											
11:50	11a	1030p	(No Bk)	NAYELI												
8:25	2p	1015p	(No Bk)	Lorena												
5:00	5p	1030p	(Minor)	Maritza	10 30											
4:50	6p	1030p	(Minor)	Sam	10											

StaffRight's RealTime option provides a worksheet above the projected sales ribbon for you to enter hourly sales.

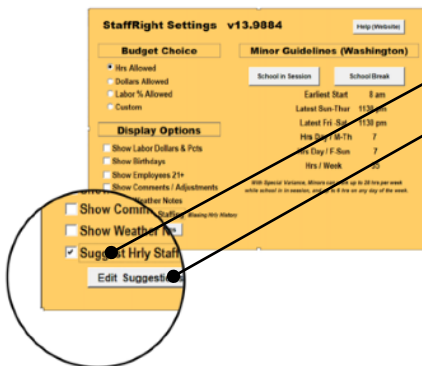
If actual sales are less than StaffRight's projections (on the top-most black ribbon), you are currently overstaffed, and should reduce labor to stay on budget.

If you are trending up in sales, keep staff (longer) to properly meet

StaffRight can easily talk to register systems to bring hourly readings over automatically. Ask your I.T. dept for details.

Using StaffRight to double check peak hour staffing

Only StaffRight double checks your schedule for staffing mistakes!



- 1 In the Settings pop-up, select "Suggest Hourly Staffing"
- 2 Press the "Edit Suggestions" button to set hourly staffing recommendations.
- 3 The HRLY HISTORY must be complete. Step one above will show a message if the history is not filled out.

Staffing concerns are then shown in red on the Daily Planner-

HOURLY PROJECTED GUESTS				0 0 0 0 0 0 0 13 20 53 35 21 18 18 30 44 35 22 16 9 0																							
SCHEDULED LABOR HOURS				0 0 1 2 3 3 3 2 3 3 3 3 3 3 3 3 3 2.5 2 0.75 0																							
RECOMMENDED STAFFING				4 4 1																							
Start	End	Position	Employee	Required Breaks	3a	4a	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p		
5a	2p	(Salary)	CHERYL	10 30 10																							
6a	2p		DAVE	10 30 10																							
7a	10a		Bella	10																							



6 Budgets, eMailing a schedule

Changing Budgets

StaffRight has 3 popular labor budgets installed.
Select the one right for you using the settings icon...



StaffRight Settings v13.9884 [Help \(Website\)](#)

Budget Choice

- ☒ Hrs Allowed
- ☐ Dollars Allowed
- ☐ Labor % Allowed
- ☐ Custom

Display Options

- ☐ Show Labor Dollars & Pcts
- ☐ Show Birthdays
- ☐ Show Employees 21+
- ☐ Show Comments / Adjustments
- ☐ Show Weather Notes
- ☒ Suggest Hly Staffing Mixing Hly History

[Edit Suggestions](#)

Minor Guidelines (Washington)

School in Session ☐ School Break ☐

Earliest Start 8 am
Latest Sun-Thur 1130 pm
Latest Fri-Sat 1130 pm
Hrs Day / M-Th 7
Hrs Day / F-Sun 7
Hrs / Week 35

With Special Variance, Minors can work up to 38 hrs per week while school is in session, and up to 6 hrs on any day of the week.

...the budget you selected will appear at the bottom of the schedule.

StaffRight **WEEKLY WORK SCHEDULE**
August Week 2

	MON	TUE	WED	THUR	FRI	SAT	SUN	ETL
LEB BOLD	0800	0900	0900	0900	0900	0900	0900	0900
LEB BOLD	1000	1000	1000	1000	1000	1000	1000	1000
LEB BOLD	1100	1100	1100	1100	1100	1100	1100	1100
LEB BOLD	1200	1200	1200	1200	1200	1200	1200	1200
LEB BOLD	1300	1300	1300	1300	1300	1300	1300	1300
LEB BOLD	1400	1400	1400	1400	1400	1400	1400	1400
LEB BOLD	1500	1500	1500	1500	1500	1500	1500	1500
LEB BOLD	1600	1600	1600	1600	1600	1600	1600	1600
LEB BOLD	1700	1700	1700	1700	1700	1700	1700	1700
LEB BOLD	1800	1800	1800	1800	1800	1800	1800	1800
LEB BOLD	1900	1900	1900	1900	1900	1900	1900	1900
LEB BOLD	2000	2000	2000	2000	2000	2000	2000	2000
LEB BOLD	2100	2100	2100	2100	2100	2100	2100	2100
LEB BOLD	2200	2200	2200	2200	2200	2200	2200	2200
LEB BOLD	2300	2300	2300	2300	2300	2300	2300	2300
LEB BOLD	2400	2400	2400	2400	2400	2400	2400	2400
LEB BOLD	2500	2500	2500	2500	2500	2500	2500	2500
LEB BOLD	2600	2600	2600	2600	2600	2600	2600	2600
LEB BOLD	2700	2700	2700	2700	2700	2700	2700	2700
LEB BOLD	2800	2800	2800	2800	2800	2800	2800	2800
LEB BOLD	2900	2900	2900	2900	2900	2900	2900	2900
LEB BOLD	3000	3000	3000	3000	3000	3000	3000	3000
LEB BOLD	3100	3100	3100	3100	3100	3100	3100	3100
LEB BOLD	3200	3200	3200	3200	3200	3200	3200	3200
LEB BOLD	3300	3300	3300	3300	3300	3300	3300	3300
LEB BOLD	3400	3400	3400	3400	3400	3400	3400	3400
LEB BOLD	3500	3500	3500	3500	3500	3500	3500	3500
LEB BOLD	3600	3600	3600	3600	3600	3600	3600	3600
LEB BOLD	3700	3700	3700	3700	3700	3700	3700	3700
LEB BOLD	3800	3800	3800	3800	3800	3800	3800	3800
LEB BOLD	3900	3900	3900	3900	3900	3900	3900	3900
LEB BOLD	4000	4000	4000	4000	4000	4000	4000	4000
LEB BOLD	4100	4100	4100	4100	4100	4100	4100	4100
LEB BOLD	4200	4200	4200	4200	4200	4200	4200	4200
LEB BOLD	4300	4300	4300	4300	4300	4300	4300	4300
LEB BOLD	4400	4400	4400	4400	4400	4400	4400	4400
LEB BOLD	4500	4500	4500	4500	4500	4500	4500	4500
LEB BOLD	4600	4600	4600	4600	4600	4600	4600	4600
LEB BOLD	4700	4700	4700	4700	4700	4700	4700	4700
LEB BOLD	4800	4800	4800	4800	4800	4800	4800	4800
LEB BOLD	4900	4900	4900	4900	4900	4900	4900	4900
LEB BOLD	5000	5000	5000	5000	5000	5000	5000	5000
LEB BOLD	5100	5100	5100	5100	5100	5100	5100	5100
LEB BOLD	5200	5200	5200	5200	5200	5200	5200	5200
LEB BOLD	5300	5300	5300	5300	5300	5300	5300	5300
LEB BOLD	5400	5400	5400	5400	5400	5400	5400	5400
LEB BOLD	5500	5500	5500	5500	5500	5500	5500	5500
LEB BOLD	5600	5600	5600	5600	5600	5600	5600	5600
LEB BOLD	5700	5700	5700	5700	5700	5700	5700	5700
LEB BOLD	5800	5800	5800	5800	5800	5800	5800	5800
LEB BOLD	5900	5900	5900	5900	5900	5900	5900	5900
LEB BOLD	6000	6000	6000	6000	6000	6000	6000	6000
LEB BOLD	6100	6100	6100	6100	6100	6100	6100	6100
LEB BOLD	6200	6200	6200	6200	6200	6200	6200	6200
LEB BOLD	6300	6300	6300	6300	6300	6300	6300	6300
LEB BOLD	6400	6400	6400	6400	6400	6400	6400	6400
LEB BOLD	6500	6500	6500	6500	6500	6500	6500	6500
LEB BOLD	6600	6600	6600	6600	6600	6600	6600	6600
LEB BOLD	6700	6700	6700	6700	6700	6700	6700	6700
LEB BOLD	6800	6800	6800	6800	6800	6800	6800	6800
LEB BOLD	6900	6900	6900	6900	6900	6900	6900	6900
LEB BOLD	7000	7000	7000	7000	7000	7000	7000	7000
LEB BOLD	7100	7100	7100	7100	7100	7100	7100	7100
LEB BOLD	7200	7200	7200	7200	7200	7200	7200	7200
LEB BOLD	7300	7300	7300	7300	7300	7300	7300	7300
LEB BOLD	7400	7400	7400	7400	7400	7400	7400	7400
LEB BOLD	7500	7500	7500	7500	7500	7500	7500	7500
LEB BOLD	7600	7600	7600	7600	7600	7600	7600	7600
LEB BOLD	7700	7700	7700	7700	7700	7700	7700	7700
LEB BOLD	7800	7800	7800	7800	7800	7800	7800	7800
LEB BOLD	7900	7900	7900	7900	7900	7900	7900	7900
LEB BOLD	8000	8000	8000	8000	8000	8000	8000	8000
LEB BOLD	8100	8100	8100	8100	8100	8100	8100	8100
LEB BOLD	8200	8200	8200	8200	8200	8200	8200	8200
LEB BOLD	8300	8300	8300	8300	8300	8300	8300	8300
LEB BOLD	8400	8400	8400	8400	8400	8400	8400	8400
LEB BOLD	8500	8500	8500	8500	8500	8500	8500	8500
LEB BOLD	8600	8600	8600	8600	8600	8600	8600	8600
LEB BOLD	8700	8700	8700	8700	8700	8700	8700	8700
LEB BOLD	8800	8800	8800	8800	8800	8800	8800	8800
LEB BOLD	8900	8900	8900	8900	8900	8900	8900	8900
LEB BOLD	9000	9000	9000	9000	9000	9000	9000	9000
LEB BOLD	9100	9100	9100	9100	9100	9100	9100	9100
LEB BOLD	9200	9200	9200	9200	9200	9200	9200	9200
LEB BOLD	9300	9300	9300	9300	9300	9300	9300	9300
LEB BOLD	9400	9400	9400	9400	9400	9400	9400	9400
LEB BOLD	9500	9500	9500	9500	9500	9500	9500	9500
LEB BOLD	9600	9600	9600	9600	9600	9600	9600	9600
LEB BOLD	9700	9700	9700	9700	9700	9700	9700	9700
LEB BOLD	9800	9800	9800	9800	9800	9800	9800	9800
LEB BOLD	9900	9900	9900	9900	9900	9900	9900	9900
LEB BOLD	10000	10000	10000	10000	10000	10000	10000	10000

BUDGET

BUDGET HRS ALLOWED 370.00

SCHEDULED HOURS 44.25 45.75 51.25 46.50 80.00 55.50 54.50 377.75

7.75

Budget of your choice.

The 3 Budget types: (User changable targets are in yellow)

HOURS ALLOWED

BUDGET

BUDGET HRS ALLOWED 370.00

SCHEDULED HOURS 44.25 45.75 51.25 46.50 80.00 55.50 54.50 377.75

7.75

The most popular budget. Your weekly hour budget is in yellow. Hours for each day are added up, and the total over/under shows on the bottom right.

LABOR DOLLARS ALLOWED

BUDGET

BUDGET DOLLARS ALLOWED \$3,000

SCHEDULED DOLLARS 90.00 105.00 80.00 30.00 75.00 0.00 132.50 \$12.50

#####

This budget MUST have hourly rates for ALL EMPLOYEES, or it will not be accurate. In the settings pop-up, it will show you how many employees still need hourly rates put in.

LABOR PERCENTAGE ALLOWED

BUDGET

LABOR PERCENT ALLOWED 1.0%

SCHEDULED LABOR PCT 1.7% 2.0% 1.4% 0.5% 1.0% 0.0% 2.1% 1.2%

+0.2%

This budget MUST have hourly rates for ALL EMPLOYEES, or it will not be accurate. In the settings pop-up, it will show you how many employees still need hourly rates put in.

How to send a copy of your schedule:

Only StaffRight allows you to send your finished schedule as a PDF eMail attachment to any device, PC, tablet or smartphone, readable by ANY device with NO software needed.



- 1 Click on the Convert button.
- 2 A PDF (picture) of your schedule is saved to the desktop.
- 3 Send the PDF as an eMail attachment.



NOTE:
The PDF file includes main schedule and ALL 7 day worksheets, and is universally accepted by all devices on the market today.

7 FAQs

How do I handle split shifts?

Create a new line below the employee, and Add Employee with a slightly different name (add PM, for example), as StaffRight will not allow duplicate names.

STAFF			
DIANNE			3
LINDA	10a	3p	
LINDA (PM)	6p	1030p	

What if training hours expire before the end of the week?

On the day they are no longer on training hours, enter the hours they work manually on the Notes / Labor Adjustments line each day. This will add their hours back in to daily labor totals.

The following week, move the employee out of the training area.
(Staff - Select Employee - Employee - Move Up)

GEN MGR	4.00	8.00	8.00	8.00	8.00	
Assistant HRS	15.50		10.50	20.00	10.50	17.50
HOURLY MGRS HRS	6.00	19.00		6.50	14.50	19.50
STAFF HRS	21.50	21.25	29.50	23.25	21.00	16.50
Training HRS		5.50	5.50			14.00
NOTES / LABOR ADJUSTMENTS				4.50	3.75	3.75
WEATHER						
TTL SCHEDULED LABOR HRS	47.00	53.75	53.50	54.25	57.75	51.00

My schedule is quite large, is there a way to get to the Sales Plan and Budget areas quickly?

The three dots on the upper right of your schedule take you to each section directly.

WEEKLY WORK SCHEDULE (FW Ivars)							
LABOR DAY	TUES	WEDS	THURS	FRI	SAT	SUN	...

How can I tell how strong my staffing is, when every employee is different?

Simply capitalize the names of stronger employees, then review each day for the number of them scheduled.

I'm getting this message when I try to open StaffRight-

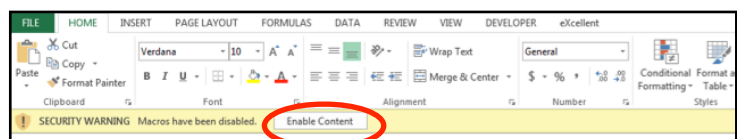
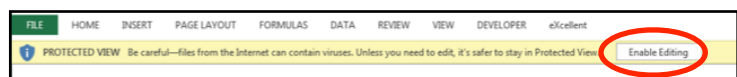


A setting either in Excel or Windows has kept StaffRight from opening.
To enable StaffRight's macros (internal programming) to load, check each of the following:

1) Check the security settings on your copy of Excel:

Exit StaffRight, then open Excel:
OPTIONS • TRUST CENTER • SETTINGS
MACROS SETTINGS • ENABLE VBA MACROS

2) When opening StaffRight for the first time, make certain you "Enable Editing" and / or "Enable Content" in each yellow bar you see:



If neither solution presents or works, call your I.T. Dept