

A Guide to Mastering Schedules



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ADDITIONAL RESOURCES

Have you had difficulties in maintaining your schedule recently?

Don't worry, most individuals do. But can you imagine handling schedules for hundreds or thousands of employees, ensuring each one is in the right place at the right time? Seems impossible, right?

Efficient workforce management is like the heartbeat of your company—it's crucial yet often overlooked, leading to a host of challenges. Imagine your team's frustration and disappointment when their schedules don't align with their needs or expectations. This isn't just a logistical headache; it's a blow to morale and productivity.

Manual scheduling, a common practice across industries, is akin to navigating a minefield blindfolded, resulting in chaos. From last-minute changes wreaking havoc on workflow to the struggle to balance staffing needs, the toll on your organization is palpable. Many employees feel overworked and underappreciated due to poor scheduling practices. It's a recipe for resentment and burnout, leading to dissatisfaction and decreased performance.

And let's not forget the financial implications. Every error in scheduling is a hit to your bottom line, potentially leading to costly legal battles and damaged reputations. It's a weighty burden to bear, knowing that one misstep could unravel years of hard work and dedication.

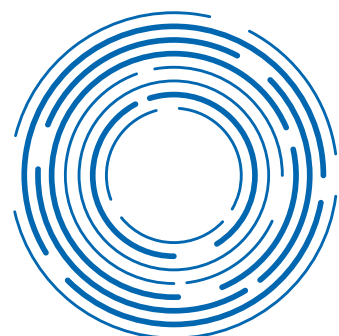
But there's a better way. Imagine a solution that not only streamlines scheduling but also prioritizes fairness, accuracy, and fiscal responsibility. That's the key to unlocking a happier, more productive workforce and a healthier bottom line. It's time to say goodbye to the headaches of manual scheduling and embrace a future where your team can thrive.



So, what's in it for you to read this eBook? This eBook provides valuable insights into how advanced scheduling software can transcend manual limitations and enable various benefits. With features such as accurate adjustments during urgent situations and fair overtime allocation, advanced scheduling software like Celayix are complete packages designed to cater to diverse business needs across all industries.

Explore how these tools provide employers with a powerful tool that exceeds basic scheduling capabilities. Enjoy the advantages that promote a favorable work atmosphere for employees, resulting in increased customer satisfaction.

Our eBook is here to help you navigate the complexities of manual scheduling. Take advantage of this opportunity to revolutionize your schedule creation process into one that's efficient for both employee and employer while unleashing your organization's full potential.



Chapter 1: The Scheduling Dilemma



In the fast-paced realm of modern business, the orchestration of workforce management is both an art and a science. Amidst the challenges of outdated scheduling systems, companies find themselves at a crossroads, grappling with manual processes and scalability limitations. This section delves into the pitfalls of legacy systems and the benefits of implementing efficient scheduling software.

Legacy System Defined

In the digital tapestry of enterprise technology, legacy systems are relics of a bygone era – outdated hardware, software, and languages that stubbornly persist. Despite their vintage charm, these systems often lack updates, support, and the adaptability demanded by the dynamic needs of modern business.

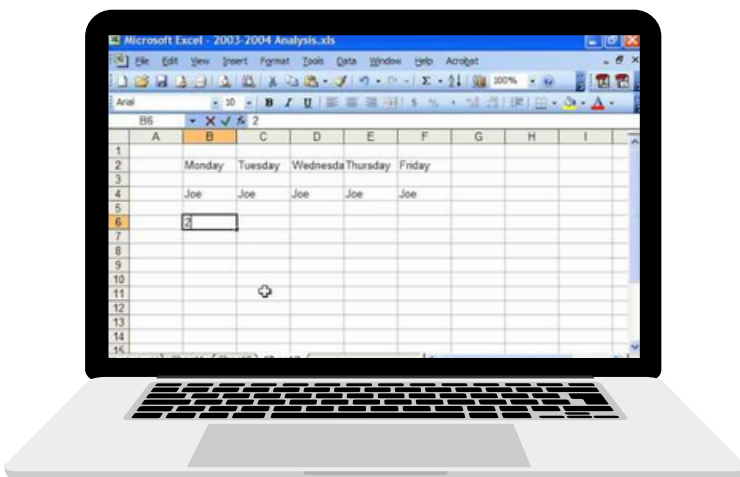
According to recent studies, an estimated **70% of companies** still rely on legacy scheduling systems, underscoring the enduring grip of these technologies on workforce management practices. Although these systems may continue to perform their intended functions, they present a myriad of challenges as businesses grapple with the need for agility and adaptability in an ever-evolving market.

One prominent statistic highlights that organizations spend approximately **70-80% of their IT budgets** on maintaining and operating these legacy systems. This substantial investment is often a testament to the reluctance or difficulty in transitioning away from systems that have become deeply ingrained in the daily operations of businesses. These are only just a few of the challenges with legacy systems.

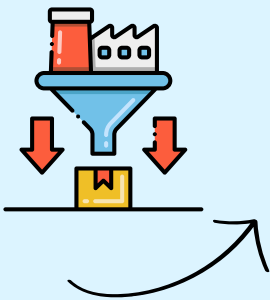


Legacy Systems: Disadvantages

- ❌ Vulnerable to Hackers
- ❌ Outdated Data Security
- ❌ Outdated Technologies
- ❌ Incompatible With New Systems
- ❌ Isolated Data from Modern Applications
- ❌ Slower Over Time
- ❌ Inefficient Employees
- ❌ Lower Performance and Productivity



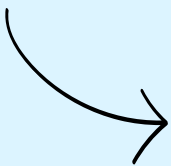
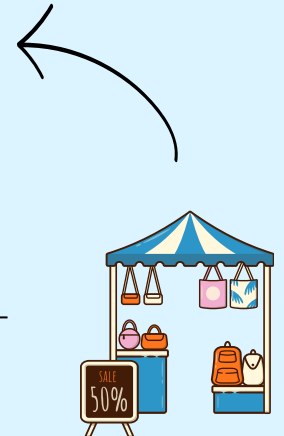
EXAMPLES OF LEGACY SYSTEMS



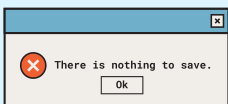
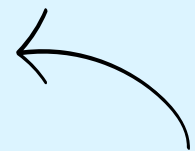
A Manufacturing company running on a legacy Enterprise Resource Planning (ERP) system. Though integral to the company's operations, this system lacks the scalability needed to handle the growing volume of data generated. As a result, the company faces performance bottlenecks, hindering its ability to respond swiftly to market changes.



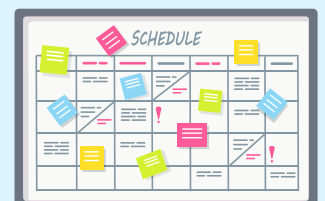
A retail company dependent on a legacy scheduling application. Despite its historical significance, this system struggles with scalability, hindering the company's ability to adapt to fluctuating workforce demands efficiently. The result is suboptimal employee schedules that impact both productivity and employee satisfaction.



In healthcare, a sector highly reliant on precise scheduling, a legacy system may need help integrating with modern communication tools, causing inefficiencies in nurse rotations or physician shifts. These challenges not only affect operational efficiency but also impact the quality of patient care.



A significant portion of legacy applications are tied to specific versions of operating systems, creating compatibility issues. For instance, an application designed to run seamlessly on **Windows 7** might encounter functionality problems when transplanted onto a **Windows 10 environment**, affecting the system's overall stability.

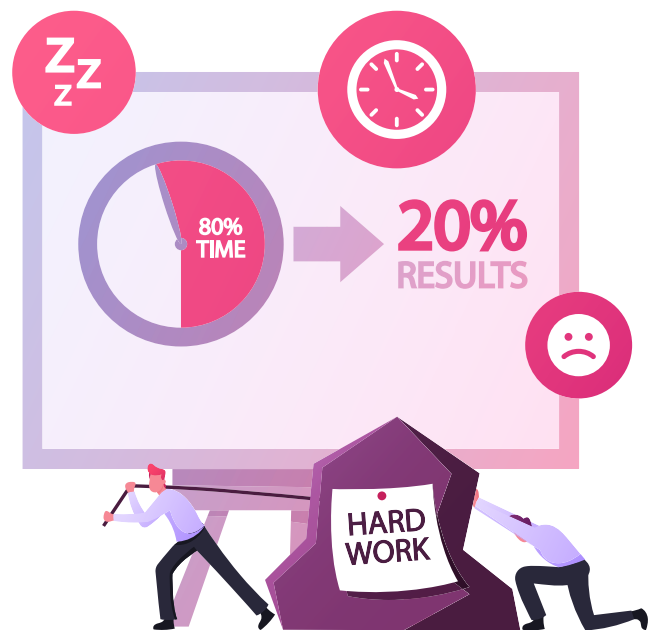


THE DILEMMA OF LEGACY APPLICATIONS IN EMPLOYEE SCHEDULING:

While still functional, legacy applications and manual approaches to employee scheduling introduce a myriad of limitations that can hinder a business's ability to thrive. The use of **paper-based models, timesheets, or Excel** for scheduling may seem sufficient at first glance, but they quickly reveal their shortcomings. These manual methods are prone to human error, making it easy to overlook important details or make mistakes that can disrupt the entire schedule. Additionally, they lack the flexibility to adapt to real-time changes or accommodate the needs of a modern, dynamic workforce.

Manual scheduling relies heavily on the manager's judgment and time-consuming efforts to allocate shifts. It involves manually matching employee availability with the demands of the business, a process that can be fraught with challenges. While some managers prefer this method for the perceived control it offers, it often leads to inefficiencies and discrepancies. Manual scheduling can result in errors, such as double-booking employees or overlooking their preferences, leading to dissatisfaction and potential disruptions in operations. Moreover, the time and effort required for manual scheduling detract from more strategic tasks that could drive business growth and enhance customer satisfaction.

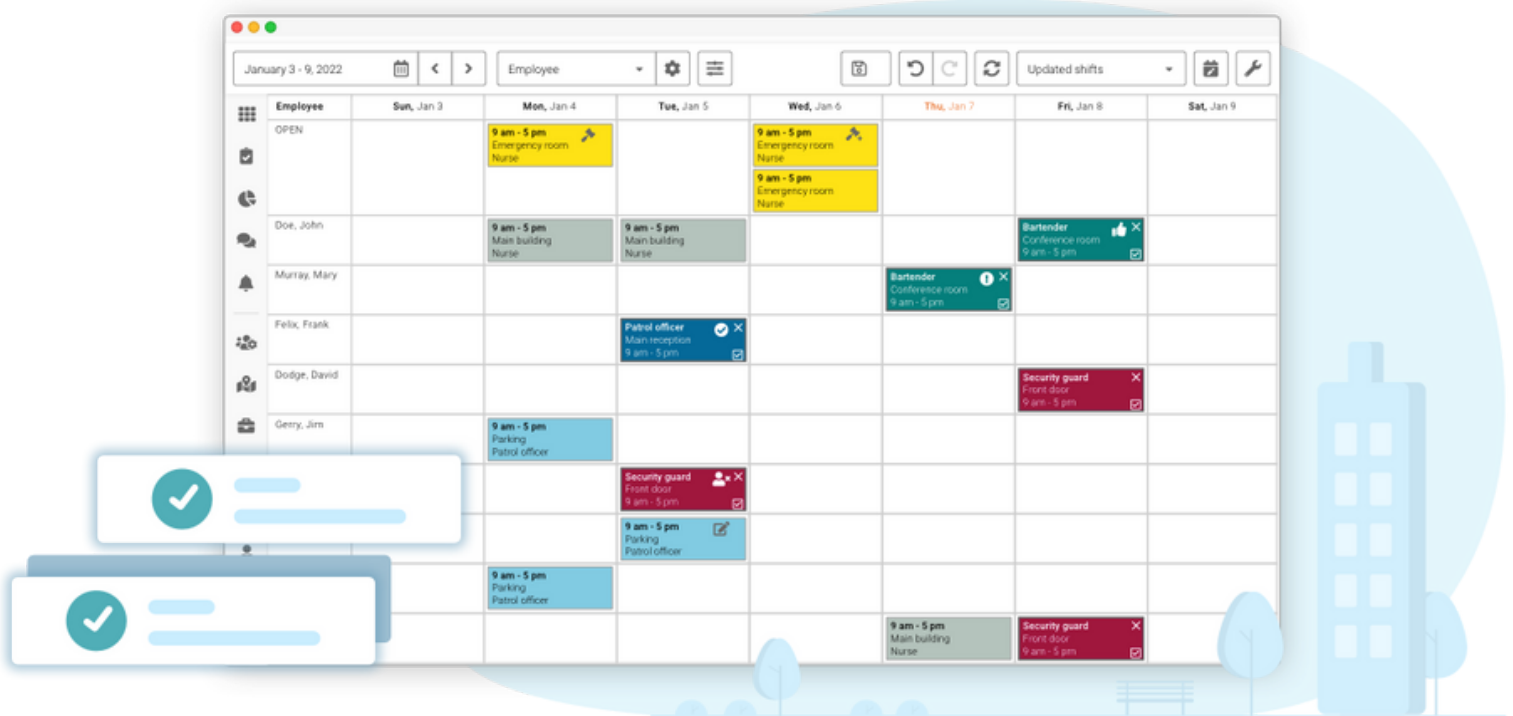
Legacy systems, including Excel or Google Sheets-style scheduling, can be synonymous with manual scheduling. These systems are often rigid and unable to handle the complexities of modern workforce management. They create data silos, hindering communication and collaboration among team members. This lack of integration with emerging technologies further limits their effectiveness, preventing businesses from responding dynamically to changing workforce needs.



Message from the Author

As businesses strive to modernize and improve efficiency, the limitations of legacy scheduling systems become increasingly apparent. The static nature of these systems becomes a hindrance to the dynamic requirements of contemporary business, highlighting the need for modern solutions that can unravel the complexities of legacy systems. It's time to leave behind the inefficiencies of legacy scheduling systems and embrace a more efficient and adaptable future.

Chapter 2: The Power of Advanced Employee Scheduling



In the fast-paced realm of modern business, the orchestration of employee scheduling is both an art and a science. Amidst the challenges of outdated scheduling systems, companies find themselves at a crossroads, grappling with manual processes and scalability limitations. This is where an Advanced Employee Scheduling Software comes in.

Advanced Employee Scheduling Software

Employee scheduling tools stand apart as the ultimate modern solution, redefining how businesses manage their workforce. Unlike cumbersome legacy or manual systems, advanced employee scheduling tools offer a **data-driven, customizable platform** that adapts to the evolving needs of today's dynamic work environments. Automated scheduling software isn't just about efficiency; it's about revolutionizing how businesses operate, saving **time and money**.

Its strength lies in its seamless integration with various partner applications, creating a comprehensive ecosystem that **streamlines scheduling, time tracking, payroll, billing, accounting, HR, and business analysis**. By harnessing the power of the cloud, they ensure that your scheduling and attendance systems are always accessible and up-to-date, empowering your team to collaborate effectively from anywhere.

Now, businesses can confidently embrace the future of workforce management. With scheduling software, you can address all your scheduling, time and attendance, and communication needs in one solution, providing full mobility through a mobile app. This suite of solutions offers a comprehensive approach to employee scheduling and management, enhancing efficiency, productivity, and connectivity within your workforce. Let's dive into it in detail!



Scheduling

Visual Scheduling and Communication System

Reduce scheduling efforts by as much as 95% with an easy-to-use, advanced scheduling tool for building, managing, and communicating schedules with your employees.

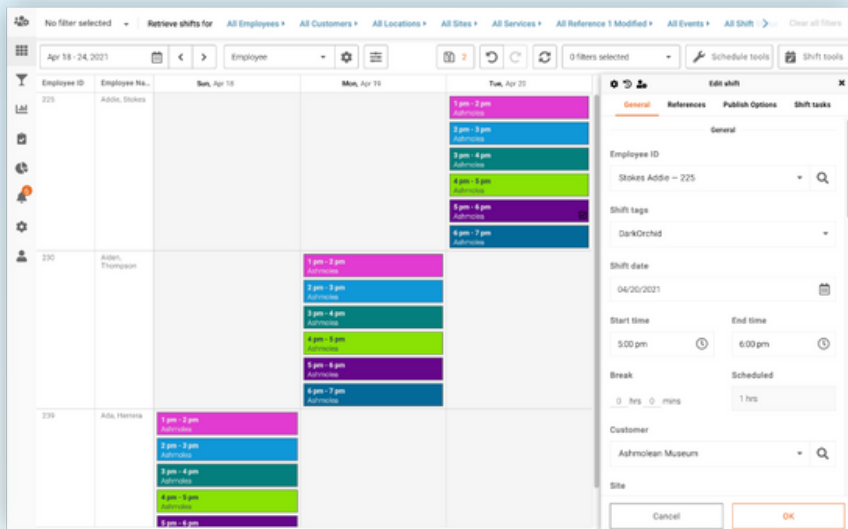
A powerful, rules-based scheduling engine allows for easy creation of collaborative schedules and will include a plethora of features like self-scheduling, shift bidding, schedule autofill, and more, offering distinct advantages to customers.

Employee ID	Employee Na...	Sun, Apr 18	Mon, Apr 19	Tue, Apr 20	Wed, Apr 21	Thu, Apr 23
1	Flores, Brande	3 pm - 3:59 pm Flores, Brande	9 am - 9:59 am Flores, Brande		12 pm - 12:59 pm Flores, Brande	
6	Stilton, Jerome					
8	Burkley, Felice	2 pm - 2:59 pm Burkley, Felice	12 pm - 12:59 pm Burkley, Felice	3 pm - 3:59 pm Burkley, Felice	9 am - 9:59 am Burkley, Felice	
10	Steven, Brooks	3 pm - 3:59 pm Steven, Brooks		9 am - 9:59 am Steven, Brooks 10 am - 10:59 am Steven, Brooks		
16	McKenzie, Adam	11 am - 11:59 am McKenzie, Adam		12 pm - 12:59 pm McKenzie, Adam	3 pm - 3:59 pm McKenzie, Adam	9 am - 9:59 am McKenzie, Adam
41	Guerrero, Adele	2 pm - 2:59 pm Guerrero, Adele		3 pm - 3:59 pm Guerrero, Adele	9 am - 9:59 am Guerrero, Adele	12 pm - 12:59 pm Guerrero, Adele
69	Cox, Allen	3 pm - 3:59 pm Cox, Allen	11 am - 11:59 am Cox, Allen	2 pm - 2:59 pm Cox, Allen	12 pm - 12:59 pm Cox, Allen	3 pm - 3:59 pm Cox, Allen 9 am - 9:59 am Cox, Allen
113	Cook, Alma	3 pm - 3:59 pm Cook, Alma	11 am - 11:59 am Cook, Alma	2 pm - 2:59 pm Cook, Alma	3 pm - 3:59 pm Cook, Alma	9 am - 9:59 am Cook, Alma 12 pm - 12:59 pm Cook, Alma
115	Saunders, Arthur	2 pm - 2:59 pm Saunders, Arthur		12 pm - 12:59 pm Saunders, Arthur	1 pm - 1:59 pm Saunders, Arthur	12 pm - 12:59 pm Saunders, Arthur 6 pm - 6:59 pm Saunders, Arthur

Key Benefits

- Rules-Based Scheduling** - Automate scheduling rules to account for shift qualifications, double booking, overtime, and internal and external budgets, and ensure the right staff are scheduled for the shift.
- Collaborative Scheduling** - Easily collect availability, time off requests, and other preferences to automatically build schedules, saving hours of scheduling effort.
- Self-Scheduling** - Save time by allowing staff members to schedule themselves into qualified shifts based on configured business rules, demands, and preferences.
- Customize schedule layouts to match unique company and individual needs.
- Quickly create and modify schedules using templates with drag-and-drop functionality.
- Reduce time spent on schedule changes through group editing.
- Ensure fair distribution of shifts by defining and using shift rotations
- Communicate shift information with staff in real time through in-app, email, or SMS messaging.

Features



Customize Views

Organize information to your individual needs, including color coding shifts and personalized views.



Flexible Filtering

Zoom in and out of schedules to focus on any group of shifts for any time period.



Shift Editing

Make one-off and bulk changes to schedules using drag & drop and other group editing functions.



Availability and Time-Off Requests

Compare availability and time-off requests to eliminate scheduling conflicts



Communications

Notify team members of new schedules and any shift changes automatically, while also having the ability to send in-app messages.



Find Replacements

Quickly find replacements for one or many shifts while ensuring business rules, such as qualifications and overtime rules, are followed.



Autofill Shifts

Automate shift allocation based on rules, availability, rotations, pay rates and many more options.



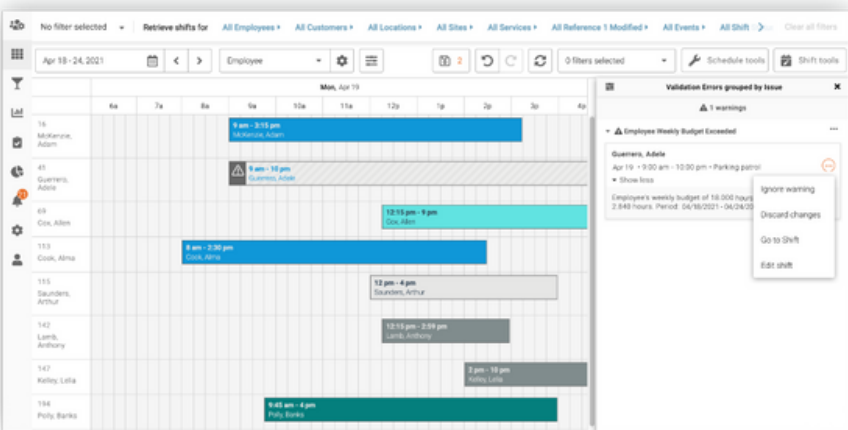
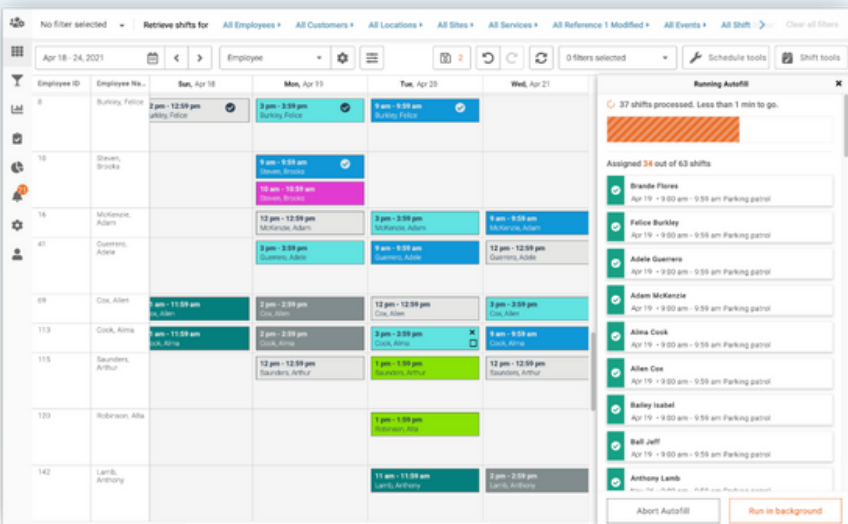
Self-Scheduling

Allow staff to self-select shifts based on your organization's specific rules.



Labor Forecasting

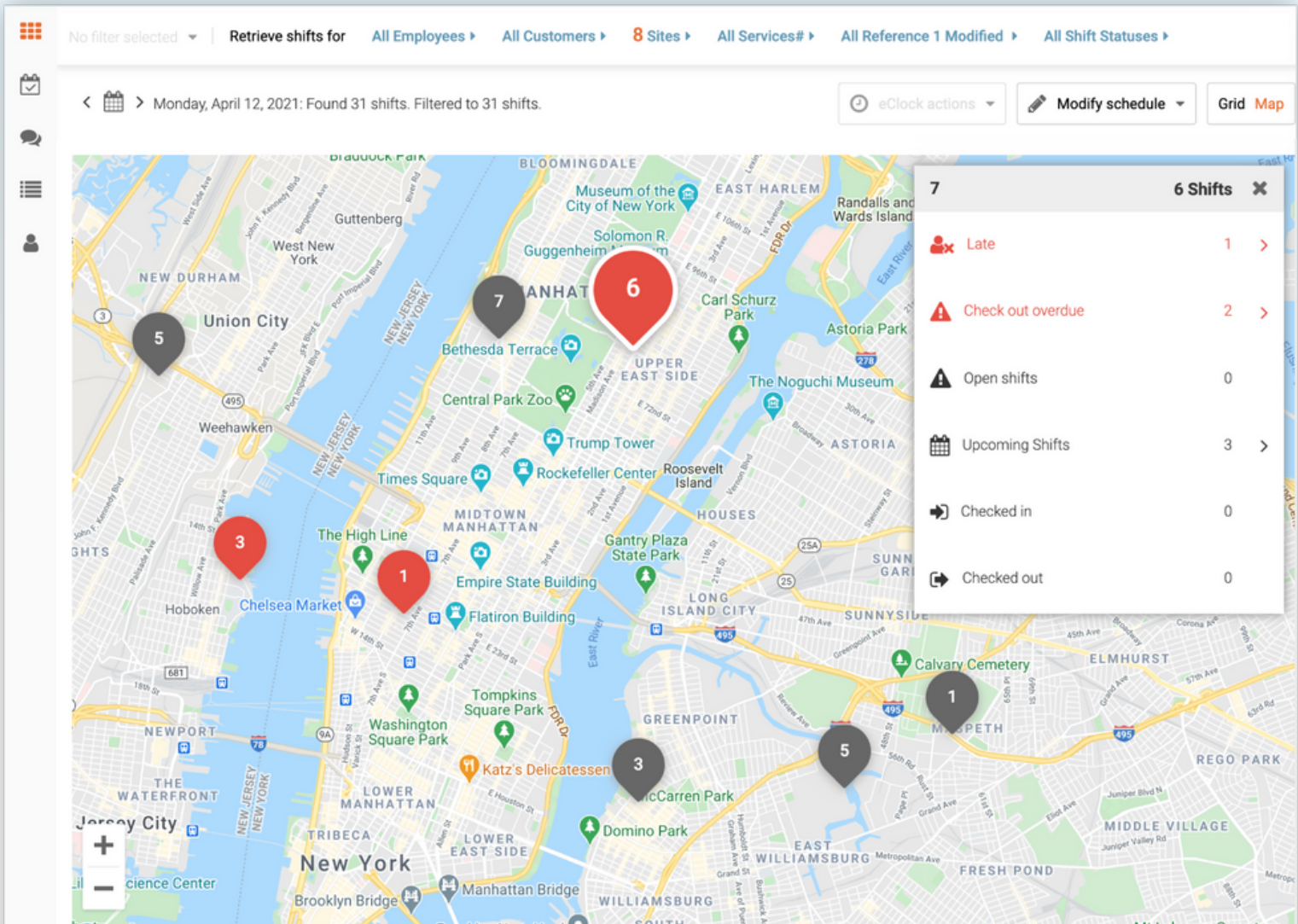
Forecast shift coverage needs based on demand ratios.



Time & Attendance

Supervisor Workforce Management System

Time & Attendance provides supervisors with a suite of powerful tools to collect and review time, monitor attendance, and communicate with team members, all in real-time and on the go.



Key Benefits



Manage employees and make adjustments on the go from a desktop, tablet, or mobile device.



Rapidly see all sites on a map showing the number of staff at each location and any current alerts.



Save time by clocking employees in/out, either individually or en masse in a matter of seconds



Conveniently create and save custom filters to bring up specific data.



Quickly filter and sort data directly in the grid.

Features

This screenshot displays the 'Shift records' interface for the period from April 12, 2021, to April 21, 2021. The table lists individual shifts for employees, including details such as date, employee name, scheduled start/end times, shift totals, and actual start times. The interface includes search filters for employees, customers, sites, services, and shift statuses. Below the table, there are options to retrieve attendance records within a specific time interval and to match records.

Shift Date	Employee First Name	Employee Last Name	Scheduled Start	Scheduled End	Shift Total	Actual Start	Service/Description
04/12/2021	Isabella	Quinn	3:00 pm	5:00 pm	2		Security Guard
04/12/2021	Quinn	Moore	3:00 pm	5:00 pm	2	3:00 pm	Security Guard
04/12/2021	Pearl	Bannon	3:00 pm	5:00 pm	2	3:00 pm	Security Guard
04/12/2021	Hernando	Adeline	7:00 pm	8:00 pm	1		Security Guard
04/12/2021	Gertrude	Santos	7:00 pm	8:00 pm	1	7:00 pm	Security Guard
04/12/2021	Alvin	Ballard	7:00 pm	8:00 pm	1		Security Guard
04/12/2021	Benson	Afrod	8:00 pm	9:00 pm	1		Security Guard
04/12/2021	Bryd	Adole	8:00 pm	9:00 pm	1		Security Guard
04/12/2021	Wamen	Baker	8:00 pm	9:00 pm	1		Security Guard
04/12/2021	Stokes	Adde	8:00 pm	9:00 pm	1		Security Guard



Time Collection

Time & Attendance automates and streamlines employee time collection from a variety of devices, including mobile, web, tablet, or physical clocks, all in real-time for up-to-date monitoring and payroll information.



Monitor Attendance

Reduce time theft by ensuring employees not only clock into the correct shift, but clock-in on time and at the right location. Real time alerts display a visual tracking of all sites, allowing supervisors to take action.

This screenshot shows a chat interface on the left side of the application. The chat window is titled 'Shift Leader' and contains a conversation where a supervisor asks if an employee can arrive 15 minutes earlier due to safety concerns. The employee responds that traffic is bad and they won't make it until half past three, then later says they have just arrived at the site. The chat messages are timestamped as of April 12, 1:14 pm. In the background, a shift schedule table is visible, showing a grid of shifts for the date 04/12/2021, all starting at 9:00 am and ending at 5:00 pm.



Find Replacements

Time & Attendance gives supervisors an easy and quick way to find replacements, all while ensuring replacements are qualified, available, avoid overtime conflicts, and fit business rules.



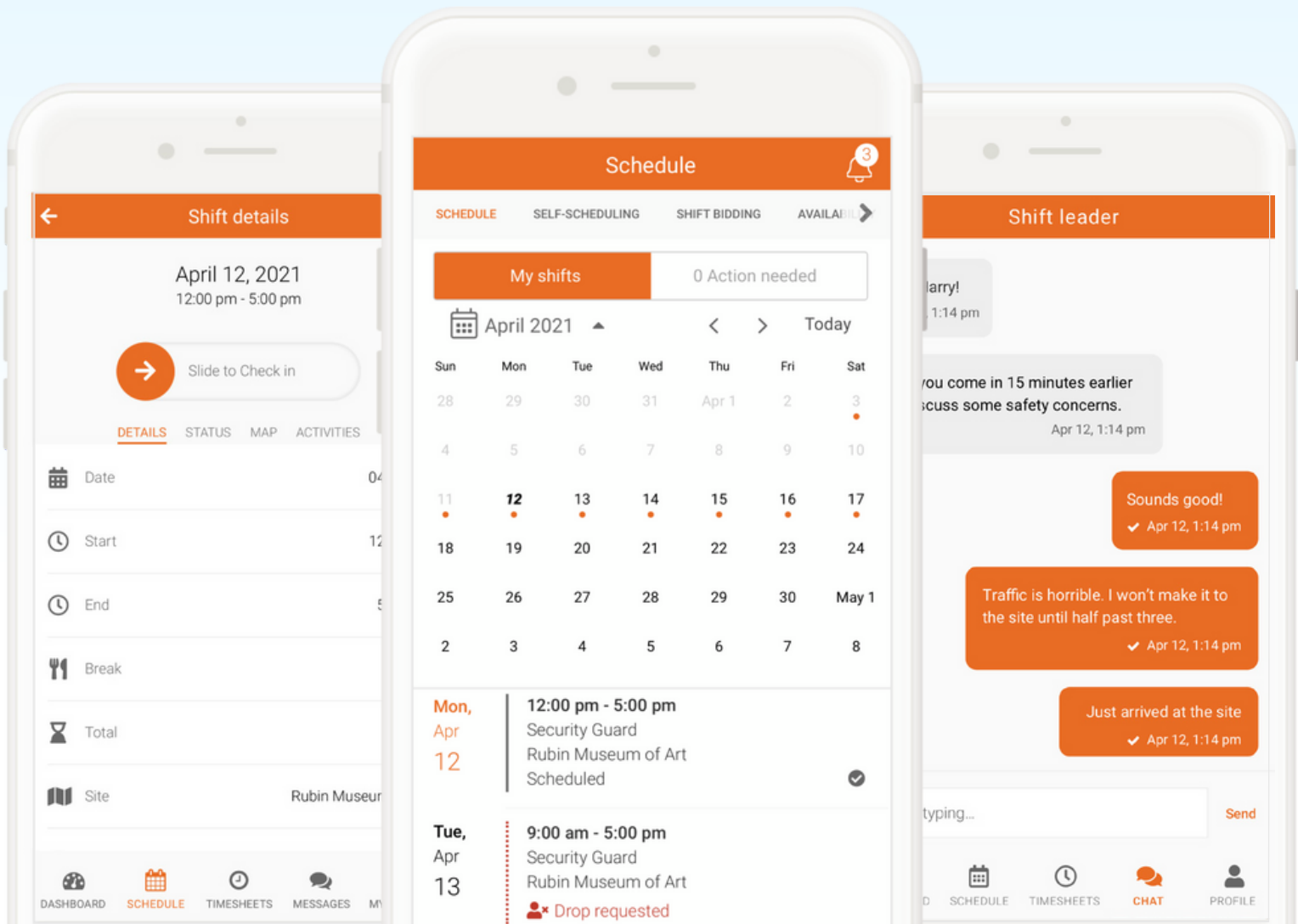
Messaging

Create a standard for communication through in-app messaging and texting capabilities, removing the need for multiple communication forms. Provide your team with a single, reliable source for day-to-day communications.

Mobile App

Team Member Collaboration and Self-Service System

The Mobile app is an easy-to-use schedule management tool for team members, providing real-time, 24/7/365 access to their schedules. Some powerful capabilities include shift confirmation, shift bidding, self-scheduling notifications, alerts of upcoming shifts, supervisor messages, and more.



Key Benefits



Automatically collect availability and time-off requests, reducing scheduling and communication time.



24/7/365 team access to schedules, changes, and other shift details.



Ensure team members are on-site using geofencing

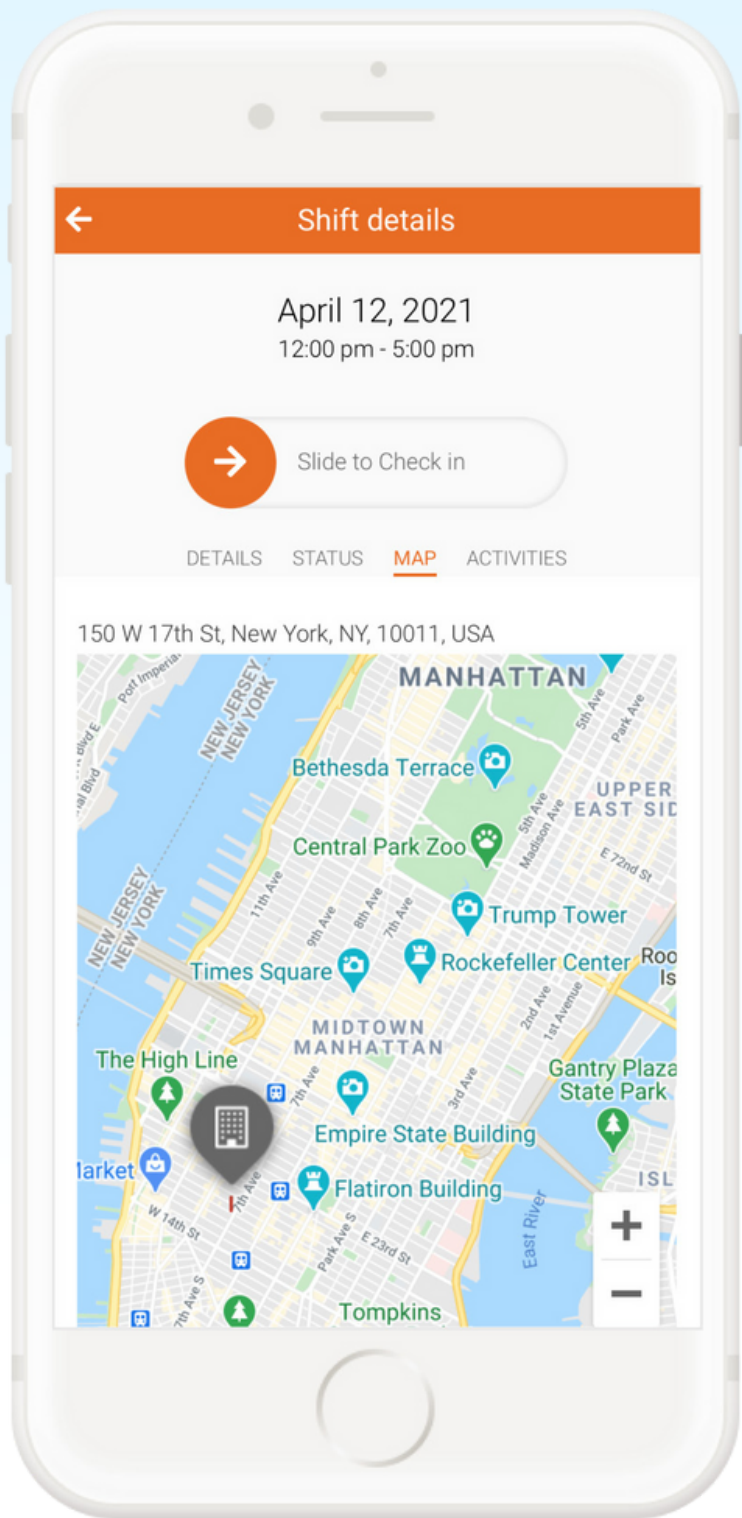


Precise time capture for accurate billing, payroll, and compliance



Communicate in real-time through in-app messaging

Features



Schedules & Notifications
Team members can view and confirm upcoming shifts as well as acknowledge shift changes.



Messaging
Real-time communication with supervisors and other team members.



Availability
Team members can submit and communicate their availability to supervisors in real time, ensuring team members only get scheduled when they are available.



Self-Scheduling and Shift Bidding
Publish open shifts for team members to view, bid on, and self-schedule, based on powerful rules engine, ensuring business rules are followed.



Check-In/Out with Optional Geofencing
Allow team members to clock in directly from their smart phones, ensuring precise time capture. Additionally, capture meal breaks, safety checks, and coverage verification.



In-Shift Actions & Timesheets
Have staff upload pictures, videos, notes, and signatures for verification. Assign tasks and capture timesheet information for supervisor review and approval.



Time-Off Requests
Team members can view accruals and submit requests for approval. Once received, communicate status in real time.

Chapter 3: Tailored Solutions for Diverse Industries



The management of employee shifts presents a critical challenge across an array of industries, spanning **security, healthcare, manufacturing, retail, hospitality, event and venue management, and beyond**. In today's dynamic work environments, characterized by ever-evolving shift timings and requirements, the need for cutting-edge employee scheduling software has become a necessity.

Modern software solutions should not only streamline the scheduling process but also enhance operational efficiency, ensure compliance with labor laws, and ultimately optimize workforce productivity. As industries continue to adapt to changing work patterns, the role of advanced scheduling tools has become indispensable in maintaining a competitive edge and meeting the demands of modern workforce management.

Now, let's turn our attention to real-world examples of companies that have upgraded from manual scheduling to modern solutions. These businesses, spanning diverse industries, have experienced tangible benefits from adopting advanced employee scheduling and management processes.



Moving Beyond Manual Processes to Focusing on Business Growth

Commando Patrol and Detective Service (PDS) Washington, DC

Summary

The company needed to improve its employee scheduling. Now their schedules are centrally available to all in the office while dramatically reducing the time spent notifying officers of assignments. Moreover, they have also removed the manual steps out of recording employee times.

“Fifty percent of two individuals’ time has totally changed by implementing Celayix. Now they can spend time recruiting and growing the business...it saves us manpower and accuracy.”

-Lorette Farris, President

Challenges

The security and janitorial firm needed to move from paper-based scheduling to improve efficiency and provide reports for contracts.

Benefits Summary



Morale

Officers receive schedules two weeks earlier than before, improving morale.



Business Growth

Two staff members each save 50% of their time, freeing them to focus on growing the business.



Reduced Overtime

Analysis of schedules helps reduce overtime.

Forty-five years in business is a testament to the strength of a company's service. But 45 years of managing workforce scheduling the same way was taking its toll on Commando PDS.

Commando PDS provides armed and unarmed security and janitorial services in Washington, D.C., Northern Virginia, and Maryland. The company employs about 70 officers onsite to provide services for military bases, dignitaries, health clinics, warehouses, retail, and more.

When Lorette Farris purchased the company in 2007, she immediately saw the need to update scheduling processes. A manual approach consumed staff time, was inconvenient for officers, and made it difficult for Farris to evaluate contracts for profitability.

"It blew me away all the work that we put in to do payroll for 70 people and invoices for 20 sites. Both were full two-week projects," Farris said. "We were using this green ledger paper to maintain handwritten schedules. Only one person knew the schedules and had to call every employee on a daily basis with assignments."

Employees also faxed handwritten timecards that had to be compared with schedules and manually entered to process payroll and billing.

"All the focus was on compensating for what already happened in the past," Farris said. "There was no ability to focus on bringing in new business."

Benefits



Office-Wide Schedule Sharing

Farris began her search for scheduling solutions, focusing on options that allowed multiple staff members to access scheduling information and integrate payroll and billing.

She was looking for a mobile app that enables organizations to match employees with assignments quickly and easily. She was also hoping to obtain reports that support decision-making and client documentation requirements.

“I wanted a system to handle scheduling and support billing and payroll and found one that covers much more,” she said.

Commando PDS deployed the time and attendance solution over its local area network, enabling everyone in the office to access the same schedule information. Implementation occurred over one weekend with a consultant assisting – resulting in a smooth deployment. The consultant also helped match the solution to the company’s specific requirements.

“Our consultant was phenomenal,” Farris said. “He was patient and instrumental in helping me understand the system’s capabilities and making it do what we needed.”

Benefits



Schedules Two Weeks Earlier

As staff members create schedules, they email or fax them to officers – instead of personally calling every single officer. If they change anything, they simply resend the schedule. The ease of scheduling and notifying officers enables Commando PDS to get schedules out two weeks sooner than before.

“Officers can better control their own daily lives because they’re not receiving schedules at the last minute,” Farris said. “It’s clearly improved morale.”

Plus, everyone in the office knows which officers are working at which sites. For Farris, that means more awareness and control over operations.



Cutting 1-2 Hours from Daily Time-Tracking

Commando PDS was able to take several steps out of its daily routine. Previously, staff listened to clock-in and clock-out times and manually keyed them into telephones. Now, when officers call in, their times are automatically recorded in the time and attendance portal, allowing the company to begin processing payroll and billing immediately.

“Everything goes right into the system and there’s no duplication,” Farris said. “Our Human Resources person spent one to two hours every morning listening to messages and posting time in a spreadsheet. It saves us manpower and accuracy.”

Overall time-savings truly add up. “Fifty percent of two individuals’ time has totally changed by implementation” Farris said. “Now, they can spend time recruiting and growing the business.”

Benefits



Reporting for Smarter Decisions

Farris frequently reviews the reports to ensure officers are scheduled in a way that minimizes overtime. That allows her and the staff to shift officers around proactively.

Having a scheduling system and the ability to provide reports has influenced at least three project bids. Those all required that Commando PDS provide reports of deployments, which would have been significantly more time-consuming before.

“On one contract, the ability to provide our time sheets for approval turned out to be the smoothest process I’ve ever dealt with,” she said. “The customer was blown away by how quickly we could provide reporting on-site coverage. When it comes to contracts that call for reporting, the time and attendance solution is instrumental.”

Reporting also enables Farris to determine the profitability of contracts much more easily. “I can now make clear business decisions on whether existing contracts are profitable, and make new bids based on that historical information. It’s not only a tool to understand the past, but to predict and plan for the future. We’re making smarter decisions.”

“The customer was blown away by how quickly we could provide reporting on site coverage.”

-Lorette Farris, President



How a Home Healthcare Company Transformed Their Business Using ONE Mobile App

Four Seasons Healthcare Wilmington, DE

Summary

Through strategic thinking and the use of a mobile app, Four Seasons Healthcare established itself in the industry as a leader.



"The mantra in this business is happy caregiver equals happy patient. The mobile app gives employees the autonomy they need to stay motivated and happy."

—Richard Koster, CEO

Challenges

Four Seasons Healthcare operates in a highly competitive industry. There are hundreds of companies providing home healthcare services in a given area. This presented a number of challenges for Four Seasons Healthcare when they first started four years ago.



Recruitment

Richard Koster wanted to hire motivated caregivers for his patients.



Scheduling

One person scheduling 80 employees every week meant a lot of work.



Costs

The company had to keep costs low to compete in the industry.

One of the biggest hurdles was recruiting healthcare workers who would stay motivated on the job. Since employees worked remotely, it was hard to monitor motivation and performance on the job. In addition, remote workers meant that management did not always know who was willing to work.

With 80 employees, these challenges meant investing time and money into recruiting, scheduling, and incentive programs. At the same time, the company had to keep costs low and be sustainable as a business in the volatile industry.

The solution came in the form of a simple mobile app. When Richard Koster, Managing Director of Four Seasons Healthcare, implemented a Mobile App for instant schedule notifications and communication, he found that it had a positive impact on the business and, most importantly, the home healthcare workers.

His mantra is **“happy caregiver equals happy patient.”**

According to Richard, the mobile app helped him apply this mantra across the organization. It allowed the company to have an autonomous workforce that could **self-schedule**, control the number of hours they wanted to work and control exactly where they wanted to work. The company strategically created a process where they scheduled open shifts and allowed employees to pick up shifts themselves. The decision making was now in the hands of the people who were doing the work.

Benefits

Four Seasons Healthcare was able to transform the business with the Scheduling Software. The mobile app made employees more autonomous and put them in control. The caregivers were now the schedulers. This made for a more motivated and happier workforce. For the business, this meant happier patients. The mobile app also improved communication and transparency in the company. They were able to differentiate and create a positive reputation in the industry by focusing on caregivers.



Autonomous and motivated

Richard Koster envisioned an autonomous business. He wanted less people in the office and more people in the field. Being autonomous meant giving more control to the employees, making for a motivated workforce.

With the mobile app, he was able to build an autonomous business where his employees chose when they wanted to work and where they wanted to work. Since employees were in control, they could pick the number of shifts they wanted each week and were not restricted to a set schedule.

Richard Koster also understood that every patient has specific needs and caregivers with the appropriate qualifications should be catering to those needs. To do this, he added required qualifications for each shift which meant only employees meeting those qualifications could see the shift.

The ability to self schedule left very little room for complaints from employees about not getting enough hours or getting too many hours. Employees were happier because this made their life easier. It allowed them to fulfill personal commitments and work on a schedule fit for their needs.

Benefits



Improved Communication and Transparency

Having modern scheduling software created a better communication medium between the employees and management. This was very important in an industry where employees work remotely. Giving them mobile access helped management communicate schedules every week to employees with ease. It also created transparency in the company. Since employees worked remotely, there was no way of understanding which employees were more driven than others. With employees self-scheduling, Richard Koster now knows exactly who is motivated to work.



Seamless Integration

Home healthcare is a large industry. According to Richard Koster, "The only way you can differentiate is (by showing) how good you are." Four Seasons Healthcare has been able to differentiate because they have happy caregivers. The company has a positive reputation and has grown to become one of the leaders in the industry. The company's reputation attracts the best caregivers as well. For this reason, they do not need marketing or recruitment programs to drive the business.

Implementing the mobile app helped Four Seasons Healthcare to transform the business in more ways than one. The company was able to save time on scheduling and reduce costs by making every employee their own scheduler.

"We are a caregiver-centric business. A large part of that has been driven by the mobile app."

-Richard Koster, CEO



Ordway Center for the Performing Arts streamlines operations

Ordway Center for the Performing Arts Saint Paul, MN

Summary

Having long outgrown their previous scheduling software, Ordway looked for a new solution to help them manage a large workforce. By shifting towards an automated scheduling software, the organization was able to cut scheduling time down by less than half, and build schedules more efficiently.

"Once you understand how it works, there is nothing it can't do."

–Kasey Tunell, House and Hospitality Department

Challenges

Ordway struggled daily with operating their extremely outdated, and unsupported scheduling solution. Although the system was custom built for the organization itself, it was intuitive. For example, simply changing screens was time consuming.

Being outdated, their old solution made building and communicating the schedules complicated and inefficient. A simple task like printing out a week's schedule could not be completed without a workaround, which slowed day-to-day operations considerably.

Scheduling a department of 80 people for a month took nearly five days to complete, causing frustration amongst both administrative staff and scheduled employees.

Benefits Summary

After implementation, scheduling time was cut by more than half. Where it used to take five days to complete, now it takes two.

The scheduling software allows employees to see their schedules online, freeing up time for administrative staff to focus on helping grow the business, which was previously spent fielding phone calls. It also saves an "infinite" amount of paper.

Moving away from their old system was the main goal, but now that Ordway is utilizing the automated scheduling system, there are many unintended benefits that they now enjoy.

Some of the features that help Ordway streamline their operations are:

- Availability and replacement tools
- Autofill of employee shifts to build templates
- Modifying layouts of the Visual Scheduler
- Reporting functions like alphabetical employee rosters

Ordway also appreciates the scalability of the product, as they are currently looking to add additional pieces like Time & Attendance and the ability to integrate payroll.

"I really like working with the system. We find new tools in the system all the time that make our jobs easier and even more fun."

–Kasey Tunell, House and Hospitality Department



Chapter 4: Importance of Integrations with Employee Scheduling

Integrations play a crucial role in the success of **Software as a Service (SaaS) companies**, offering many benefits that enhance overall business operations. One of the key advantages is the ability to generate leads, reduce churn, and increase upsells, ultimately fostering greater customer loyalty. By syncing data and ensuring compatibility, integrations enable businesses to operate seamlessly and efficiently, highlighting the importance of integrated solutions in today's competitive landscape.



TYPES OF INTEGRATION SETUPS

Employee scheduling and workforce management software play a crucial role in optimizing operations for businesses of all sizes. One key aspect of these tools is their ability to integrate with other software and services, enhancing their functionality and providing a more seamless experience for users.

Customer-Created Integrations Using External APIs

Many modern software applications offer External APIs (Application Programming Interfaces) that allow customers to develop their own integrations with the software. APIs provide a set of rules and protocols for how different software applications can communicate with each other. For example, a customer could use the API of an employee scheduling software to integrate it with their payroll system, ensuring that employee schedules are directly reflected in the payroll process. While this approach empowers customers with flexibility and customization options, it can lead to manual data transfers and user frustration if customers are not well-versed in integration development or if the APIs are not regularly updated.

Integrations Built by Value Added Resellers (VARs) or Managed Service Providers (MSPs)

Value Added Resellers (VARs) or Managed Service Providers (MSPs) are companies that specialize in enhancing software by creating add-ons or integrations. These integrations can provide additional features or connect the software to other tools. For example, a VAR might develop an integration between an employee scheduling software and a CRM (Customer Relationship Management) system, allowing businesses to better manage customer interactions based on employee schedules.

While VARs and MSPs can add value and insights to the software, involving multiple parties can sometimes result in subpar experiences, especially if communication and collaboration between the parties are not optimal.



TYPES OF INTEGRATION SETUPS

Third-Party Integration Tools

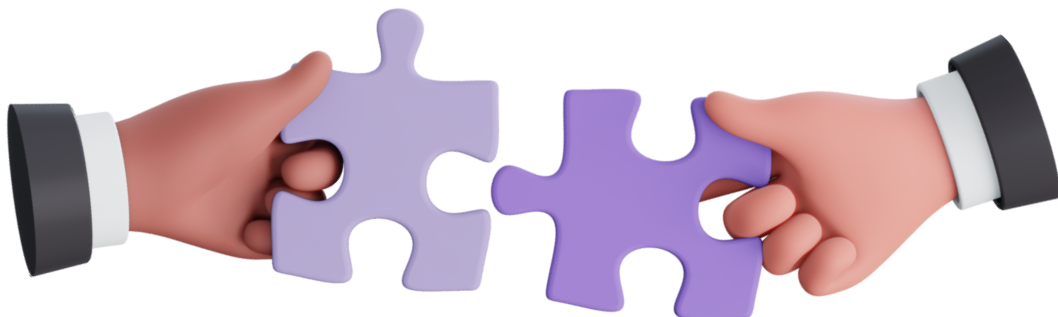
Third-party integration tools are software solutions created by other companies that help connect different software together. These tools often provide a user-friendly interface for configuring and managing integrations. For example, Zapier is a popular third-party integration tool that allows users to connect thousands of apps and automate workflows without writing any code.

While third-party integration tools can simplify the integration process, they may sacrifice flexibility and control over configurations, potentially leading to customer dissatisfaction if the tools do not meet all integration requirements.

Tech Partners Develop Certified Integrations

In this approach, software providers partner with technology partners to develop tested and certified integrations that work well with the software. This ensures quality, security, and compatibility with the software. For example, a workforce management software provider might partner with a time clock manufacturer to develop a certified integration that allows employees to clock in and out directly from the scheduling software.

While this approach ensures quality, imposing requirements and certifications can decrease the number of integrations built, and enforcing compliance requires resources and oversight.





TYPES OF INTEGRATION SETUPS

Open External API for Any Company or Developer

Some software providers offer open APIs that allow any company or developer to create integrations with their software. This approach fosters innovation and a wide range of integration options. However, it also comes with risks, such as poorly designed integrations, lack of clear documentation, or inadequate customer support, which can negatively impact the user experience.

Native Integrations Built into Your App

Some software providers embed integrations natively into their software, making them a core part of the product's functionality. This approach gives the software provider complete control over the customer experience, ensuring reliable performance, security, and updates. For example, workforce management software might include native integrations with popular HR software solutions, providing a seamless experience for users.

While this approach requires an initial investment in development, it can result in a more seamless and integrated user experience.

Integrations are a cornerstone of modern SaaS offerings, providing businesses the flexibility and efficiency to thrive in today's fast-paced digital landscape. SaaS companies can make informed decisions that drive growth and success by understanding the different integration setups and their implications.

INTEGRATIONS WITH SCHEDULING

The crucial role of integrations in maximizing the benefits of this software cannot be overstated. Integrations with systems such as payroll, financial, HR, time and attendance, learning management, event management and much more significantly enhance the functionality of employee scheduling software.

These integrations play a pivotal role in enhancing the efficiency and effectiveness of employee scheduling software. By seamlessly connecting scheduling software with other systems, businesses can streamline processes, eliminate manual data entry errors, and improve overall productivity.

How Employee Scheduling Fits In...

Payroll Systems: Integrating employee scheduling software with payroll systems allows for accurate and automated calculation of employee wages, reducing errors and saving time for payroll administrators.

Financial and Accounting Systems: Integrating with financial and accounting systems ensures that scheduling data is reflected in financial reports, providing a comprehensive view of labor costs and budgets.



HR Systems: Integrations with HR systems enable businesses to align scheduling practices with HR policies and regulations, ensuring compliance and employee satisfaction.

Time and Attendance Systems: Real-time tracking of employee hours worked, and better visibility into staffing levels are possible through integrations with time and attendance systems.

Learning Management Systems: Learning management system integrations facilitate training and development activities by scheduling employees for training sessions based on their availability and skill sets.

Employee Scheduling and its Significance Towards Workforce Management

Throughout history, several influential individuals have made significant contributions to the field of employee scheduling software and integrations. One such individual is **John Doerr**, a renowned venture capitalist and early investor in workforce management software companies. Doerr's investment in companies such as Workday and Kronos has helped shape the landscape of employee scheduling and workforce management, driving innovation and technological advancements in the industry.



Another influential figure is **Marc Benioff**, the founder and CEO of Salesforce, a leading provider of cloud-based business solutions. Benioff's vision for seamless integrations and connected systems has inspired many businesses to adopt integrated technologies, including employee scheduling software. His advocacy for the importance of integrating different systems to improve operational efficiency and customer satisfaction has influenced the development of employee scheduling software with robust integration capabilities.



The significance of integrations in employee scheduling software cannot be underestimated. Integrations with various systems enhance the functionality and benefits of employee scheduling software, enabling businesses to streamline operations, improve workforce management, and drive overall success. Influential individuals like John Doerr and Marc Benioff have contributed to the advancement of employee scheduling software and integrations, shaping the industry and driving innovation. As businesses continue to embrace integrated technologies, the future of employee scheduling software looks promising, with potential developments that will further enhance efficiency and productivity in the workplace.

Additional Resources

Manual scheduling headaches have become a thing of the past. 2024 is the time to master your employee schedules and we are here to do that for you! If you are keen to see some of our powerful and easy-to-use tools and integrations, feel free to [contact one of our solutions advisors](#) or take a look at any of the following videos:

- [Manage Sick-Calls, No-Shows, and Last-Minute Scheduling Changes](#)
- [Eliminate Avoidable Overtime with Shift Scheduling and Time & Attendance](#)
- [Automation in Employee Shift Scheduling](#)
- [Integration with Best-of-Breed Softwares](#)



Celayix is a premier workforce management solution that empowers businesses to optimize their workforce, streamline operations, and enhance productivity. Our comprehensive software suite includes scheduling, time & attendance, and an employee app designed to meet the unique needs of diverse industries. From small businesses to enterprise-level organizations, Celayix offers scalable solutions that adapt to your company's growth. Trusted by countless clients worldwide, our user-friendly platform and robust integrations help businesses efficiently manage their workforce, improve employee satisfaction, and drive overall success.

To know more, visit our website at www.celayix.com

