



# Staff Manager

- ▶ An easy-to-use Master Schedule that is used to define templates to create and maintain staff schedules and rotations
- ▶ Customizable “quick views” that allow the schedule’s appearance to be modified to display specific shifts, employees, call lists, business units and more
- ▶ Flexible, definable worksheet counters that auto-calculate various schedule totals: overages and shortages, hours worked by employee, number of paid hours during a shift, full time equivalents and more
- ▶ Integrates seamlessly with GoldCare Payroll and 3rd party payroll packages, which eliminates the need to manually enter data, thereby increasing data accuracy and saving time
- ▶ Standard reports on staff attendance, daily assignments, call responses, call histories and schedule changes give you a clear indicator of scheduling and attendance issues

GoldCare’s Staff Manager is a full-featured scheduling application that gives you a flexible and efficient way to manage staffing needs across your care site(s). Seamless integration with GoldCare Payroll and other payroll packages, customizable schedule “quick views”, an intuitive scheduling template, and auto-counters are just some of its standard features. These features will help you streamline scheduling tasks, reduce paperwork and increase operational efficiency.

## Consolidate Employee Information into Profiles

Employee profiles centralize information such as skills tracking, demographics, union membership, minimum and maximum hour requirements, seniority dates and more into a single electronic file. Employee profiles also contain the employee’s weekly schedule and allow you to access employee call response histories, providing complete accessibility to staffing information for cross-reference or verification purposes.

## Manage Schedules and Rotations with the Master Schedule

The Master Schedule provides templates from which all employee schedules and rotations are created. Rotations can be cyclical, where the same schedule is repeated for a number of weeks, or iterative, where a schedule is only rotated for a limited time. Flexible rotation options accommodate numerous scheduling requirements, unlimited rotations, and combined rotations of different lengths. These rotation options allow you to eliminate redundant scheduling tasks.



## View and Filter Schedules with Worksheets

The Schedule Worksheet acts as a consolidated window for users to view, edit and print staff schedules. Its appearance can be customized to the specific requirements of each user, and can be filtered by employee, shift histories, call lists, business unit, and other criteria to display “quick views” of specific scheduling details. The built-in Colour Legend visually flags employee hour overages/shortages, when an employee is unavailable, shift overrides and more, allowing to you take immediate corrective action.

## Identify Scheduling Trends with Worksheet Counters

Worksheet Counters allow you to define scheduling targets. Staff Manager can also calculate totals, and use the counters to highlight trends pertaining to specific shifts, job classes, employees, business units, and more. Each day’s totals (hours, positions and FTEs) are automatically calculated using data from the Schedule Worksheet, and will help you determine if staffing targets are being met, if more staff is required, and if employees are properly allocated. This information not only alerts you to potential problems, but also ensures that scheduling outcomes are meeting your organization’s business requirements.



## Integrate with Time Clock and Payroll Systems

Staff Manager features an optional time clock interface that allows timesheet data from a variety of time clock hardware to be exported directly into payroll systems. This eliminates the time-consuming task of manually entering data, and reduces data entry errors. The time clock interface will also compare actual sign in/out times against scheduled shift times. Any variances are colour-coded to identify sign in/out problems, missing sign ins/outs and approved variances (e.g. authorized overtime). This data will also verify worked time for payroll, benefits and performance review purposes.



## Report on Scheduling Statistics

Staff Manager includes standard reports that compile details and statistics about staff attendance, daily assignments, call responses, schedule changes, and more. You can also specify what information is displayed in each report and sort the results. In addition, GoldCare’s Make Your Own Report (MYOR), an intuitive ad-hoc report-builder, allows you to create customized reports to your requirements. MYOR supports a variety of export options, including Microsoft® Excel.

