

# AUTOTIME Workforce Scheduling

AutoTime 6, Kaba's premier workforce management solution offers extended Workforce Scheduling with ScheduleSoft, a leading provider of rule-based, demand-driven scheduling technology.

Having the capability to automatically manage the resource plan (schedule), by aligning demands with employee qualifications, availability, productivity, and preferences while controlling excess overtime is the core to workforce scheduling. By combining this staff scheduling capability with time and labor management, organizations now have a coupled toolset to schedule employees, manage employees, record actual activities, analyze, cost, and compare actual to plan.

## Automated Workforce Scheduling

Kaba's scheduling solution automates the process of matching the demand for resources with specific qualifications, preferences and work rules and scheduling the workforce to fulfill demand, while controlling operational and labor costs.

Demand, from production planning, ERP or MES systems, is evaluated by determining required deliveries, timelines, skill sets, availability of manufacturing assets and capacities of work cells. Once this is determined, it is then sent to the scheduling solution as requirements for staffing and associated skill levels necessary to meet this demand. The Human Capital resources are evaluated by understanding employee qualifications, skill sets, productivity, availability, seniority, and preferences. Tying the resources to the demand provides the plan that a scheduled workforce needs to meet the demands with optimum labor and operational costs.

The competitive advantage lies in understanding how shift assignments are generated, and how worker information is maintained separate from work information.

### Benefits Gained

The principal benefit gained from the scheduling solutions is the ability to anticipate, react to, plan and execute on your resource requirements in order to meet your customer's demands for products and services. The growth of your business depends on agility in scheduling the resources necessary to respond to shorter time frames, tighter deadlines and compressed delivery cycles. Our scheduling solutions give you complete and immediate control of deploying the resources necessary to meet these demands.

- Balance demand with employee availability, qualifications, skills, and scheduling regulations
- Manage day-to-day and intra-day workload fluctuations
- Automate the process of generating and managing schedules, overtime equalization, compensatory time, schedule bidding, and leave management
- Eliminate manual tasks for supervisors involved with managing unplanned absences and unexpected changes
- Improve asset utilization and minimize downtime by ensuring that the necessary resources and skills are available when required
- Improve employee morale and job satisfaction with proven, equitable scheduling
- Eliminate redundant data management with seamless integration of KBA's Workforce Management solution with HR and ERP systems



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## Functional Overview

### Schedule Generation

Sophisticated algorithms are utilized for balancing multiple constraints such as demand, skills matrices, qualifications, availability and preferences. Schedules are generated for individuals, groups, and departments across a single facility or for the enterprise that needs to comply with all local and/or union work rules. Multiple shift schedules can operate concurrently, while regular and one-time-event shifts, variable patterns and other options are user-configurable.

### Overtime management

Overtime Assignment and Equalization is equitably managed transparent to the user. Overtime balances (accepted, refused, forced) are managed, and assignment rules are configured to automatically assign overtime in compliance with company policies

### Leave Management

Leave and absence reporting, as well as balance accruals are managed to ensure that only available resources are scheduled

### Employee Self Service

Kiosk terminals or PCs can be utilized to view schedules, request leave, volunteer for overtime, bid for a job, swap shifts, and receive messages.

### Job Bidding

Available positions are managed in conjunction with qualified applicants, while maintaining previous bids and award history.

### Risks Reduced

In addition to improved planning and lower deployment costs, the benefits of automation come from reducing the risks associated with:

- Gains achieved through initial schedule optimization are at risk of degrading over time
- Average labor costs (by work center) produced by payroll are not discrete enough to measure labor productivity by product or service output
- Budget vs. Actual by product run data is not available in real-time to feed back into the production planning model for optimization
- Management by averages ignores granularity of the data available and leads to recurrent sub-optimizations
- Investment in ERP/SCM and finite planning tools will not lead to expected ROI due to lack of actual labor cost planning



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