

Weekly schedule

Weekly schedules must be filled out either at the beginning of the month (4 or 5 schedules depending on the fiscal month) and faxed to Richard or you may fax them at the beginning and middle of the month (2 or 3 schedules). A schedule for the next week MUST be posted in the shop where all employees can see their scheduled hours no later than Friday. Never tell an employee when he is working, fill out a schedule and post it. If there are changes during the week make the changes on the posted schedule.

On the top of the form enter the shop number and the Saturday date for the week. Grid hours are the hours your shop will be open for the week. This will vary if the shop has reduced hours for holidays. Fill in the "Weekly budget" from the monthly goal sheet. The monthly goal sheet will also provide the "Daily Budget \$" and "% of the Total Week" figures for each day and the week's total. The "Daily plan hours/" are the hours that your shop will be open for each day.

"Daily actual hours" are the actual hours that were worked for each day and will not include vacation, sick, etc. You must fill this in after the day has been worked.

"Last year \$" can be found in your last year's paperwork. You want to match up the day of the week, not the actual date. For example 3-8-09 was a Sunday, 3-8-10 is a Monday. What you want to do is copy the sales figures from week ending 3-14-09 to the schedule for w/e 3-13-10 from Sunday to Saturday.

The lines "Shift coverage", "LY large orders" do not have to be filled out.

"Events / To Do's" can be filled in with things like placing your key order, cleaning windows, filling the key related display, etc. You do not have to enter something for each day.

Under "Name" fill in the employee names on every 3rd line. Example; your name goes on the 1st line, the next employee goes on the 4th line, the next on the 7th line. On the name line fill in what time the employee begins the shift, on the next line fill in the time the shift is over. On the name line enter the "Total hours" for the shift.

Once you have filled in each shift add the "total hours" for each shift and write the total in the "Total" column.