

Coverage Budgets

Is your company plagued by chronic understaffing or scheduling inefficiently?

Are you incurring unnecessary overtime?

Attendance Enterprise Coverage Budgets helps you schedule the right people, in the right place, at the right time. By creating coverage budgets, you set budget targets for worked time for a group of employees. You can then compare your labor budget to employee schedules and make schedule adjustments to ensure the proper staffing levels. Coverage budgets can be used to analyze actual time worked to look for costly and unnecessary overtime trends.

Set labor budget targets

Ensure proper staff coverage

Avoid costly unplanned overtime

Track Meaningful Labor Ratios for Your Business

The Coverage Budgets Module allows you to calculate and measure unique and industry-specific labor ratios that are important to you, helping ensure optimal labor coverage at acceptable labor costs. With Coverage Budgets, your organization can tightly schedule and respond to any immediate or upcoming changes in staffing needs.

Labor can easily be the most costly element in your budget and it is important to have comprehensive tools for scheduling, attendance management, and reporting.

| Coverage Profiles | | | | | |
|--|----------|--------------|------|-------------|------|
| For 11/14/05 Change Date | | | | | |
| | Sales | Labor Actual | SPLD | SPLD Budget | +/- |
| Cashier | \$250.00 | 1835.88 | 2.86 | 2.50 | 0.36 |
| | Sales | Labor Actual | SPLD | SPLD Budget | +/- |
| Non Cashier | \$250.00 | 3132.62 | 1.68 | 1.50 | 0.18 |
| | Sales | Labor Actual | SPLD | SPLD Budget | +/- |
| Office | \$250.00 | 692.16 | 7.59 | 7.00 | 0.59 |

Management tracks the sales per labor dollar (SPLD) for each position to make sure that they are scheduling within acceptable ratios for profitability.

Grocery Store Chain Uses Custom Dashboards

Grocery stores are challenged by slim margins and scheduling labor can have a direct impact on their profitability. This grocery store set labor budget targets for weekly labor to manage the schedules of their employees. Certain days require more staff than others but the store must maintain proper ratios to remain profitable. Managers create schedules for employees and use the information presented in the dashboard to make sure their labor costs are in alignment with sales.



| Enter Census | | Census | Census Budget | | | | | |
|-----------------|-----------|---------------|---------------|-----------|-------|-------|-------|-------|
| Title | Shift | | | | | | | |
| All | All | 60 | 60 | | | | | |
| Title | Shift | Shared Census | Actual Hours | Sch Hours | aFTE | sFTE | aPPD | bPPD |
| NIA | 1st Shift | 60 | 86.80 | 193.75 | 10.85 | 24.22 | 5.32 | 3.00 |
| ICU | 1st Shift | 60 | 7.50 | 8.00 | 0.94 | 1.00 | 64.00 | 60.00 |
| General Nursing | 1st Shift | 60 | 14.93 | 65.00 | 1.87 | 8.12 | 22.14 | 10.00 |
| Large Admin | 1st Shift | 60 | 24.00 | 32.00 | 3.00 | 4.00 | 20.00 | 15.00 |

Using the patient census, schedules for nurses, Director of Nursing (DON), Certified Nursing Assistants and so on are created to ensure proper coverage.

Healthcare Facility Schedules Based on Patient Ratios

Patient care is the primary focus for the Healthcare industry. Facility administrators need tools for monitoring performance across shifts, floors, facilities, and for financial reporting. Staffing coordinators want to streamline scheduling and comply with mandated labor ratios for staff-to-patient care. Coverage budgets:

- Use labor and patient census data to assure proper Full Time Equivalent (FTE) to Per Patient Day (PPD) coverage.
- Create 28-day schedules for posting.
- Identify employees with similar skills and certification for schedule substitutions.
- Automate compliance reporting.
- Measure labor cost efficiency.

| Employee Schedules | | Occ | 97 | Occ | 86 | Occ | 141 | Occ | 158 | Occ | 170 |
|--------------------|---------|------|---------|------|--------|------|--------|------|---------|------|---------|
| Boutique Hotel | Refresh | Arr | 51 | Arr | 62 | Arr | 92 | Arr | 96 | Arr | 124 |
| | Refresh | Dep | 151 | Dep | 73 | Dep | 37 | Dep | 79 | Dep | 88 |
| | | sHrs | 104.00 | sHrs | 48.00 | sHrs | 48.50 | sHrs | 72.00 | sHrs | 88.50 |
| | | bHrs | 104.00 | bHrs | 48.00 | bHrs | 48.00 | bHrs | 72.00 | bHrs | 88.00 |
| | | +/- | 0.00 | +/- | 0.00 | +/- | -0.50 | +/- | 0.00 | +/- | -0.50 |
| | | sDol | 1519.44 | sDol | 701.28 | sDol | 708.59 | sDol | 1051.92 | sDol | 1292.98 |

Hotel administrators can review expected guest occupancy, arrivals and departures, to schedule the correct employees in the service area needed.

Hotel Matches Labor Cost to Demand

Hotels are challenged with unpredictable guest volume and staffing for upcoming events. Maintaining service levels in everything from valet parking to dining to housekeeping is important to customer loyalty and repeat business. Coverage Budgets can be used to:

- Match labor hours to demand.
- Show the cost of payroll over revenue.
- Review and track hours and dollars by job function.
- Track services like rooms cleaned or cost per room.

Attendance Enterprise Coverage Budgets helps companies achieve profitability by minimizing labor costs such as unplanned and unnecessary overtime. You schedule the right people in the right place at the right time.