

# HOTSCHEDULES RELEASE 4.0.50.2

Released 06.09.2016

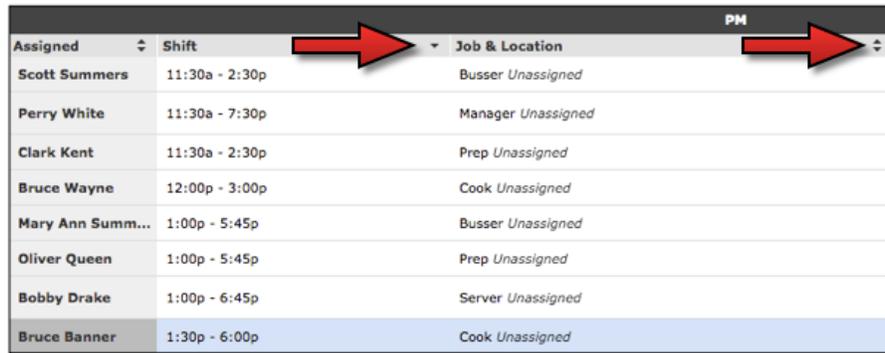
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# New Features & Improvements | Web

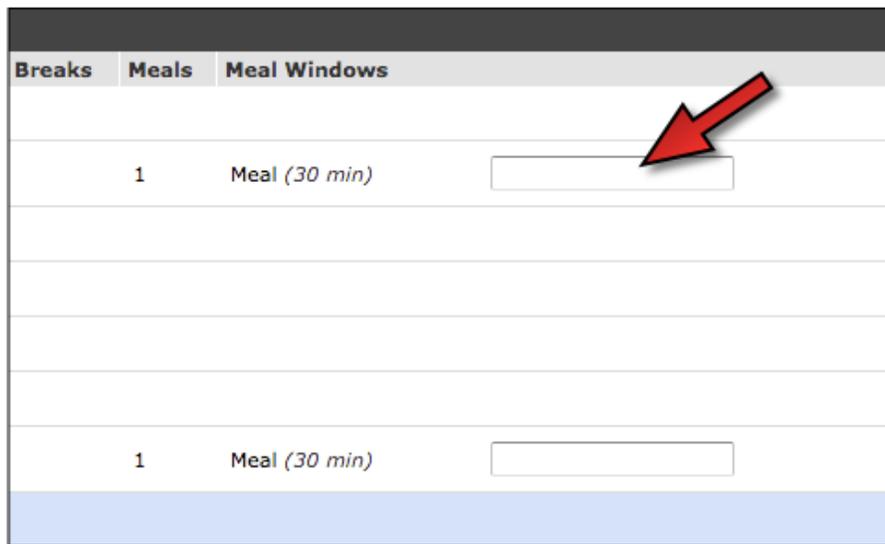
## New Scheduler - Roster Report Updates

The formatting of the Roster Report in the New Scheduler has been updated to sort shifts by start time, but users can choose to click the header of a different column to sort by employee or job code instead.



| Assigned         | Shift          | Job & Location     |
|------------------|----------------|--------------------|
| Scott Summers    | 11:30a - 2:30p | Busser Unassigned  |
| Perry White      | 11:30a - 7:30p | Manager Unassigned |
| Clark Kent       | 11:30a - 2:30p | Prep Unassigned    |
| Bruce Wayne      | 12:00p - 3:00p | Cook Unassigned    |
| Mary Ann Summ... | 1:00p - 5:45p  | Busser Unassigned  |
| Oliver Queen     | 1:00p - 5:45p  | Prep Unassigned    |
| Bobby Drake      | 1:00p - 6:45p  | Server Unassigned  |
| Bruce Banner     | 1:30p - 6:00p  | Cook Unassigned    |

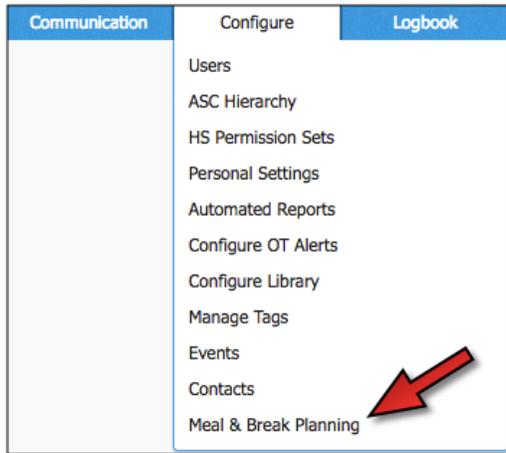
The report has also been updated to be more consistent with reports from the Reporting tab, and to include **Meal Break Planning** information, including whether or not an employee is eligible for an Unpaid Meal or Paid Break. A general text field (does not require exact time format) is available for managers to specify when the meal or break should be taken.



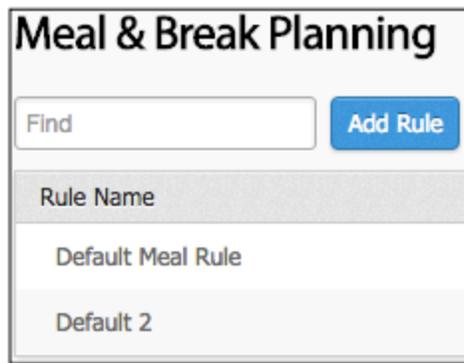
| Breaks | Meals | Meal Windows                       |
|--------|-------|------------------------------------|
|        | 1     | Meal (30 min) <input type="text"/> |
|        |       |                                    |
|        |       |                                    |
|        |       |                                    |
|        | 1     | Meal (30 min) <input type="text"/> |

Please note that there is not a Save option on the text field. Managers are able to print the Roster Report through their Internet browser, but if the window is closed, text inputs will need to be re-entered. Note: This field is a general text field and does not require exact time format.

Meal Break Planning is a new feature available to customers with the required permissions that can be configured at the Above Store Console level by navigating to the Configure tab.



From here, users can select a previously created rule, or create a new one by clicking **Add Rule**.



Adding a Rule is broken into two tabs. On the **Details** tab, users must name the Rule **(1)**, define how long the Unpaid Meal will be, and the minimum hours needed in a shift before a meal can be taken, along with the maximum hours allowed without a meal (default values are 30 minutes for a 5-hour shift) **(2)**. For international sites with Employee Types, users are able to exempt specific Types from having to take a meal **(3)**. Selecting **Require Waiver Compliance** and **Include Eligibility for Paid Breaks** **(4)** allows unique minimum and maximum hours to be configured for Unpaid Meals for employees that have signed a waiver to work longer, and for sites that choose to allow Paid Breaks, respectively.

**← Add Rule**

Details Stores

Name of Rule: \* **1**

Length of Unpaid Meal: \* **2**

30 Minutes

Eligibility for Unpaid Meals: \* **2**

The minimum hours needed in a shift before a meal can be taken and the maximum hours allowed without a meal.

5 hour shift minimum and no more than 4 hours without a meal.

Exempt Employees: **3**

Add Exemption For ...

Require waiver compliance **4**

Include eligibility for paid breaks **4**

Save Cancel

Selecting the **Stores** tab allows users to apply the new Rule to one, or more stores in their Company Hierarchy.

Details Stores

Find

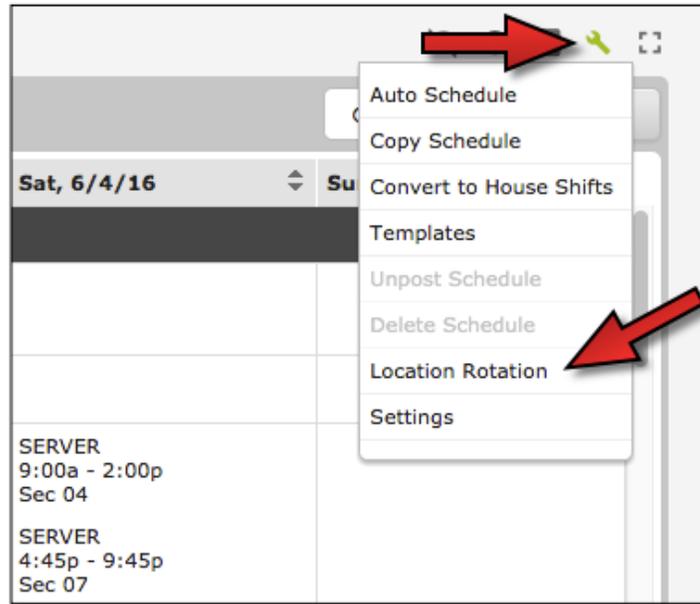
ASC Hierarchy

- JLA Test Company
  - JLA TST API Concept
    - JLA TST 005500
  - JLA TST Area 1
    - JLA TST 001100
    - JLA TST 002200
    - JLA TST 003300
  - JLA TST Area 3
    - JLA TST 004400

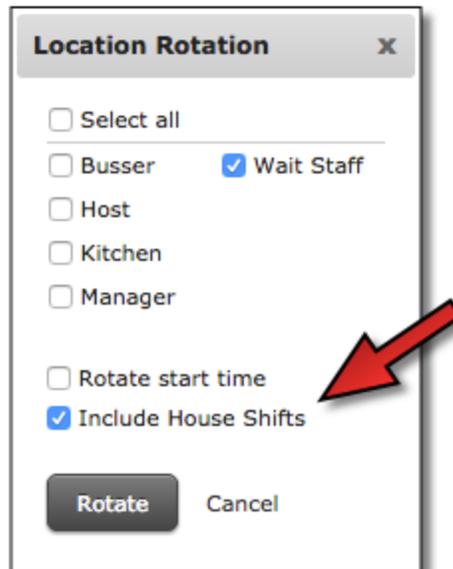
*Please note that stores cannot have more than one Rule applied at the same time.*

## New Scheduler - Location Rotation with House Shifts

Users are now able to include House Shifts when configuring their Location Rotation, which is located in the Tools menu in the upper, right-hand corner of the Scheduler.



Users can then select which schedule(s) to apply the Rotation to, and whether or not they want to include House Shifts in the rotation. These selections are "sticky," so if selected, they will remain selected anytime the user navigates to Location Rotation.



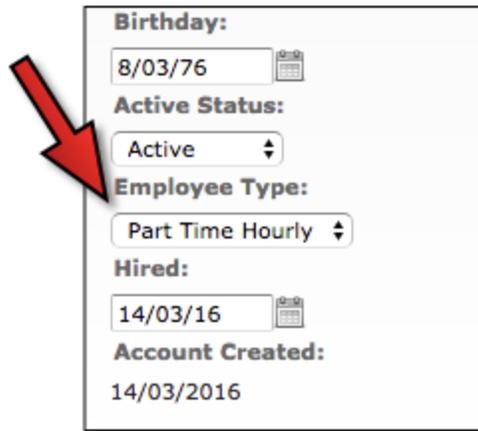
If neither option is selected, the Locations of each shift will be rotated alphanumerically. For example, if an employee was scheduled Sec 01, and the Rotation is applied, that employee will now be assigned Sec 02.

## New Scheduler - Displaying Employee Type

The New Scheduler will now display the Employee Type for Australian clients.

|  |                                    |
|--|------------------------------------|
| <b>Adel Hassan</b><br>5.00 / 5.00 \$137.5<br>Unassigned<br>Part Time Hourly    |                                    |
| <b>Aenne Van Der Held</b><br>33.00 / 33.00<br>Unassigned<br>Full Time Salaried | <b>Management</b><br>9:00a - 5:00p |

The Employee Type can be configured from the Employee Details in Staff tab.



**Birthday:**  
8/03/76

**Active Status:**  
Active

**Employee Type:**  
Part Time Hourly

**Hired:**  
14/03/16

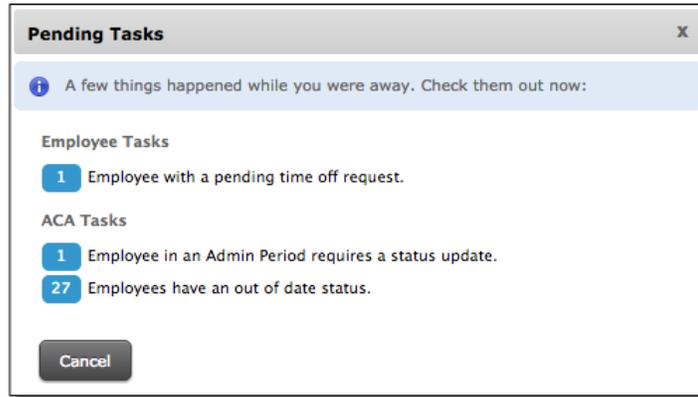
**Account Created:**  
14/03/2016

## New Scheduler - Improved Sorting

Improvements have been made sorting feature in the New Scheduler. When users filter a schedule by Job Code and day, employees with a shift scheduled for that Job Code on that day will display first, and employees without a scheduled shift will display at the bottom. This applies on a schedule-to-schedule basis.

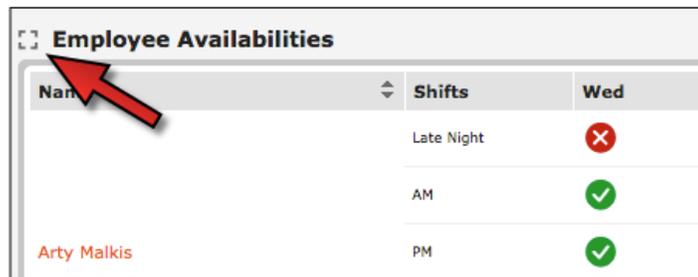
## New Scheduler - Pending Task List

Whether managers are using the old or new Scheduler, the Pending Task modal will appear if they elect to have the Scheduler as their landing page upon logging in, and there are tasks to be completed. This allows users to make any shift approvals before working on the schedule.



## Expand Buttons Throughout the Staff Tab

Expand buttons have been added to the Staff List, Employee Availabilities, All Staff Certifications, Pay Adjustments, and ACA Management sub-tabs of the Staff tab to limit scrolling for users of all browser resolution preferences.



## Export Icons Throughout the Staff Tab

The Export icons throughout the Staff tab have been updated to coincide with other parts of the site.



## Updated Expand Icons in Forecasting

The Expand icons throughout the Forecasting tab have been updated to coincide with other parts of the site.

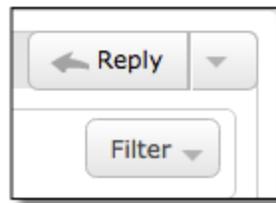


## Staff Tab - Updated Calendar Picker in Pay Adjustments Sub-Tab

The Calendar Picker has been updated in the Pay Adjustments sub-tab of the Staff tab to coincide with the rest of the site.

## Rename Tags to Filters in Messaging

Tags have been renamed to Filters in the Messaging tab. This tool allows users to apply filters to their messages, so they can easily find them with keywords.



*Please note that this is part of a larger project within the Messaging tab that should be completed with the next Release.*

## PayControl - Australian Holiday Pay

The costing information for all employees of Australian restaurants has been updated to comply with the Restaurant Industry Award by multiplying the base pay rate by 2.5 times for all standard hours worked during public holidays.