INDEAVOR

# 7 Benefits of Auto Scheduling in Complex Industries

Guide

# What Is Auto Shift Scheduling?



Automated shift scheduling does precisely what its name implies. It uses automatic scheduling software to develop shift schedules to aid in managing a company's workforce. This powerful tool reduces reliance on manual scheduling processes such as spreadsheets. Automated scheduling can provide managers, supervisors, and executives with real-time visibility and reporting on schedules, including time off and absences for each employee.

Having a precise understanding of schedules and employee availability helps managers make informed decisions about shift changes to manage any issues arising from unexpected absences proactively. Managers can find the staff with the appropriate skills and experience to fill in for employees who are sick or on leave. These features on a single platform ensure staff scheduling is fair, effective, and accurate.

# #01 REDUCE COSTS

Automatic scheduling software can <u>help you reduce operational costs</u> and optimizes resource deployment. The data and analytics gathered by the software. Panning shifts and schedules in advance based on historical data on your labor needs can help you avoid over or under-scheduling staff and any unexpected expenses that may arise because of improperly planned shifts.

Overtime costs may also be significantly reduced as shifts are adequately staffed and scheduled to prevent staff from working past their shift hours. Grievances, fines and penalties can also be avoided or limited as compliance and safety improve.

# RESOURCE MANAGEMENT #02

Developing a <u>staff schedule that is fair to all employees</u> and meets all industry regulations can be time-consuming. Hours or days can be spent creating a schedule that meets your business's various needs may need to be changed suddenly. Scheduling software can be programmed with your company's specific rules, guidelines, regulations, and employee details before scheduling shifts accordingly.

If staff replacements are needed due to sudden absences, scheduling software can ensure the correct staff is sent based on qualifications and other predefined rules. Further, the longer you use the software, the more data is gathered that can be used to create precise schedules based on your staffing needs.

The software can drastically decrease the time managers spend creating balanced schedules. Instead, managers can focus on engaging with employees, monitoring operations, and attracting new talent.

# #03 REDUCE HUMAN ERROR

Creating manual schedules often relies on complex systems with lots of paper and spreadsheets that get confusing quickly. Shift scheduling is also an error-prone process. One small mistake can impact weeks of shifts, cause incorrect paperwork that needs updating, and leave you sending updates that may or may not reach employees. Auto-scheduling software can help reduce human errors, as many processes are automated. It also uses historical data on productivity levels to create a well-balanced schedule.

Schedule updates immediately register and are communicated directly to appropriate staff. If a schedule needs to change for any reason, you can avoid potential clashes with relief staff, as the system can notify managers if an employee is already scheduled, has met their required hours for a set period, or are unavailable because they are sick or on leave. These automatic notifications can save time spent comparing leave requests and existing schedules.

Scheduling software can usually be integrated with existing payroll and reporting systems. Automatically updating schedules with staff overtime is also more straightforward and accurate, decreasing inconsistencies in payroll and reporting. Seamlessly transferring data, including adding or removing time, can streamline payroll systems.

# WORK-LIFE BALANCE #04

Flexible work arrangements and a work-life balance <u>have become increasingly important</u> for employees in all industries. The desire for work-life balance is especially crucial in the face of <u>growing labor shortages in complex industries</u>, such as nuclear power and manufacturing.

Automatic scheduling software can help your company accommodate the changing needs of employees by ensuring shifts ensure a proper work-life balance. Staff can view their shifts, apply for leave, and request shift changes on their phone or laptops. Having full access to schedules improves scheduling fairness and transparency. It can set your company apart from others in your industry as you build a reputation for ensuring a proper work-life balance.

**Other advantages to improving work-life balance include:**
- Lower absenteeism and presenteeism rates.
- Fewer unwanted shifts.
- Improved employee satisfaction.
- Reduced employee turnover.
- Fewer union grievances.

# #05 EMPLOYEE PRODUCTIVITY

Scheduling software can help increase your productivity in various ways. Shifts are less likely to be under or over-staffed, which can significantly improve productivity. Having over or under-qualified employees assigned to jobs and specific shifts can lead to boredom or mistakes that could hamper productivity. The teams scheduled will have the proper balance of qualified and experienced team members to ensure operations run smoothly.

Improved work-life balance and proper fatigue management can improve employee focus and energy levels, improving overall productivity. Managers and supervisors will also have more time to focus on other aspects of their job when they don't have to spend considerable time developing and monitoring schedules. Instead, they can monitor work performance and find ways to improve operations.

# FATIGUE MANAGEMENT #06

Fatigue management is crucial in many 24/7 industries like the oil, gas, and nuclear sectors. They are also heavily regulated to ensure employees are safe and well-rested when working in these potentially hazardous roles. These regulations dictate the length of shifts, how often they can be scheduled for specific shifts, and the required rest periods between shifts. All of these regulations are challenging to navigate and make creating a compliant schedule more difficult.

Automated scheduling software can be programmed with predefined rules based on your industry's regulations before creating a schedule. Setting up these rules beforehand ensures your schedules are compliant, helping you avoid fines and penalties for noncompliance.

In addition, state and federal laws and labor union agreements regarding meal and break laws can also make compliance more difficult, especially as many states and labor unions have their own break rules. These laws can even vary according to factors such as industry, age of workers, number of people on a shift, and shift length.

Employee certification and training can also be monitored more effectively. Employee data, including qualifications, must be added to the system to help develop schedules. Once loaded, they are easily accessible and monitored for expirations. Employees can then go for retraining or certifications to remain compliant and up to date with the latest industry innovations and best practices. Scheduling software can even notify managers and supervisors if break and rest periods are missed.

# #07 WORKPLACE SAFETY

Automated staff scheduling can considerably improve workplace safety by reducing fatigue and enhancing staff performance. Well-rested staff can prevent accidents by being more likely to avoid harmful or costly mistakes. They are also more likely to make clear, rational decisions when faced with emergencies and other challenges.

Having qualified, skilled, and experienced staff assigned to each position can also ensure the workplace is safer. Their skills and experience can prevent accidents before they occur by working effectively and efficiently. They can also swiftly manage and deal with any issues before they become greater problems.

# Workforce Optimization

Using automatic scheduling can be used to optimize your workforce management. Several variables need to be considered when managing a workforce. Software can help address many of these variables.

Here are fours ways scheduling software can help you optimize your workforce:

1. **Assess labor needs:** Every business has unique labor needs. Each department and piece of equipment has different requirements in terms of skills and training. Understanding these needs ensures companies hire the right talent and deploy them correctly.
2. **Understand employee patterns:** Knowing when your employees are available, their absenteeism patterns, and their shift preferences is vital to improving workforce management. This information can be leveraged to create schedules and contingency plans that reduce absenteeism and understaffing.
3. **Schedule experimentation:** Scheduling can be challenging and may take several iterations before finding a schedule that suits employees' needs and ensures optimal productivity. Experimenting with schedules is essential when you first start implementing automated scheduling software. The software will need time to gather data that can be used to design effective schedules.
4. **Schedule sharing:** Schedule transparency ensures staff knows precisely when they are scheduled or are possible backups for unexpected absences. Most software has cross-device functionality that lets teams access their schedules, apply for leave, and request shift changes. Free and easy access can help prevent over or under-staffing.

# Conclusion

**#01** — *Reduce cost* with auto scheduling by optimizing labor, preventing overtime, and ensuring compliance

**#02** — *Resource Management* improves with software by ensuring compliance and balancing workloads efficiently

**#03** — *Reduce human error* in scheduling with automation, real-time updates, and seamless integrations

**#04** — *Work-life balance* improves with flexibility, transparency, and fair shift allocation for employees

**#05** — *Employee productivity* increases with balanced staffing, improved focus, and optimized workflows

**#06** — *Fatigue management* ensures compliance with regulations, promoting safety and well-being for employees

**#07** — *Workplace safety* improves with well-rested, qualified staff and efficient, automated scheduling

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