

SCHEDULING



OUT OF THE BACK OFFICE AND BACK ON THE FLOOR



Making a great work schedule, week after week, is one of a manager's most important tasks.

A work schedule should do more than tell staff when to work. A great work schedule should add profit to the bottom line without being a painful chore to staff members or management.

TimeForge Scheduling provides flexible, powerful and easy-to-use tools to build and publish an employee schedule, communicate with your staff members, and focus on generating revenue instead of paper-work.

Labor management does not need to consist of paper copy log books, handwritten notes and missing sticky-notes! TimeForge Scheduling allows employees to create work preferences, identifying when the employee wants to work, cannot work, or would prefer not to work. TimeForge Scheduling then balances the employee work requests with staffing requirements and provides feedback to management while creating the staff schedule.

One of the features that makes creating employee schedules with TimeForge Scheduling easier to use and more

efficient than other labor management platforms is our daily and weekly schedule graphs. While building an employee schedule, you can easily view a comprehensive graph of the daily, or weekly schedule in an organized, color-coded chart to make scheduling staff members easier than ever.

With TimeForge Scheduling, you can build schedules in many different ways, depending on your work style and business needs:

- Copy shifts individually or in bulk from one day or one employee to another
- Use daily or weekly scheduling templates with an unlimited number of shifts
- Copy a previously posted schedule to create a new schedule
- Build schedules daily, using a visual chart, or weekly, using an Excel-like interface

TimeForge Scheduling is available for staff members and management through the TimeForge employee portal, and on mobile phones such as the iPhone, BlackBerry, Palm, and other smart phones. Staff members can swap shifts with other qualified team members, send and receive messages, request time off, review





their time card (if using TimeForge Attendance) and much more!

TimeForge data can also be accessed through the use of Social Media sites, such as Facebook.

With TimeForge Scheduling, you can define overtime rules, wage rules, and break notifications in the software to make sure that the labor schedule is accurate and less likely to land you, and your business, into compliance problems - all while improving the bottom line at your business!

In addition to tracking projected labor costs for upcoming schedules, and providing sales forecasting and budgeting tools, TimeForge Scheduling allows management to anticipate any mandatory break or meal periods during the scheduled shifts.

These regulatory headaches can spell trouble for a business if not properly managed, and TimeForge Scheduling will keep you racing ahead of your competition and any enforcement agencies. The TimeForge Breaks module allows business owners to:

- Specify breaks based on hours worked, position, or duration of work scheduled.
- Automatically schedule and stagger breaks for every scheduled shift using the AutoScheduler™
- Budget, schedule, and manage both paid and unpaid, and optional and required breaks.

TimeForge Scheduling will have you creating employee schedules in a fraction of the time that you currently

spend wrangling Excel spreadsheets, sticky notes, and requests for time off.

On average, it takes hospitality managers more than two hours each and every week to build a schedule, and several additional hours throughout the week to manage the schedule – shift swaps, new hires, terminations and no shows, changes in anticipated volumes, etc.

Over 10% of a manager's time can be spent managing the schedule, and errors are common and costly. To facilitate quick, error-free scheduling, TimeForge gives its users the option to create open shifts, bid shifts, and AutoSchedule™ shifts.

- “Open” shifts are not visible to non-management staff members and are placeholders for work when you haven't decided which employee to assign.
- Placing a shift up for “Bid” gives management the ability to make the shift visible to staff members who can then bid on the shift, in an auction-like scenario. TimeForge Bid Shifts allow staff members to build their own schedule, saving you from the hassle of assigning staff members to every shift.
- The TimeForge AutoScheduler™ is an automated scheduling solution with artificial intelligence that provides managers with the ability to let the software do the scheduling for them. All you have to do to is select the shift and time that needs to be filled, and TimeForge will automatically reassign the shift to a qualified staff member.

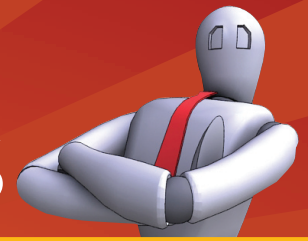
Additionally, if your business uses a

compatible Point of Sale or Property Management System, TimeForge can synchronize information such as positions, job codes, and employees between TimeForge and your POS / PMS. Other data, such as gross sales, covers, and attendance can also be synchronized between the two platforms – ensuring that the details of your day-to-day operations can be viewed securely over the web, by qualified personnel.

TimeForge Scheduling makes quick work of your labor schedule and allows management to focus on the important things, like **running the business.**

TIMEFORGE
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AND STICKY NOTES

HUMAN RESOURCES



SIMPLIFY LABOR MANAGEMENT PAPERWORK



TimeForge HR makes quick work of tedious and daunting Human Resource work, including the ongoing paperwork and verification needed for the lifecycle of staff members from pre-hire to termination.

As pre-hire applicants become candidates for jobs within your business, and those candidates advance to employees, who are later terminated or leave your business, a great deal of paperwork follows the employee.

Resumes accompany job applicants, various government forms authorize employees, certificates validate qualifications and a myriad of other required documents such as letters, applications, tax forms, raise requests, and recurring training documents must be recorded and tracked with an employee's records.

TimeForge HR will reduce the paperwork hassle for applicant tracking, onboarding processes, and employee retention into a simple and fast point-and-click process. TimeForge tracks both basic information, such as employee demographics, address, emergency contacts, etc... and more complicated information such as wage histories, staff notes, certification and training expiration, and much more.

The pre-hire and on-boarding processes for a new hire will cost managers and business owners hours of valuable time. Most businesses must go through the process of collecting resumes and cover letters, applications, assessments, background checks, I-9 and W-4 documents, payroll documentation, insurance forms, staff availability, and other necessary documents such as copies of certifications and previous training verification.

Each document must be collected, reviewed, and archived. Failing to

collect these documents will cost valuable time and money later in the employee life cycle.

Use TimeForge HR to define necessary pre-hire, on-boarding, certifications, and training documents to track staff member information. Some of these documents can be required to be filed before a new hire, or existing staff member, may be scheduled to work. This innovative process allows management to define a standard employment process for the organization – ensuring that new and existing staff members complete all necessary documents before they can be scheduled, or clock-in.

The TimeForge employee portal provides self-service for your staff members. Staff members can review time cards, enter availability, check upcoming schedules, read the latest management notes, download important documents and much more,! Greatly speed up employee acculturation and reduce management time answering





common questions with TimeForge HR.

Import, scan, and upload important documents into the TimeForge Daily Log. Documents can be reserved for management viewing only, or can be shared with staff members for easy communication of the latest news. The employee portal facilitates the sending of important and relevant notes, messages,

“...What used to take 1-2 hours, now takes 15 minutes. The reports section of TimeForge is comprehensive and useful. The customer service response they provide is exceptional, and much appreciated. Anytime I have had a question, it was responded to quickly and efficiently. I would definitely recommend TimeForge highly to anyone...”

- Lawrence Payne

and documents to staff members. Track certifications, qualifications, and training performed by staff members. TimeForge HR allows savvy managers to create requirements specific to each job class, or for every staff member. Management can mandate training and certifications from a corporate level, or provide oversight to individual store managers. TimeForge HR will prevent unqualified staff members from being scheduled or even clocking in!

Record notes about each staff member and eliminate the file-folders laying around your back office and cluttering

up your desk. With TimeForge HR, managers can record notes about each staff member, including raise requests, outstanding performance, customer comments, or disciplinary actions. All notes are recorded into the employee’s electronic file, and can be reviewed or searched at any time.

Use TimeForge HR to scan and upload documents directly into any employee’s electronic file, including resumes, assessments, background checks, ongoing training items, or any other business documents. Documents are retrievable from any location, forever. No more searching for relevant paperwork!

Additional functionality inside of TimeForge HR includes:

- Track Sick, Vacation, PTO, and other Benefits for employees
- Receive automatic reminders when certifications or training need to be renewed
- Staff portal allows staff to make availability and request changes for manager approval
- Specify re-hire eligibility for terminated staff members, and more!

As operations managers

and HR professionals know, managing human capital can be a time consuming process. TimeForge HR makes quick work of the paperwork so you can focus on the other aspects of your day-to-day job.

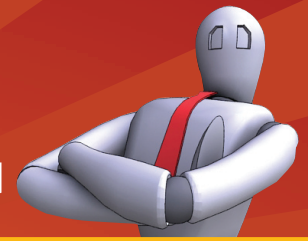
Join TimeForge today to start using our powerful HR tools!



USE TIMEFORGE HR TO
SCAN AND UPLOAD
DOCUMENTS

DIRECTLY
INTO ANY EMPLOYEE’S
ELECTRONIC FILE
NO MORE SEARCHING FOR THE

RELEVANT
PAPERWORK!



ORGANIZE YOUR LIFE AND YOUR BUSINESS



Good communication, essential to the success of any business, is often the telling difference between profitable or struggling companies. The differences are often more apparent in industries where different shifts and multiple locations complicate communications. TimeForge Daily Log is an online logging tool that helps organizations communicate efficiently and increase awareness despite the challenges of modern business complexities.

Over the past years, paper has been the primary medium on which events were logged, however, the limitations of paper log books are obvious. Scheduling, human resource tasks, upcoming maintenance events, management meetings, and other necessary items across multiple shifts (where the manager or staff member that created the event may not be the person responsible for the event) quickly steamroll into a management nightmare - and, as your business grows, keeping up with the pile of paperwork and small sticky-notes can quickly become impossible.

It is extremely vital for businesses to preserve logs in order to avoid serious and expensive legal and/or operational repercussions in the future.

Many businesses tackle the tornado of paper and notes by raiding the local office supply store - lab notebooks, 3-ring binders, and other similar products. While these paper products are inexpensive, the disadvantages are many:

- Paper products will tear and deteriorate with any mild abuse. Pens/pencils writing can be





smudged or rendered illegible by spilling a drink, or with wet hands.

- Searching through paper notebooks for historical data is often impossible – important documentation can go missing
- Multiple location/store operators

have no insight into the day-to-day operations of individual locations without faxing and scanning pages back and forth. Easy Internet access to the logs means that operational knowledge is shared across shifts and locations.

In most cases, the paper log/transition/shift book is simply insufficient for modern businesses. The TimeForge Daily Log is a modern solution to organize the notes and to do tasks at your business. Increase profits at your business while improving staff communication!

Some advantages the TimeForge Daily Log provides:

- **MANAGERS CAN EASILY ORGANIZE THEIR DAILY LOG:** Information about your business can be recorded and reviewed in a single, easy-to-use online log book. The Daily Log presents powerful information, organized the way that you work. Notes can be recorded in the Staff Log (viewable by staff,) the Manager Log (viewable only by managers,) or both. For example, managers can log equipment problems and other factors that require maintenance attention, or log any leftovers or unused food, among other things. Also, since TimeForge is an online program, information can be reviewed from anywhere, no need to fax pages of the book all over the country.
- **AUTOMATICALLY RECORD NOTES, DATES, AND TIMES:** The TimeForge Daily Log always remembers who made entries in the logbook, and when the note was made. Audit trails for common human resources

issues (such as staff reviews) are easily available. Notes cannot be removed or edited once they are added to the Daily Log – records are stored forever and can be easily found from any Internet-enabled computer while logged into your TimeForge account.

- **IMPORTANT NOTES:** Categorize notes as “Important” for viewing by staff, management, or both, to guarantee that they will remain visible at the top of the page for as long as you deem necessary. For example, if a meeting or training session is coming up, you can add it to the Important Notes section for the staff/management to view when logged into TimeForge. Then, after the training is complete, simply remove that note from the important section. This ensures that staff/management never miss another important memo! You can even attach documents such as seasonal menus, employee handbooks, and more to be sure that employees will always have an electronic copy of any important reference material.

- **QUICKLY AND EASILY AUDIT INFORMATION:** As managers know, employees often forget to clock in/out and can make frequent attendance mistakes. Manually making changes to dozens or hundreds of time cards is a long and grueling task that often results in numerous errors you can’t afford. With TimeForge’s easy-to-use Audit Log (part of the Daily Log), spotting changed time cards, modified schedules, or other changes that affect your business will take only a few minutes, not hours of digging through documents.

- **QUICKLY SEARCH NOTES FOR INFORMATION:** With the TimeForge Daily Log, you no longer need to read every single page of the coffee-stained communication logs, looking for the note you think was made between the first and the last of the previous month.

Entries in the Daily Log can be searched and sorted by category, date range, numerical value, the employee that the note pertains to, and by the user who created the note. You can also tag notes with categories, such as “bar,” “maintenance,” “servers,” “daily deposit”, or whatever makes sense for your business, for easily categorization and quick searching. Locating specific entries has never been easier.

- **INSTANT RETURN ON INVESTMENT:** Manager communications are simple and easily located, key performance indicators can be recorded in a single click, and daily communications at your business keep everyone ‘in the loop’ – improving profits for your business! TimeForge makes recording liability information, such as sick customers, employee accidents, and other necessary notes easy and simple to maintain.

With TimeForge’s Daily Log, management can keep staff members in the loop, while keeping business records in an easy to find, secure, and quickly searchable format. Join today to start using TimeForge Daily Log!

“Usually, the benefits of a software automation tools are theoretical, and turn out to be as much work as doing things by pen and paper. However, our managing partner, who just learned to use computers a couple years ago, says TimeForge is a huge time-saver. I’ve never heard him rave about one of our processes more affectionately.”
- Steve Collins

