

ADP® WorkForce Suite

ROSTERING

Rostering solutions designed to balance employee flexibility with optimal operations

"By reducing the amount of time dedicated to scheduling and time corrections, our retail managers can focus more on optimising store operations."

— Vice president and chief information officer, Goodwill of Central & Southern Indiana



Top-performing organisations know it's possible to operate with agility even when unexpected changes arise whilst meeting employee needs, such as work preferences, availability, easy-to-use technology and better communication. A one-size-fits-all approach to rostering doesn't work when labour requirements vary widely across geographic regions, lines of business, locations, and even departments in the same organisation.

The ADP WorkForce Suite is designed to meet the unique rostering needs of diverse teams and roles in your organisation. Now you can help your employees manage their own rosters, improving how you attract and retain the best talent, with the right balancing to help you achieve business results.

Three needs, one ADP WorkForce Suite

Rostering to meet ad hoc, flexible or consistent coverage

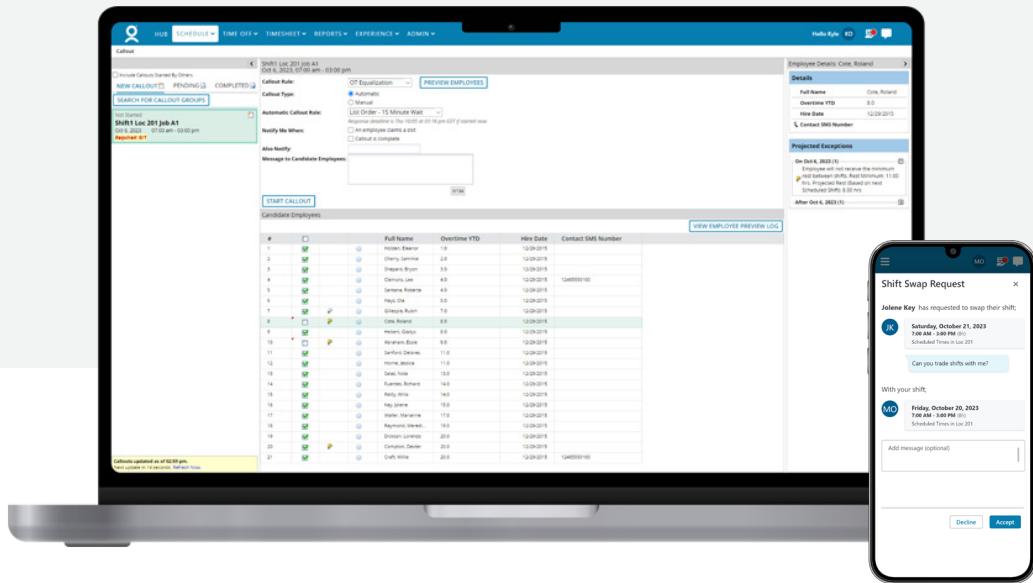
- Create rosters, assign weekly rosters or implement rotating shift patterns across multiple weeks
- Enable work patterns that distinguish between mandatory work times and periods when employees have flexibility
- Easily update rosters to meet one-time or ad hoc changes, whether planned or last minute

Scheduling to meet fixed labour demand

- Create blueprints defining the jobs that need to be performed in each shift and the headcount for each job
- Manage seasonal changes, maintenance periods or situations that require variations in headcount and/or skills
- Dynamically verify skills, certifications and licenses are up to date before an employee is assigned to a shift

Rostering to meet highly variable labour demand

- Optimise rosters for highly variable staffing needs even at shorter intervals
- Roster top talent during peak hours and pair them with less-experienced employees to accelerate training
- Align employee breaks with lulls in planned activities or customer volumes whilst remaining compliant



Full support for unique rostering needs across different teams

Mitigate compliance risks

Grievances and lawsuits are costly and disruptive to the organisation. With the ADP WorkForce Suite, organisations can better comply with rostering rules whilst improving employee experience.

- Adhere to legislative, contractual and union work hour limits and required meals, breaks and rest periods
- Verify that skills, licenses and certifications are up to date before placing them on the roster
- Provide fair and predictive rosters that meet organisational needs

Offer employees flexibility

Providing employees with flexible options to coordinate personal and work obligations themselves helps attract and retain top talent.

- Provide options for employees to manage their availability and plan time off for consideration in the rostering process
- Allow employee-initiated shift swap requests to resolve conflicts (with options for manager approval or rules-based auto-approval)
- Enact flexible work arrangements that communicate when employees must be working and when they have more flexibility

Adapt quickly to changing conditions

As conditions change or new trends emerge, organisations can easily update and communicate rosters to keep disruptions to a minimum.

- Monitor rosters to keep planned coverage in line with business demand
- Easily adjust activities and breaks to balance operational peaks and lulls in labour demand across different areas
- Quickly find and automatically contact qualified and available replacement workers to fill vacant shifts when unplanned absences occur

Visit us at wfsaustralia.com/rostering to find out how we can help your organisation assign the right people for the job, when and where you need them.