

SCHEDULING SOFTWARE CHECKLIST

Looking for new scheduling software?

There are plenty of systems out there, but not all of them are created equal. Ensuring appropriate coverage with qualified employees and keeping costs in check calls for more than just simple scheduling software. Don't settle for bare bones. You need flexible tools and real-time information.

If you're on the hunt for a new system to handle the schedules of your distributed workforce, make sure it comes with the following features to automate business processes, control costs and help you manage your operations:

-  **Mobile capabilities.** Your employees are on the go. Your scheduling solution should be, too.
-  **Reports.** You need the ability to see a 360-degree view of your scheduling operations.
-  **Time and attendance components.** You need time tracking tools and real-time attendance information, because what good is a schedule if you don't have proof your employees showed up to the job site to work?
-  **Payroll and billing integration.** Why create more work if you don't have to? Scheduling software that's integrated with payroll and billing saves time, errors and headaches.
-  **Alerts.** You should be notified when you have overtime in the schedule, open shifts that need filled or employees with overlapping shifts so you can take action. That's a no-brainer.
-  **Compliance tracking.** Need qualified, trained staff on site? Have positions with special requirements? Then having a mechanism to track employee certification, compliance and training is a must.
-  **Shift replacement features.** Filling open shifts on the fly should be as easy as sending a text message. And it can be.
-  **Self-service features.** Your employees need to know when they work. Your customers want to know who's on site. You should be able to give them both access to schedules online or via mobile.
-  **History tracking.** Having a comprehensive view of any scheduling record changes can help you spot patterns and issues and fix them.
-  **Exception review tools.** Don't do things the hard way. Manage by exception. Find scheduling outliers quickly, take care of them and move on with your day.
-  **Profitability analysis.** Know which jobs are profitable? You should.
-  **Flexible tools.** You have to be able to make changes quickly, on the fly. Your scheduling solution needs to keep up.