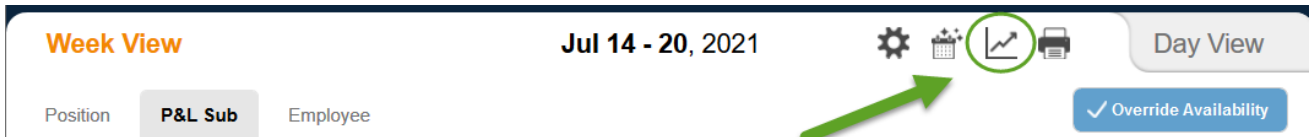


Variance Hours by Position Report

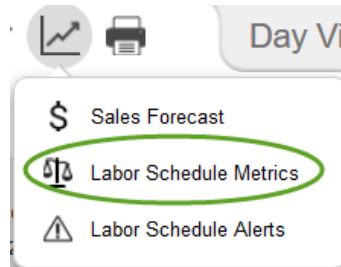
This report breaks down your schedule each day to give you a multitude of categories to look at in regards to your schedule. You can use this report to see your overall labor numbers, forecasted labor percent, forecast labor dollars, and labor hours and dollars broken out into each position.

To get to this report:

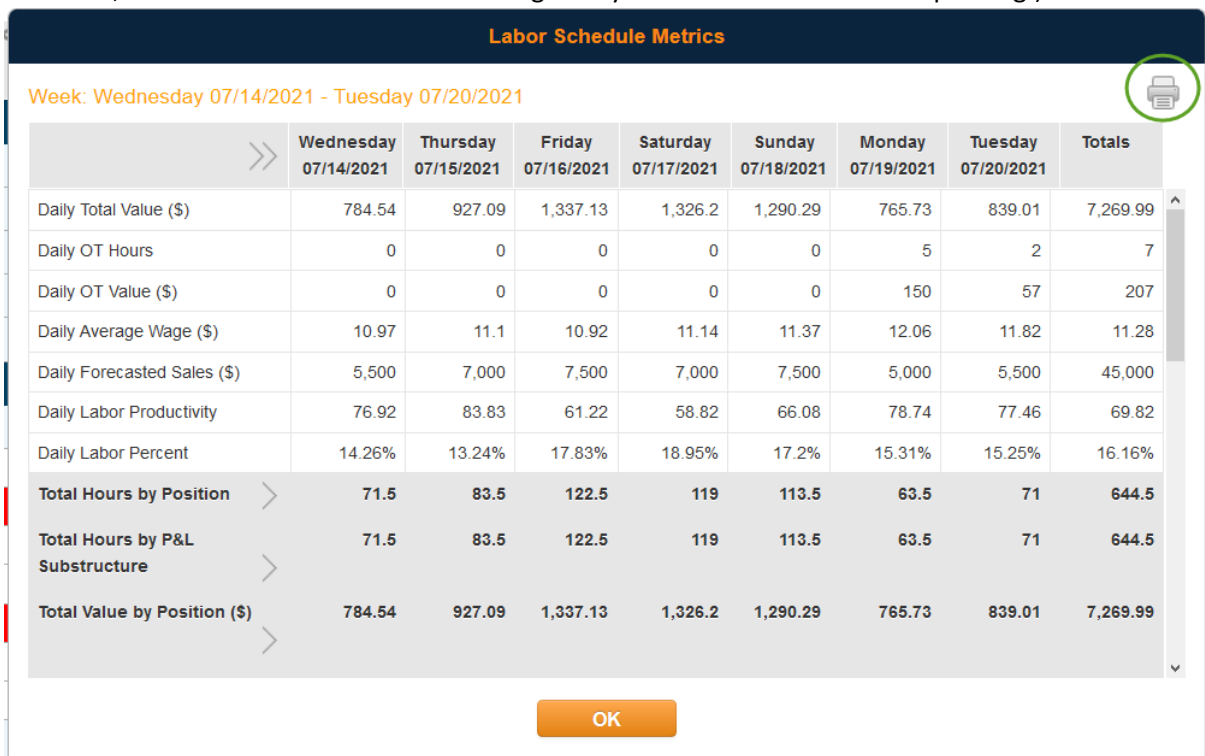
1. Once you have started working on a schedule, you can view this report to see the metrics of what you have scheduled already for that week. It's best to look at this report once you feel like you have completed your schedule but before you post to make sure it aligns with your forecasted covers. While looking at the schedule, click on the graph icon on the top right corner (this can be seen in both the Day View and the Week View).



2. This will provide a dropdown menu, and you should choose **Labor Schedule Metrics**



3. The report will look like this, but as you scroll down you will have the ability to expand which ever category breakdown you would like to see. (If you would like to print out this report, you can do that by clicking the print icon on the top right corner of that window. It will only expand the categories that you have expanded on the screen, so make sure to dive into the categories you want to look at before printing.)



Labor Schedule Metrics								
Week: Wednesday 07/14/2021 - Tuesday 07/20/2021								
	Wednesday 07/14/2021	Thursday 07/15/2021	Friday 07/16/2021	Saturday 07/17/2021	Sunday 07/18/2021	Monday 07/19/2021	Tuesday 07/20/2021	Totals
Daily Total Value (\$)	784.54	927.09	1,337.13	1,326.2	1,290.29	765.73	839.01	7,269.99
Daily OT Hours	0	0	0	0	0	5	2	7
Daily OT Value (\$)	0	0	0	0	0	150	57	207
Daily Average Wage (\$)	10.97	11.1	10.92	11.14	11.37	12.06	11.82	11.28
Daily Forecasted Sales (\$)	5,500	7,000	7,500	7,000	7,500	5,000	5,500	45,000
Daily Labor Productivity	76.92	83.83	61.22	58.82	66.08	78.74	77.46	69.82
Daily Labor Percent	14.26%	13.24%	17.83%	18.95%	17.2%	15.31%	15.25%	16.16%
Total Hours by Position	71.5	83.5	122.5	119	113.5	63.5	71	644.5
Total Hours by P&L Substructure	71.5	83.5	122.5	119	113.5	63.5	71	644.5
Total Value by Position (\$)	784.54	927.09	1,337.13	1,326.2	1,290.29	765.73	839.01	7,269.99

4. If you scroll down to the category that says **Variance Hours by Position** this will give you a clear indication of where you have scheduled more or less in each position compared to the ideal hours based on the forecasted covers. A negative number here shows that you have over-scheduled that position (shown below in red) and a positive number means you have scheduled less hours in that positions that the forecasted covers calls for (shown below in green).

	Wednesday 07/14/2021	Thursday 07/15/2021	Friday 07/16/2021	Saturday 07/17/2021	Sunday 07/18/2021	Monday 07/19/2021	Tuesday 07/20/2021	Totals
Total Value by P&L Substructure (\$)	784.54	927.09	1,337.13	1,326.2	1,290.29	765.73	839.01	7,269.99
Variance Hours by Position	-3.75	-12.75	-42.75	-37.25	-32.75	-3.75	-7.25	-140.25
Admin	0	0	0	0	0	0	0	0
AGM	0	0	0	0	0	0	0	0
Bar	-1.5	-2	-1	2	3	4	-1.5	3
Bar Server	0	0	0	0	0	0	0	0
Busser	0	0	0	0	0	0	0	0
Cook	-5.25	-7.75	-10.75	-17.25	-14.25	-7.25	-9.25	-71.75

Hour Breakdown On Day View

- One other important view to check your hours before posting the schedule, is to check the Hourly Forecasted Hours on the Day View of the scheduling tool. Click on **Day View** at the top of the window and click on the dropdown below **Hourly Forecast** and it will show the breakdown below.
- This shows the forecasted sales, guests and checks and how that matches up with the Ideal Hours.

Shift Hrs	Shifts												Totals					
	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	12AM
Hourly Forecast																		
Sales	0	0	0	0	141	493	343	246	152	484	559	706	642	527	462	238	0	0
Guests	0	0	0	0	8	26	19	11	5	24	32	33	33	28	21	10	0	0
Checks	0	0	0	0	7	18	12	10	7	17	18	21	18	16	15	10	0	0
Ideal Hours	0	1	2	2	6	8	5	5	5	6	9	9	9	8	6	3	0.8	0