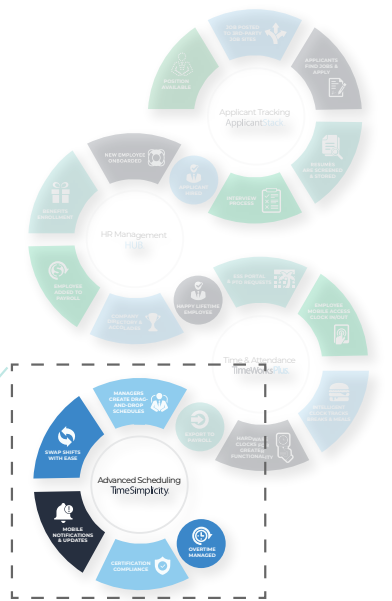# Employee Scheduling & Shift Management

**1 Schedule Workers**

Create dynamic, multi-shift, multi-location schedules that support employee preferences, skills, and availability, plus allow shift trading and self-service.

**2 Shift Trading**

Give employees the ability to initiate shift trades with manager approval, eligibility and drop rules, notify all parties, improve schedule adherence and efficiency.
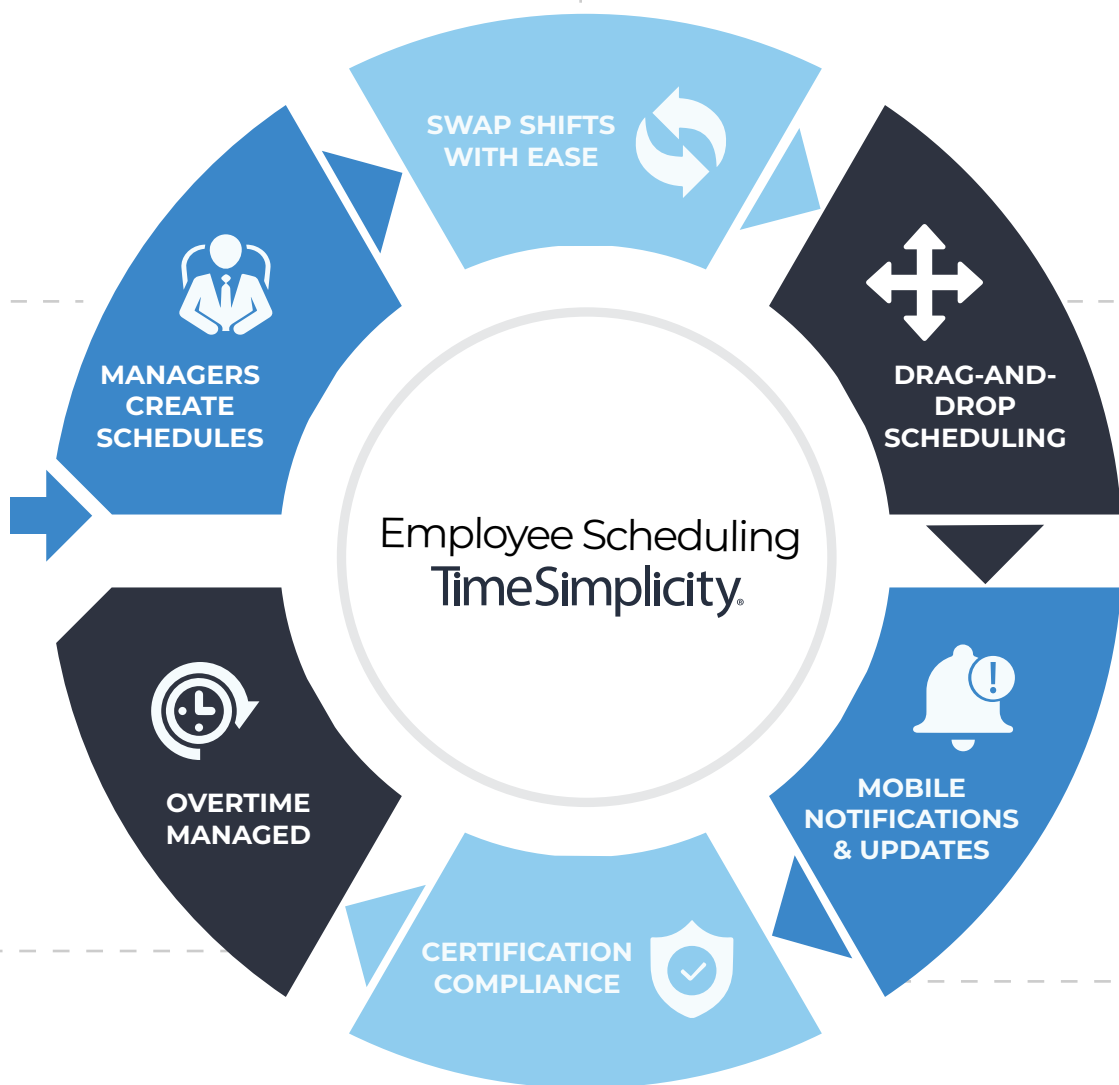
**3 Visual Scheduler**

Create and reuse schedule templates for date, time, location applied to multiple people, drag and drop people to time slots and make adjustments.

**4 Easy Messaging**

Automatically send email or text notifications and reminders to managers and employees when schedules change, shifts trade.

**5 Schedule Rules**

Check compliance with certification rules, associate certification expiration date with holder to ensure employees match role requirements.

**6 Overtime Control**

Set max hours per period, block or warn if exceeded during scheduling process, notify employee and manager if overtime approaches.

## Central Diagram

Employee Scheduling
**TimeSimplicity**

- SWAP SHIFTS WITH EASE
- MANAGERS CREATE SCHEDULES
- DRAG-AND-DROP SCHEDULING
- MOBILE NOTIFICATIONS & UPDATES
- CERTIFICATION COMPLIANCE
- OVERTIME MANAGED

Build and manage schedules in less time. Empower employees to reduce overtime and stay compliant with automated workflows and notifications.

**TimeSimplicity®**

Visit appliedpayrollsolutions.com for better workforce management or call (806) 589-5003