



INDITION COMMERCE

Staff Scheduling

Feature List — every capability of Staff Scheduling, by area.



POWERED BY AI

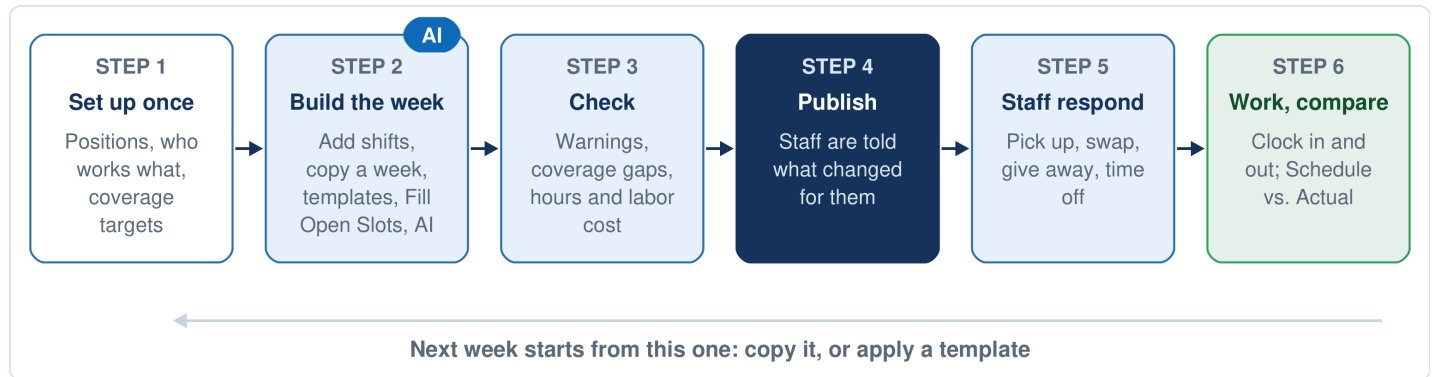
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Everything Staff Scheduling does — from building a location's week on one board to telling each person what changed, letting staff pick up and swap shifts, and comparing the schedule with the time clock — grouped the way the screens are. Features that use AI carry the AI mark.

 Wherever you see this mark, the feature uses AI.



The weekly rhythm. Set up once, then build, check and publish each week.

The Schedule board

- A week per location: people down the side, days across, an Open shifts row, and each person's weekly hours.
- Add a shift in any day, or an open shift for anyone who can work it, with times in 15-minute steps, an unpaid break, a position and a note.
- Overnight shifts: an end earlier than the start runs past midnight.
- Repeat a shift for up to 12 following weeks; weeks where the person already works are skipped.
- A live line under every shift: paid hours, when it ends, and every date a repeat lands on.
- Drag a shift to move it to another day or person, or onto Open shifts; hold Ctrl or ⌘ to copy it.
- Remove a shift: drafts are deleted; published shifts stay marked until the next publish, so the person is told.
- Every shift's history: who added, changed, moved, published or removed it, and when.
- Tiles for scheduled hours, open shifts, warnings and unpublished changes — click one to show only those.
- Find staff by name, filter by position, and show only open shifts, warnings or unpublished changes.
- Each person's time off, can't-work and would-like times and shifts at other locations, shown in their row.
- Store hours above each day, from In-Store Pickup.
- Remembers the last location you looked at.

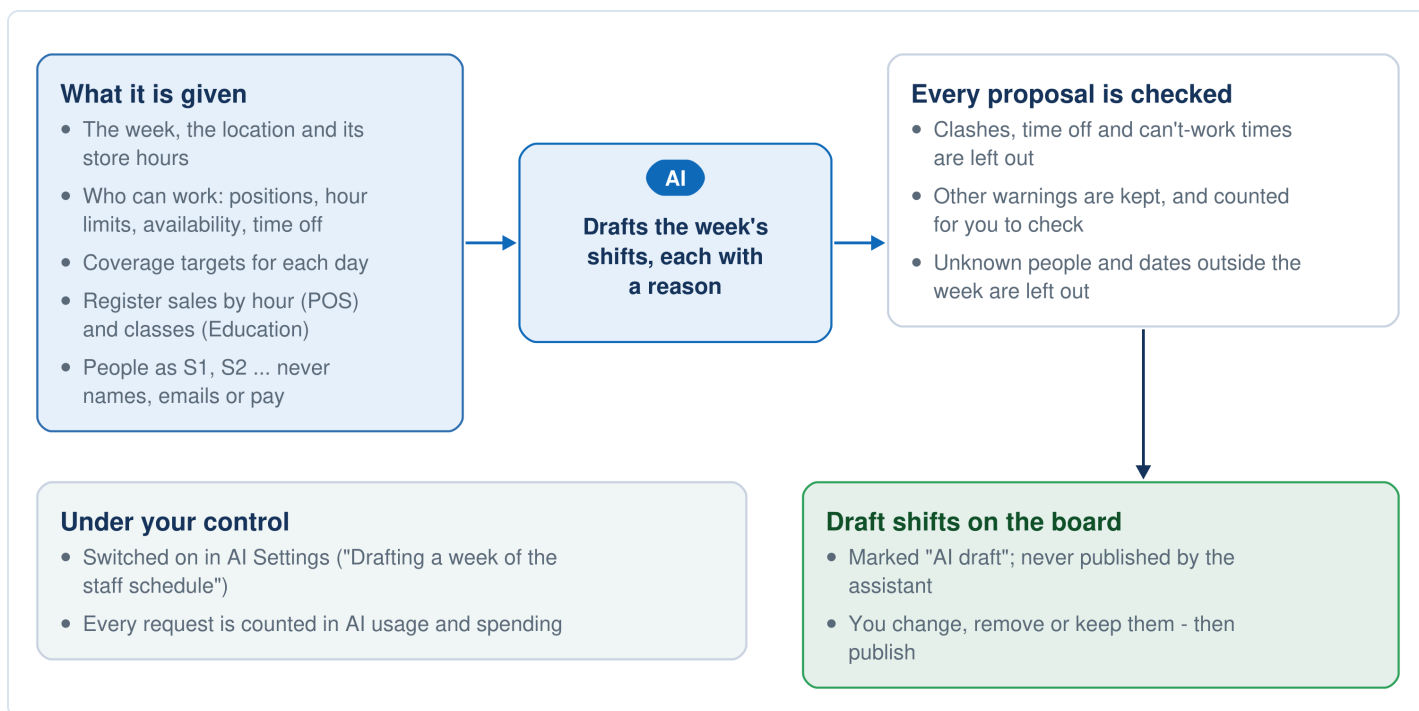
Checking the week

- Warnings before saving, never blocking: double-booked at any location, time off (approved or asked for), can't-work times, position, location, weekly and daily limits, and overtime.

- Optional labor rules: rest between shifts, longest day, longest week, under-18 day, week and finish-by limits.
- Overtime forecast with your Time Clock's own rules: rounding, daily and weekly overtime and double time.
- Projected labor cost from each person's hourly rate, against a weekly budget — shown only to payroll.
- Coverage gaps above each day, such as "2 more Educator 10a–2p".

Building faster

- Copy any of the last 8 weeks.
- Save a week as a template and put it on any week, with the same people or as open shifts.
- Fill Open Slots: puts someone on each open shift only where it raises no warning for them, sharing hours fairly and preferring people who would like those hours.
- Fill Open Slots can first turn the coverage gaps into open shifts.
- Clear a week in one step.
- 🗨️ The AI Schedule Assistant drafts the whole week from availability, time off, positions, hour limits, coverage targets, register sales by hour and the week's classes — with your own instructions.
- 🗨️ Staff are sent to the AI as S1, S2 and so on, never by name, email or pay.
- 🗨️ Every AI proposal is checked like a shift you add; clashes are left out and listed, and nothing is published until you publish.

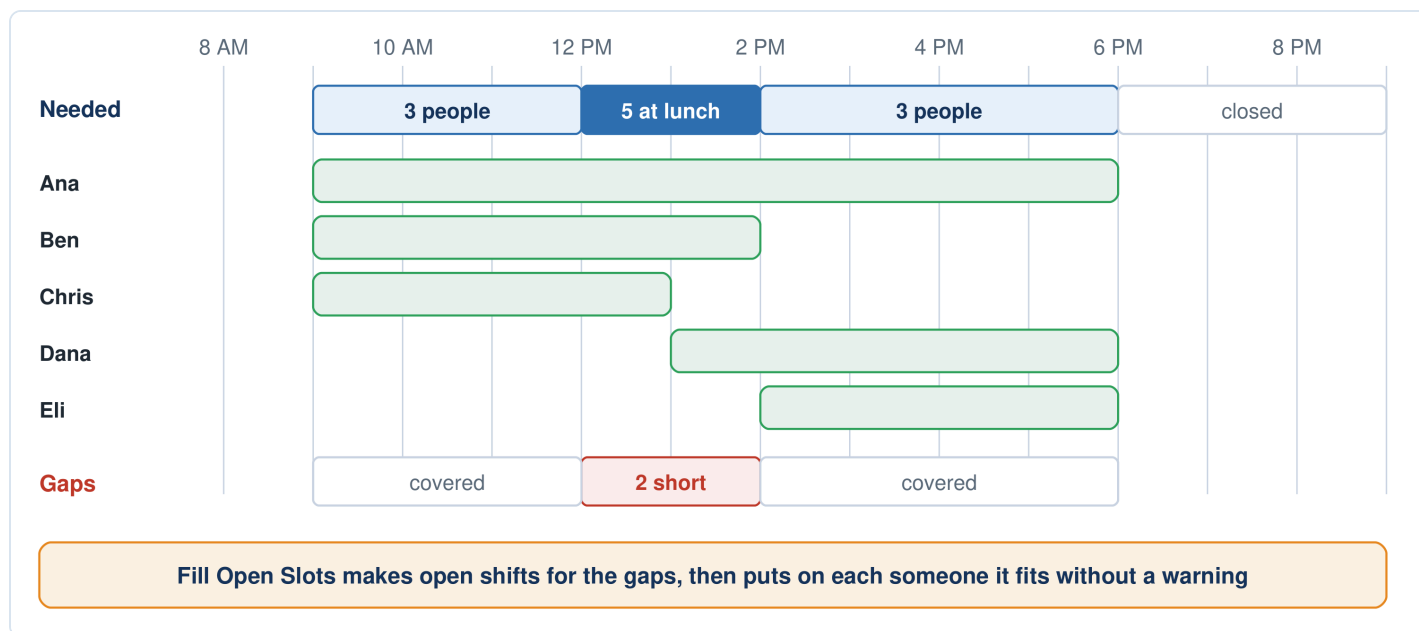


The AI Schedule Assistant. What it is given, what comes back, and the checks in between.

Staff, positions and coverage

- Everyone who can clock in can be scheduled; Admins are never listed.

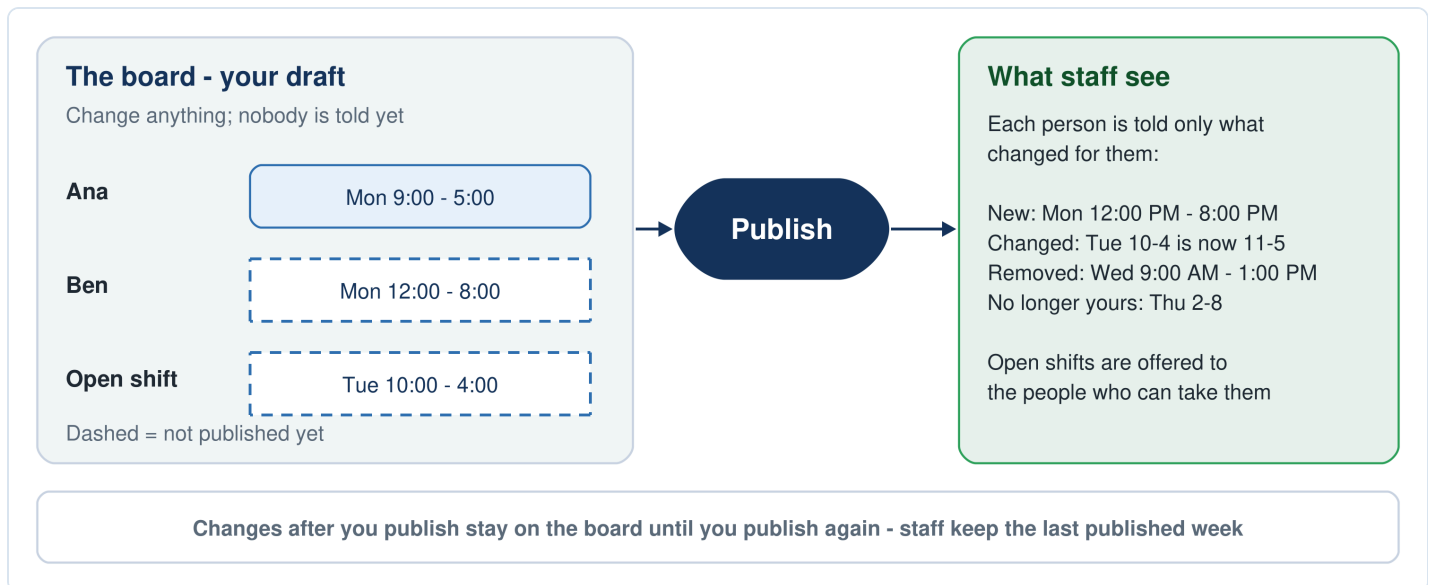
- Positions with a colour, an optional location and an in-use switch; a position on shifts is switched off rather than deleted.
- For each person: the positions they can work and their main one, weekly and daily hour limits, under 18, schedule texts, weekly can't-work and would-like times, and notes.
- Set positions for many people at once: add to theirs or replace them.
- In-grid filters on every column, and export to Excel.
- A Getting started panel for a first week.
- Coverage quick start: people needed Monday to Friday and at the weekend, in one step, starting from your store hours.
- Coverage per day: times people are needed (more than one for a day with a break), busier or quieter times, and at least so many on a position.
- Copy a day's coverage to other days, or change several days at once.
- Special days, such as a holiday you are closed or a sale day, that take the usual week's place.
- A live timeline of the people needed throughout the day.



Coverage against shifts. Checked every 15 minutes; the gaps show above the day.

Publishing and telling staff

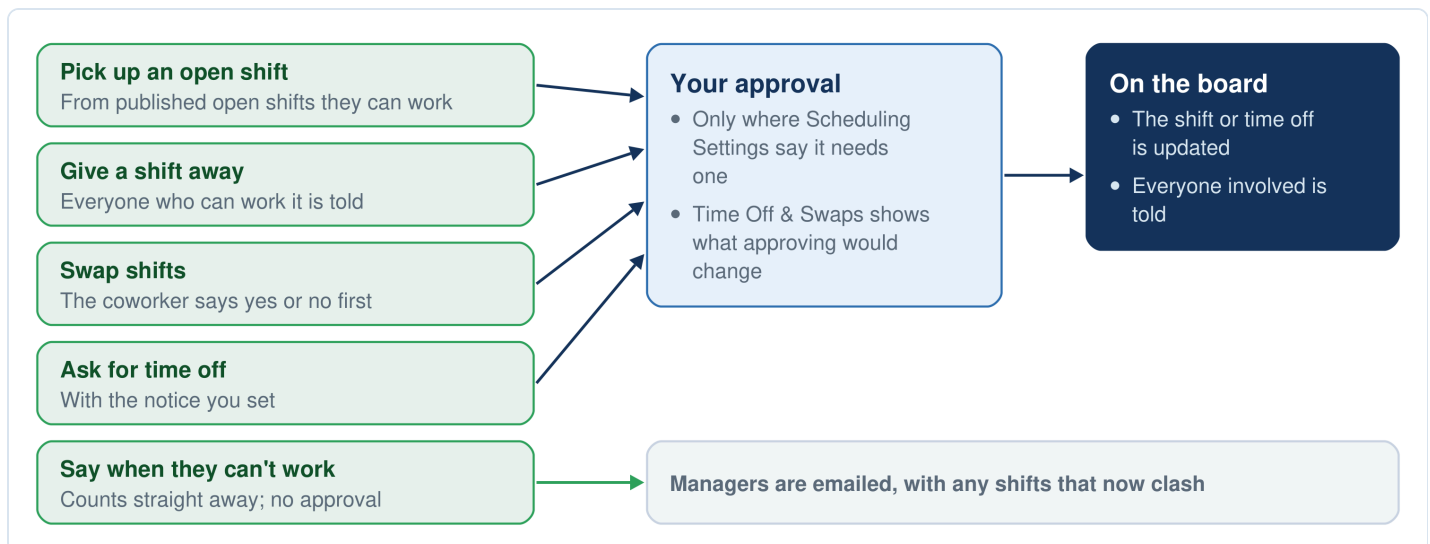
- Publish the week: staff see it straight away, and each person whose shifts changed is told only what changed for them — New, Changed, No longer yours or Removed.
- Inbox notices on My Schedule and in the app, email, and text messages through Messaging.
- Newly published open shifts offered to everyone who can work them and is free.
- A notice-period rule that marks late changes in a shift's history, for predictable-scheduling laws.
- The published week as a one-page PDF for the break room, to download or email.



Your draft and the published week.

Time off, swaps and open shifts

- Time off requests waiting for a decision, with approve and deny one at a time or in bulk, and a note to the person.
- A check of the shifts a time off would affect, before you approve it.
- Approved time off entered by a manager for someone who asked in person.
- Pick-ups of open shifts, give-aways and swaps, each with a manager approval you can switch off.
- A preview of both schedules before you approve a swap or pick-up, checked again when you approve.
- Requests whose shift has started close on their own.



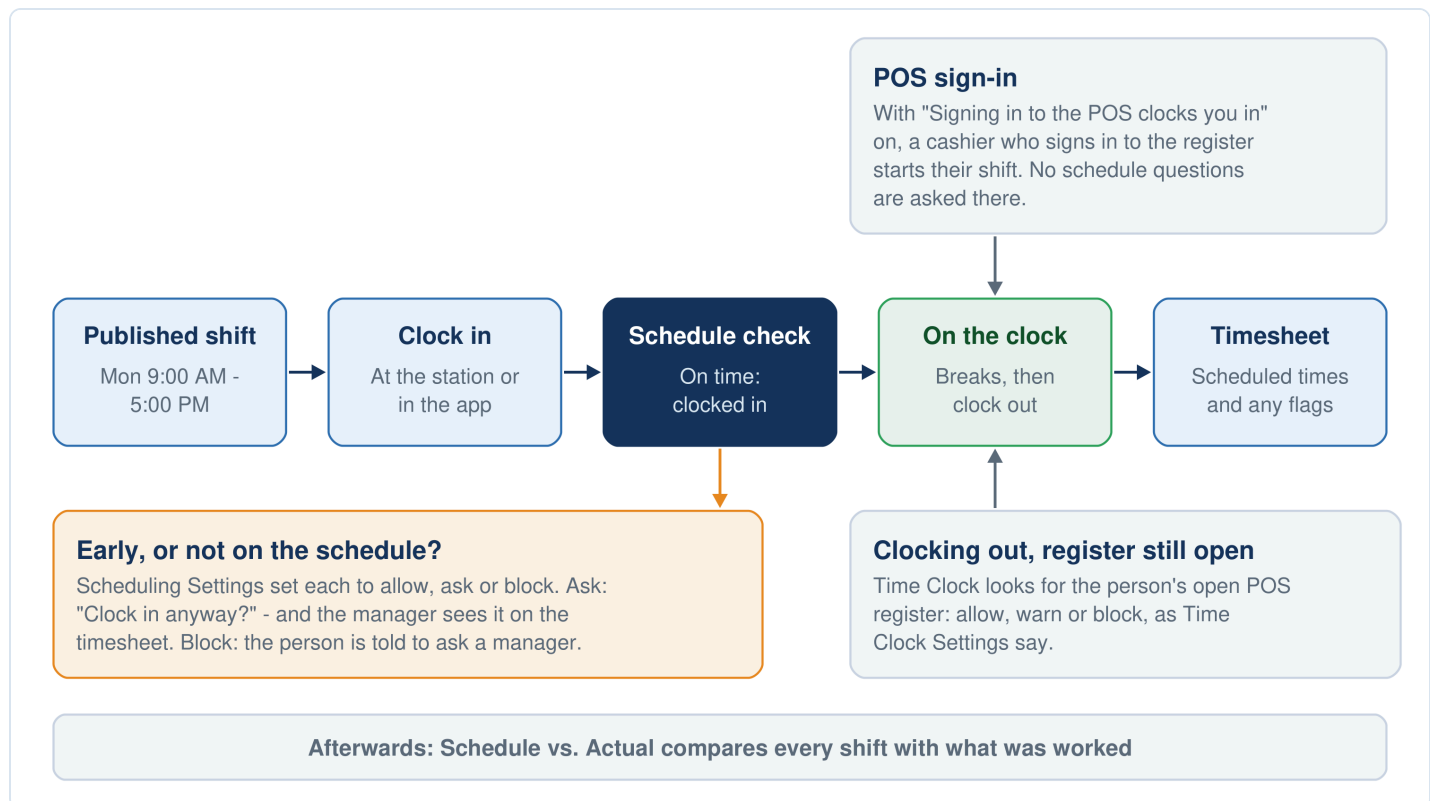
What staff can ask for.

For your staff

- My Schedule on the web: next shift, their published week, coworkers (if you allow it), open shifts to pick up, give away and swap, time off for days or part of a day, weekly availability and their inbox.
- The schedule in the Time Clock app, with the same features, and sign-in even where clocking in with a phone is off.
- A private calendar feed for Google, Apple or Outlook calendar, from 30 days back to 90 days ahead.

The time clock

- Clock-in questions at the station and in the app: early, or not on the schedule — allow, ask or block.
- Each person's next shift on the station and in the app.
- Timesheets show the scheduled times and flags: Late, In early, Left early, Stayed past, Not on the schedule.
- Late and no-show emails to the managers of that location, once per shift.
- POS sign-in can clock people in (a Time Clock setting), and is never questioned by the schedule.



From the published shift to the timesheet.

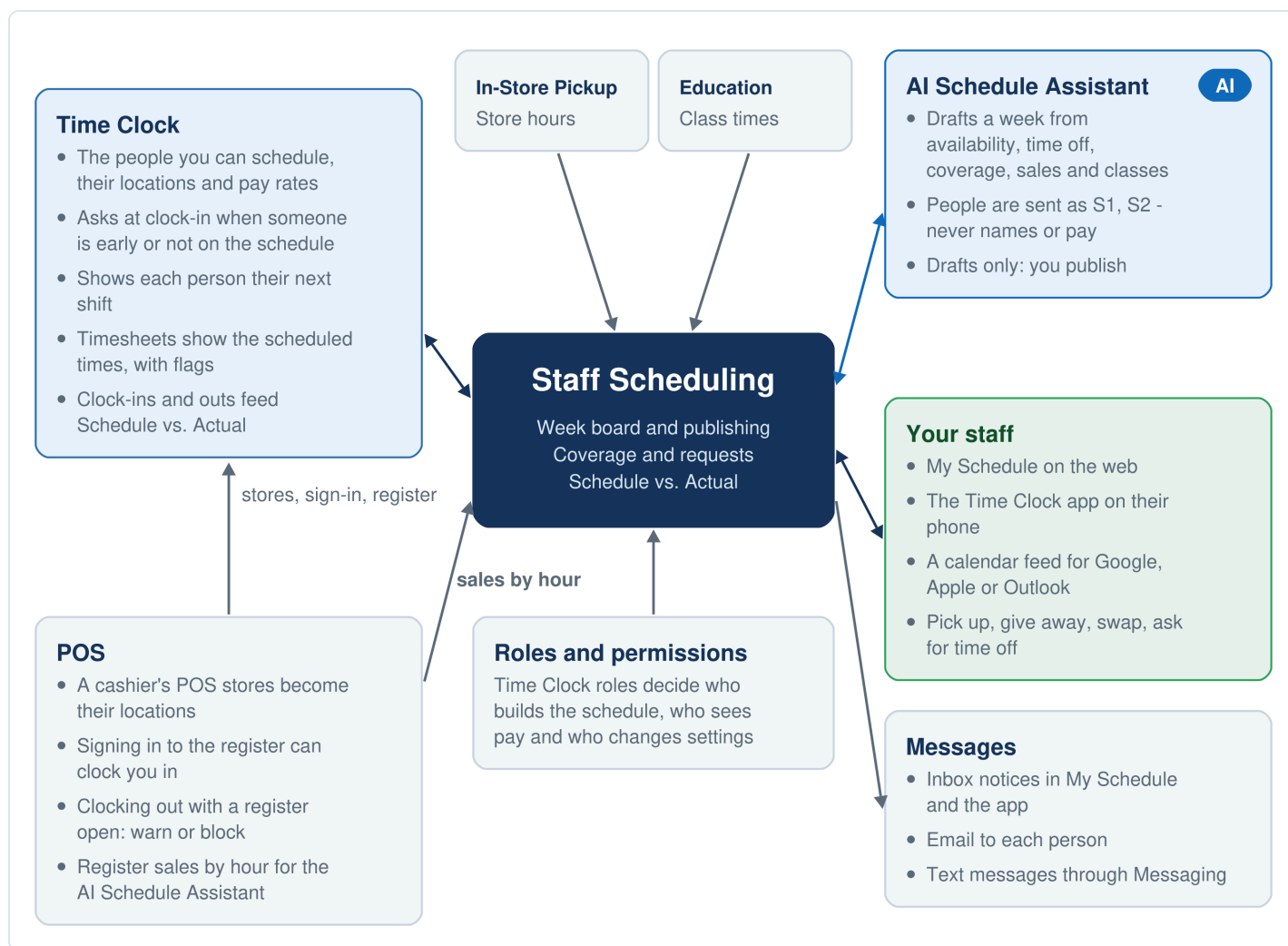
Schedule vs. Actual

- The published schedule against the time clock, by location and dates, up to 93 days.
- Filters by employee and status, including Needs review.

- Late, no-show and not-on-the-schedule counts that filter the list when clicked.
- Variance in hours, and scheduled and worked labor cost for payroll.
- A link to each person's day on Timesheets, and export to Excel.

Settings and control

- One master switch; Staff Scheduling installs switched off.
- Every behaviour above can be switched on or off in Scheduling Settings.
- Uses the Time Clock roles: managers build and publish, payroll sees pay, admins change settings.
- 🧩 The AI Schedule Assistant has its own switch in AI Settings, and counts toward your AI usage and spending limits.
- Works with Time Clock, POS, In-Store Pickup, Education, Messaging and AI Settings — each one optional.



Staff Scheduling and the rest of the system.