



INDITION COMMERCE

Staff Scheduling

Release Notes — Staff Scheduling 1.0: the weekly schedule for your Indition Time Clock, with publishing, staff self-service, coverage, Schedule vs. Actual and an AI Schedule Assistant.



POWERED BY AI

Version V1.0 · October 2026



© 2026 Indition Corp. All rights reserved. Indition™ and the Indition logo are trademarks of Indition Corp. All other product names, logos, and brands are the property of their respective owners.

New for Indition Time Clock: Staff Scheduling. Build each location's week on one board, check it against coverage targets, hour limits and labor rules, and publish it — each person is told exactly what changed for them. Staff see their shifts on My Schedule and in the Time Clock app, pick up open shifts, swap, ask for time off and say when they can't work. The time clock knows who is due in, and Schedule vs. Actual shows how the week really went.



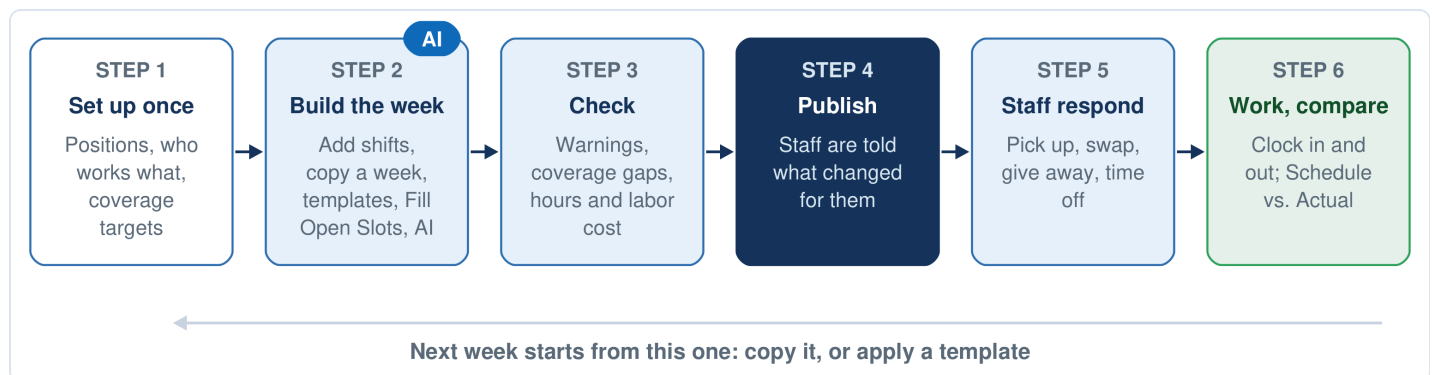
Wherever you see this mark, AI does the work for you. The AI feature has its own switch in AI Settings.

Highlights

VERSION 1.0

One schedule for managers, staff and the time clock.

Build the week, publish it, and from then on your staff, your time clock and your reports all work from the same published week. Nobody is told about a change until you publish it, and when you do, each person hears only what changed for them.



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

What's new

The Schedule board

- A week per location with an Open shifts row, each person's hours and overtime, and their time off and can't-work times in their row.
- Add, change, repeat, drag to move and Ctrl-drag to copy shifts, with a live preview of paid hours.
- Warnings before saving, never blocking: double-booking at any location, time off, can't-work times, position, location, hour limits, overtime and optional labor rules.
- Copy another week, templates, and Fill Open Slots, which only ever fills where nobody gets a warning.



- Projected labor cost against a weekly budget, for payroll only.

The AI Schedule Assistant

- Drafts a location's week from availability, time off, positions, hour limits, coverage targets, register sales by hour (POS) and the week's classes (Education).
- Staff are sent as S1, S2 and so on — never names, emails or pay.
- Every proposal is checked like a shift you add; nothing is published until you publish.

Coverage

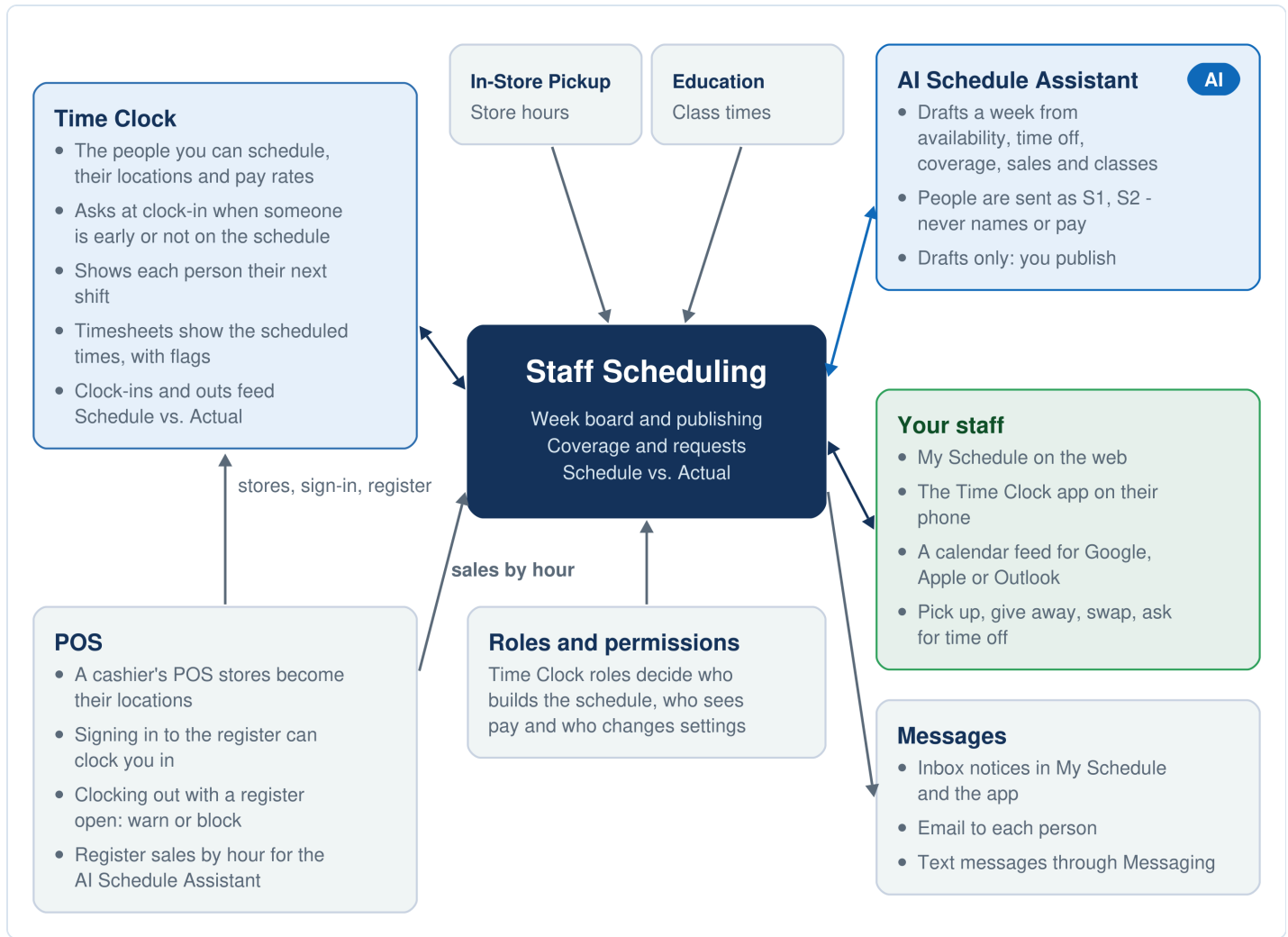
- Say "5 people every weekday and 10 at the weekend" in one step, then change any day: times with a break, busier or quieter times, people per position, and special days such as holidays.
- Coverage gaps show above each day, and Fill Open Slots can make the shifts for them.

Publishing and staff self-service

- Publish tells each person only what changed for them, in their inbox, by email and by text.
- My Schedule on the web and the schedule in the Time Clock app: pick up open shifts, give away and swap shifts, ask for time off, and say when they can't work.
- A private calendar feed for Google, Apple or Outlook calendar.
- Time Off & Swaps for managers, with a check of the affected shifts before you approve.

The time clock and Schedule vs. Actual

- Clock-in questions for early or unscheduled clock-ins: allow, ask or block.
- Next shift on the station and in the app; scheduled times and flags on Timesheets.
- Late and no-show emails to each location's managers.
- Schedule vs. Actual with late, no-show and variance, exportable to Excel.



How Staff Scheduling fits with Time Clock, POS and the rest of Indition.

Getting it

Staff Scheduling 1.0 is part of Indition Time Clock. It installs switched off; an administrator turns it on in **Time Clock > Scheduling Settings**, and switches on the AI Schedule Assistant in **AI Settings**. Everyone who can clock in can then be scheduled. See the *Setup Guide* for the details.

Requirements

- Indition Time Clock, installed and switched on.
- Optional: POS, In-Store Pickup, Education and Messaging each add information to the schedule when present.
- Optional: AI switched on in AI Settings, for the AI Schedule Assistant.