Increase Efficiency with Dynamic Scheduling

An enterprise solution for scheduling working hours that simpli-fies planning and reduces costs.

Manual scheduling of working hours is time-consum-ing, and the tables can be large and confusing; there-fore, mistakes can frequently occur. Furthermore, one single table often does not include all of the informa-tion needed for efficient scheduling.

Dynamic Scheduling is a Time&Space extension de-signed for simple and transparent scheduling of work-ing hours and other workloads for specific time periods.

Uneven distribution of working hours and shifting the workers between different locations may be a great challenge for schedulers and HR officers. Dynamic Scheduling helps them smoothly maneuvre through numerous variables related to working time to prepare an optimized timetable.

Challenges of Schedulers

- Shift work management
- Coordination of absences and available em-ployees
- Coordination of legal requirements regard-ing working hours
- Shifting employees between different loca-tions
- Maintaining overtime at the minimum rate

What Does Dynamic Scheduling Provide?

Most importantly, it provides a total overview of scheduled working time. You can edit daily, weekly, or monthly sched-ules on one screen. Using Dynamic Scheduling, you can eas-ily schedule in accordance with employees' wishes, plan ab-sences, and obey legal requirements and restrictions. Once the schedule is set, you can distribute it among employees in a user-friendly format. The application allows employ-ees to individually enter changes to the schedule, and thus saves time as well as reduce the risk of mistakes.

Alerts about legal restrictions

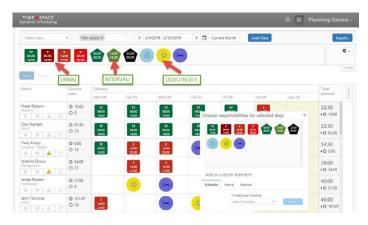## How Can You Benefit from Dynamic Scheduling?

- It allows dynamic editing and simple overview of schedules
- It provides for compliance with legal requirements
- It provides compliance with GDPR
- It helps keep minimum overtime and reduces labour costs
- It allows user-friendly notifications for employees, who can also individually enter changes to the schedule
- It allows mass data entry
- It reduces time needed for scheduling
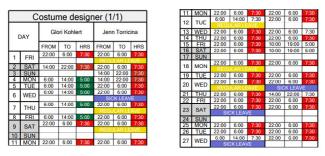
How Does Dynamic Scheduling Work?

First, you should enter correct input data, which are the basis for uninterrupted operation: timetables, shifts, organisational units, work plan, days of annual leave, and number of planned working weekends or holidays in a given period or year. The entered data are merged with data on legal requirements regarding working time. The program alerts you when you plan in contrary to the legislation and thus prevents from errors in schedules.

Simple and Transparent Scheduling

Using Dynamic Scheduling, you simply drag and drop symbols and enter them into the table for one or more employees for a specific period of time. Each symbol represents a shift, the type of timetable, a location or absence type. You can access data on planned, finished and free hours for each employee on one screen.

Symbols for simple scheduling

Transparent print-out for employees

Simple Change Management

Absent employees, work rearrangement, or any other change – simply switch the symbol and save changes. As specified in the General Data Protection Act, an audit trail is made for each change.

How Is Dynamic Scheduling Implemented?

The majority of work is done before the software is installed. Initially, we discuss the challenges you are facing, make a workshop to identify your wishes and needs, and link them to the features of our solution that can solve them. The next step is the proposal of implementation and preparation of documentation with specified potential extensions. Once we reach the final solution for your case, the Špica expert installs the software and dynamic scheduling is launched.