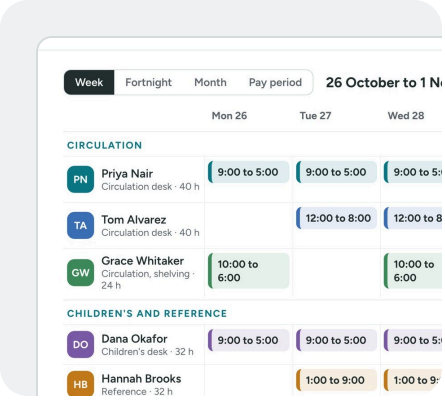
Roster

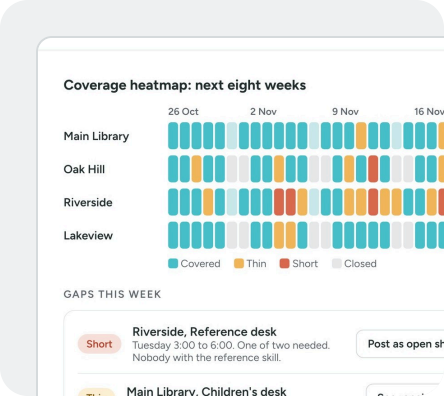
STAFF SCHEDULING

Roster plans who works where and when across your libraries. It shows gaps before they happen and flags rule problems before you publish.



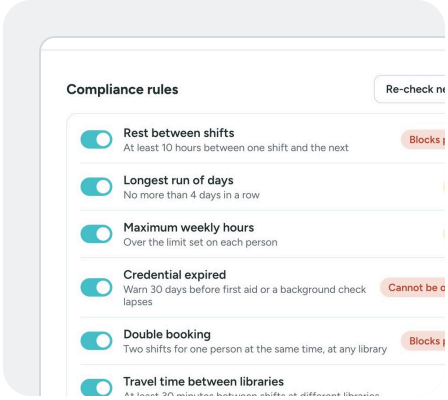
Weekly plan

See the week by person or by desk and move shifts by dragging them.



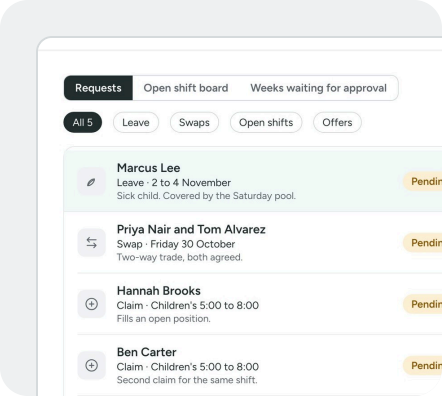
Coverage against opening hours

Compare who is scheduled with when each library is open. Every gap gets a plain reason.



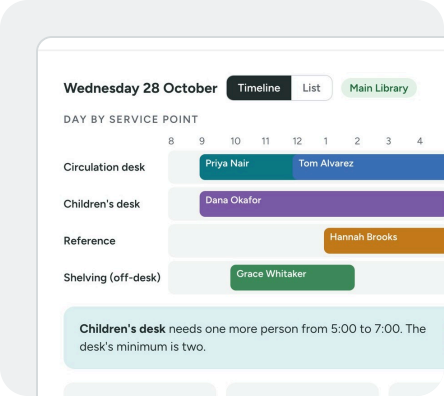
Compliance rules

Rules for rest, long runs of days, weekly hours and double booking. Each one can warn or block.



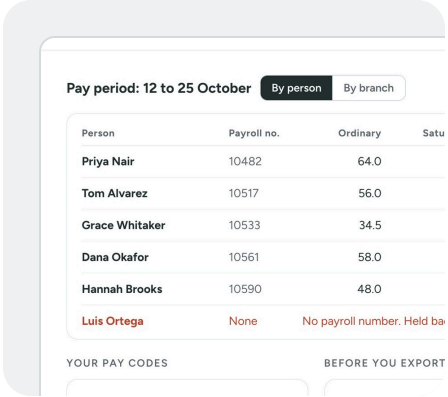
Open shifts, leave and swaps

Staff claim shifts, ask for time off and swap. Managers see the effect on coverage first.



Today board

A live view of who is on, who is on break and what is still open.



Pay periods and payroll export

Turn worked hours into a file your payroll system can import.

Copy, templates and repeats

Start from last week, a saved standard week or a copied desk.

Rotations

Set a pattern that repeats over several weeks and apply it ahead.

Staffing plan

Decide in advance which desks give way when you are short.

Skills and credentials

Record what each person is trained to do and when it lapses.

Substitute pools

Keep named lists of people to ask first when a shift needs cover.

Availability and calendars

Staff say when they can work and see their shifts in the calendar they already use.

Time clock

Staff clock in at a point you set up and see their timesheet.

Visiting shifts

A person keeps one home library and can be rostered at others.

Presenters and invoices

Book outside presenters and pay them from the same screen.

Notices

Staff hear about new, changed and open shifts in your own words.



Empower your staff

- Claim open shifts themselves
- Request leave from their own login
- Swap shifts with colleagues



Help managers

- Spot gaps before they happen
- Catch rule problems before publishing
- Export hours for payroll

Communico specification sheets
Available to download at www.communico.one

communico one