



POWERED BY UMB[®]AN

FEATURES	DESCRIPTION	STANDARD
GENERAL FEATURES		
Fully Web-Based Application	No installation required	✓
Supported Browser Configurations	IE 7+, Firefox, Safari	✓
Information Setup Wizard	A series of questions about organization	✓
Customizable User Dashboard	Allows each user to define their dashboard content	✓
Real-Time Notifications	Ability to notify employees of schedules, company news, etc., via Email, SMS or Voice	Email, SMS, Voice
Full Access Control and User Authentication	Ability to define and manage user rights in the scheduling application	✓
Printable Schedules	Schedules are available for printing in a variety of views - by employee, organization, month, etc.	✓
Advanced Support Options	Email, Phone and Online Ticketing System Support. Video tutorials are also available	✓
Outlook, Ical, Google and Yahoo Calendar Support	Various Contact Manager Support	✓
Task Management	Ability to define tasks by employee, location, schedule, etc.	✓
Brandable	Upload company logo and pick from a series of color templates	✓
LOCATION MANAGEMENT		
Define and Manage Multiple Locations	Ability to setup locations	✓
Assign Locations to a Category	Assign locations to a category (region, type of location, etc.)	✓
Google Mapping Link	Link to location address via Google maps	✓
Incident Logging	Log an incident with location (positive or negative)	✓
Maintenance Schedule	Define and manage a maintenance schedule by location	✓
EMPLOYEE MANAGEMENT		
Creation of an Employee Profile	Define Role, Access Rights, notification profile, etc. by employee type	✓
Manage Employee Information	Maintain personal information for each employee	✓
Define Vacation Time and Sick Time	Define the paid and unpaid vacation time and sick-time by Employee or Employee Profile	✓
Employee Welcome Email	Define an employee Welcome Email that includes a reference to the schedule application	✓
Employee Assignment	Assign employees to one or many stores and/or by region	✓
Employee Activation Check-list	Create your own check-list for employee activation (by location or company wide)	✓
Employee Deactivation Check-list	Create your own check-list for employee de-activation (by location or company wide)	✓
Incident Logging	Log an incident with employee (positive or negative)	✓
Contractor Management	Set start and finish dates and access rights for outside contractors	✓
Attach Employee Specific Documents	Upload documents and attach to the employee file	✓

U-Schedule

POWERED BY 

FEATURES	DESCRIPTION	STANDARD
SCHEDULE MANAGEMENT		
Define Holidays	The program allows for pre-marked holidays to eliminate the possibility of scheduling employees on them	✓
Schedule Setup Wizard	A built-in wizard provides a step-by-step schedule creation process	✓
Schedule Full and Part-Time Employees	The employee scheduling software allows you to schedule both full-time and part-time employee	✓
Assign Multiple Shifts to Same Employee Same Day	Especially useful for employers that use many of part-time employees, this feature lets you schedule multiple shorter shifts during the day for just one employee (i.e. three-hour shift in the morning and a two-hour shift at night)	✓
Color Code Shifts	A feature that makes a document containing multiple shifts easier to read	✓
Define Week Start Day	The employee scheduling software lets you assign any day of the week as the beginning of your workweek	✓
Warning for Schedule Conflicts	Avoid scheduling conflicts based on employee-eligible hours and/or previously created schedules	✓
Monthly, Weekly and Daily Views	View employees' or locations' schedules by month, week or day	✓
Define Time-Off / Vacation Period	Ability to define time-off by employee to prevent scheduling conflicts during leaves	✓
Printable Schedules by Store or by Overall Organization	Print all of your employee schedules into a single, combined schedule	✓
Printable Schedule by Employee	Print an individual schedule for a specific employee	✓
Schedule for Multiple Locations	Organize and schedule employees spread out over multiple locations and separate departments, offices, companies, etc.	✓
REPORT MANAGEMENT		
Shift per Day/Employee Report	A report showing the number of shifts assigned for each day or each employee	✓
Employee per Day Report	A report showing the number of employees working and the shifts they work	✓
Time-Off Summary Report	A report showing the amount of time an employee has off and whether they have enough to cover a requested leave	✓
Weekly or Pay Period Employee Hours Report	A payroll report showing the number of scheduled and actual hours an for each employee by week and/or pay period	✓
Employee Contact Listing Report	View, download or print employees by profile, location, region, or entire company	✓
Customizable Reports	Define and Save customizable reports	✓
Printable and Downloadable Reports	Excel, PDF, XML, and CSV	✓
Reporting API	Access your schedule data directly from other third party systems	✓
DOCUMENT MANAGEMENT		
Upload and Manage Company Documents	Create Categories and upload documents and URLs to the Category (e.g. HR documents)	✓
Create URLs for useful links	Define URLs of useful links for employees, or by employee profile	✓
HR Document Templates	Sample, Editable Templates available for use	✓
Employee Review Logging	Log if/when employee reviews required documentation as defined by the employee checklist	✓