

Workforce Scheduling

Complete, Innovative Workforce Scheduling

Integrated within SumTotal's Workforce Management solution, SumTotal Workforce Scheduling is a dynamic, real-time scheduling system that allows organizations to maximize their workforce productivity by more effectively managing their employee skills to schedule the right people for the right jobs, tracking employee availability and availability counts, and intuitively fine tuning schedules to the task-level.

Your employees are your most valuable asset; by helping you connect qualified employees to the jobs that demand their skills at the most appropriate times, SumTotal Workforce Scheduling empowers you to create the optimal employee schedule, providing tremendous strategic benefit.

The benefits of SumTotal Workforce Scheduling include:

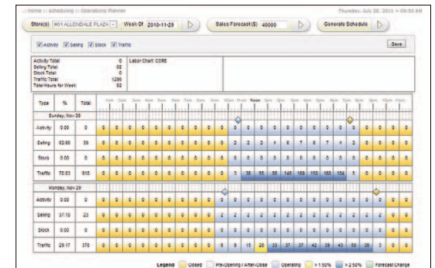
- A single, integrated employee record to show managers all relevant information while scheduling employees
- Employee access to self-service absence scheduling
- Fully integrated employee schedules, absences, and time data
- Allow mass-updates for temporary and permanent schedule changes
- Giving managers a wide variety of schedule views to support the creation of an optimal schedule
- Integration of certifications, skills and competencies within scheduling views
- Ensure compliance with all work, leave, and pay rules when determining the right person for the job
- Allow schedules to be adjusted dynamically

Key Features

SumTotal's Workforce Scheduling capability enables supervisors to enter employee schedules while viewing a graphical representation of scheduled hours. Supervisors can easily perform scheduling management tasks for employees on their teams; ensuring just the right amount of labor is scheduled, balancing supply with business demand. Key features of SumTotal Workforce Scheduling include:

- **Rosters Scheduling** to provide predefined rotating schedule templates that can be assigned to employees

WORKFORCE SCHEDULING VIEW



Workforce scheduling view lets managers view staff availability and schedule staff to meet the business demand.

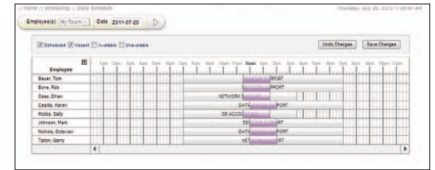
- **Weekly Scheduler** to provide a schedule of work start and end times, by day, for all employees in a user's team for the selected week.
- **Daily Scheduler** to provide a graphical user interface to display the scheduled work time and the scheduled absences for the user's team on the selected day.
- **Employee Availability** to define when an employee is available to work with reports to view the weekly availability for your staff in detail or summarized into availability counts by hour.
- **Employee Skills** provides a way to rank employees' skill levels for positions by assigning a number value.
- **Schedule Override** enables supervisors or managers to schedule roster, shift, cost center/position, and code changes all in a single window.
- **Absence Scheduling** provides a calendar tool to view, schedule, request, approve, and reject absences for team members. The absence calendar provides a single view for managing your employee absences.

Cross-Functional Benefits

SumTotal's Workforce Management solution and Workforce Scheduling capability are integrated within SumTotal's end-to-end, complete strategic Human Capital Management (HCM) solution. The cross-functional benefits of this include:

- **Workforce Management:** Integrated across the SumTotal strategic HCM solution SumTotal Workforce Management provides powerful tools to effectively manage labor rules, ensure compliance, and control labor costs and expenses.
- **Talent Management:** Integrated within the SumTotal's strategic HCM solution, Talent Management and Workforce Management combine to provide a single view of your organizations end-to-end human capital management information and processes.
- **Learning Management:** Integrated into the learning management solution, SumTotal Learning Management can provide visibility into skills, certifications, and learning activities across talent and workforce management, as well as other parts of the strategic HCM process.
- **HR Management (HRMS):** Integrated within the SumTotal's strategic HCM solution, SumTotal's HR Management system provides a single source of truth for all HCM processes.
- **Payroll & Benefits:** As an integrated service in the SumTotal's strategic HCM solution, Payroll and Benefits Management provide efficient, flexible and easy-to-use service at the foundation of your HCM solution.

EASY TO USE



The daily schedule gives managers an intuitive tool to view and adjust coverage with a drag-and-drop interface.

About SumTotal // SumTotal Systems, Inc. is the global leader of strategic Human Capital Management (HCM) solutions that provide organizations with a new level of visibility to help make more informed business decisions and accelerate growth. Recognized by industry analysts as the most complete solution, SumTotal provides full employee lifecycle management, including a core system of record, from a single provider for improved business intelligence. The company offers customers of all sizes and industries the most flexibility and choice with multiple purchase, configuration, and deployment options. We have increased the performance of the world's largest organizations including Sony Electronics (NYSE: SNE), AstraZeneca (NYSE: AZN [ADR]; London: AZN), Amway (KUL:AMWAY), Seagate (NYSE: STX), Dell (NASDAQ:DELL), and Google (NASDAQ:GOOG).

For more information, or to request a demo, please call +1 (866) 768-6825 (US / Canada), +1 (352) 264-2800 (international) or visit www.sumtotalsystems.com

Corporate Headquarters

SumTotal Systems, Inc.
2850 NW 43rd Street
Suite #150
Gainesville, FL 32606 USA
Phone: +1 352 264 2800
Fax: +1 352 264 2801

EMEA

SumTotal Systems, UK
59-60 Thames Street
Windsor, Berkshire
United Kingdom, SL4 1TX
Phone: +44 (0) 1753 211 900
Fax: +44 (0) 1753 211 901

APAC

SumTotal Systems India Pvt. Ltd.
7th Floor Maximus Towers
Building 2B, Mind Space
Raheja IT Park, Cyberabad
Hyderabad, AP- 500081, India
Phone: +91 (0) 40 6695 0000
Fax: +91 (0) 40 2311 2727

© 2012 SumTotal Systems, Inc. All rights reserved. SumTotal, and the SumTotal logo, are registered trademarks or trademarks of SumTotal Systems, Inc. and/or its affiliates in the United States and/or other countries. Other names may be trademarks of their respective owners. 12_0418_DS_LS