

# STAFF & CLIENT SCHEDULER

Designed for agencies serving the disabled

Use in any program: day, residential, or supporting living

Use for staff, clients, or both

## Staff Schedules

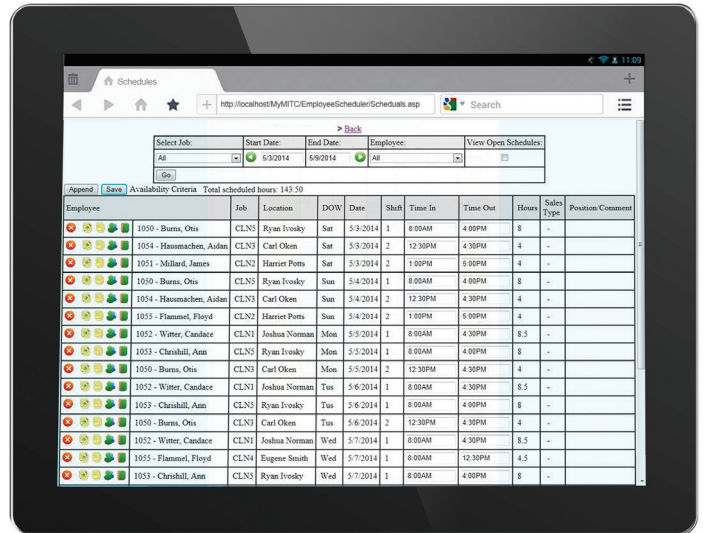
- Organize schedules by location, (for example, group home) and employee
- Quickly fill open positions using availability search engine
- Manage call-offs from anywhere using any device
- Publish new and changed schedules instantly
- Auto remind employees of shifts by text or email
- Also track job banned, trained, restrictions, preferences, requirements

## Task Scheduling

- Include "to-do" instructions for staff to complete during their shift
- Optionally require staff to mark their to-do list complete

## Client Schedules

- Organize schedules by location, (For example, day program or group home) and client
- Publish client schedules for staff
- Staff use to track actual attendance, absenteeism, missing hours
- Integrate with billing



## All

- Includes over 30 standard reports
- Available for Windows and Web
- Modular options ensure you only pay for what you need
- Customer hosted and Cloud configuration
- Purchase or monthly payment plan with no commitment

## Time and Attendance

- Just use Staff & Client Scheduler or integrate with Time and Attendance
- Generate no-show alerts
- Track early departures, late arrivals and frequent offenders
- Use to verify attendance prior to payroll and billing

