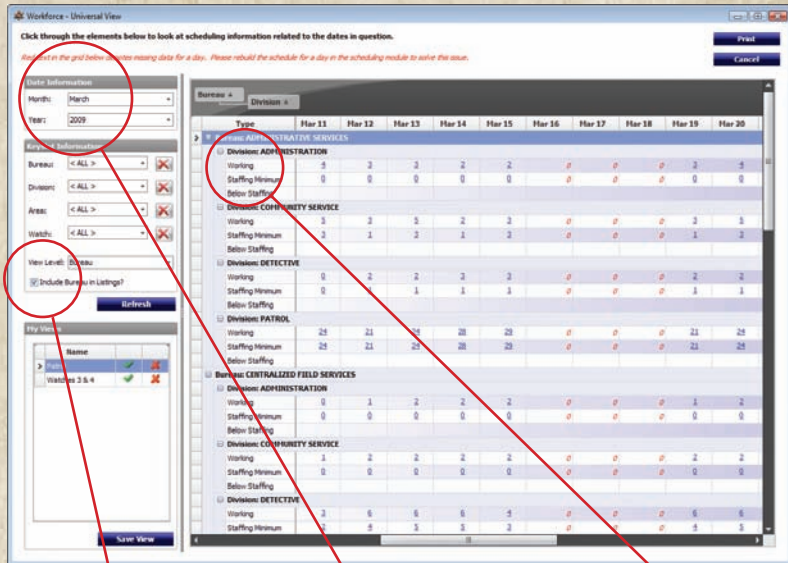


# Workforce Manager

L.E.A.D.'s Workforce Manager is a staffing tool designed to provide managers with up to the moment personal staffing reports. This highly interactive module allows the user to review staffing data in a variety of views such as overall staffing, staffing by bureau/division, by areas of assignment, by rank/title, or by budgets (to name a few). Workforce Manager allows the user to design customized views of staffing data. Workforce Manager also provides assignment tracking and history. The transfer of personnel is as easy as drag and drop. In addition, transfer notifications are generated with the click of the mouse.

## Universal View

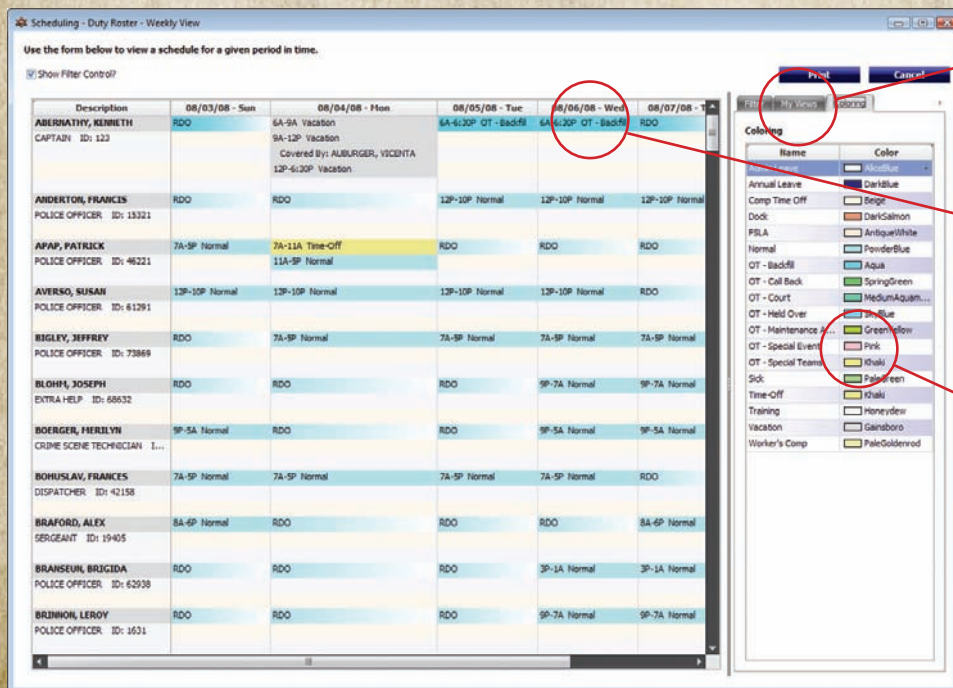


Configure and save views by user to customize the screen.

Filter data based on each user's needs.

Live information shows staffing needs for any given day.

## Duty Roster - Weekly View



Save pre-defined views by user to speed data retrieval.

Show partial/covering shifts with covering officers.

Customize coloring for each element in the calendar.

## Modify Individual Record

Keylot #: 3000-231 Date: 04/01/2009

Affected Employees: ABERNATHY, KENNETH  
ANELLO, AUGUSTINA

Working Hours: 12.5  
Non-Working Hours: 0  
Total Hours: 12.5

This day has not been modified.

Type	Employee	Mandato...	Shift Length	Starts	Ends
Normal	ABERNATHY, KENNETH		12.500	04/01/2009 06:00 AM	04/01/2009 06:30 PM
OT - Backfl	ANELLO, AUGUSTINA		12.500	04/01/2009 06:00 AM	04/01/2009 06:30 PM

Quickly create covering records and split shifts for a day.

## Individual View For Employee

Employee: ABERNATHY, KENNETH Dept ID: 123

Currently Selected Date Range: 02/12/2009 to 02/12/2009

Grid Coloring:

Name	Color
Admin Leave	White
Annual Leave	Blue
Comp Time Off	Light Blue
Dock	Dark Salmon
PSLA	AntiqueWhite
Normal	PowderBlue
OT - Backfl	Aqua
OT - Call Back	SpringGreen
OT - Court	MediumSeaGreen
OT - Hold Over	DarkBlue
OT - Maintenance	GreenYellow
OT - Special Event	Pink
OT - Special Teams	Khaki
Sick	Yellow
Time-Off	Khaki
Training	Honeydew
Vacation	Gold
Worker's Comp	PaleGoldenrod

## Scheduling

- Future configuration of schedules for shift change
- Fully automated scheduling request system with supervisory approval
- Time card generation
- Vacation schedules
- Overtime usage
- Track absenteeism and/or sick leave abuse
- Compare scheduled vs. actual
- Mandatory overtime sign-ups and tracking
- Configuration of custom schedules (4-10's, 3-12.5's, 9-80's, etc.)
- Budget breakdowns by type of time

## Workforce/Manpower

- Report on time/financial category for a period in time
- Pay Steps/Incentives by Rank/Title
- Grant Tracking by Individual/Type of time

## Automated Systems

- Paging System for scheduling request automation
- Automatic email/text messages to notify employees of scheduling changes

## Personnel Status

- Available for duty
- Vacations
- Medical leave
- Personal leave
- Workers comp
- Military leave

## Reports

- Staffing reports by bureau, area, unit, watch
- Individual work schedules
- Summary of productive time
- Track overtime, sick leave, vacations
- Customize reports