



# PDC StaffPlan

**Workforce Management**  
**In Retail**

PROLOG  
DEVELOPMENT  
CENTER

# PDC StaffPlan



Many retail businesses operate in a market characterized by fierce competition, price wars and low profit margins. Customers are very demanding on product supply, long opening hours and service. This requires optimization at all levels - not the least staffwise.

PDC StaffPlan helps managing duty hours and task assignment as well as getting the most out of the staffing resources - and still comply with your budgets.

With PDC StaffPlan you will achieve a smooth process of planning, managing changes and calculating salaries. Many manual routines are automated providing significant administrative savings. The system also provides management with an overview and thus increases the ability to react to market changes.

## Scalable System

PDC StaffPlan is a scalable system for medium sized and large supermarkets and chain stores. The system has proven its value and strengths for many years in Denmark, Norway, Sweden, Finland and the Baltic countries.

## Meet Planning Needs of the Store and the Group

PDC StaffPlan is tailored to retailers' needs for workforce planning in a world characterized by long opening hours, many part-time employees, tight salary budgets, great variation in customer traffic and frequent changes in plans.

## Consistency and Structure

The store gets a user-friendly and efficient planning tool and additionally PDC StaffPlan creates structure in the enterprise

through standard methods for planning, communication of plans, payroll accounting and reporting.

## Compliance to Collective Agreements and Regulations

PDC StaffPlan manages hundreds of rules and conventions - both in the individual business and across national borders. The system ensures that all employees are treated equally under the current rules and that everyone gets proper remuneration under the concluded agreements.

## Key Figures and Management Information

With PDC StaffPlan documentation of the roster plans, useful statistics and management information is available at all levels.

Key figures are calculated continuously based on roster plans, turnover and other imported data. Realized and projected earnings as well as absenteeism rates are easily compared and can be used by the shop manager in his planning or by the area manager in the ongoing follow-up.

At a corporate level PDC StaffPlan forecasts of future labour costs are an important input for monitoring and follow-up. Data from PDC StaffPlan can easily be transferred to the group's data warehouse.

## Easy Planning

What is the need for manpower and how many? Is there a need for extra help during the summer holidays? PDC StaffPlan makes the future as well as the daily planning simple by providing effective planning tools, search tools and relevant information available in an uncluttered picture. If you break a rule or con-

*We can overview the plan for a longer period of time and thus easier optimize the use of staff hours. Store employees must be at work at the right time for the sake of business, but it is also important that we respect the rules. PDC StaffPlan us with that.*

*Peter Guldager, Region Manager of Flügger Danmark.*

vention the planner is immediately warned, so the plan can be adjusted.

You can plan on many levels - either generally with just duty hours or in detail by assigning specific tasks to employees.

#### **Better Plans - Improved Service - Increased Sales**

Good service has a positive impact on sales. The key to providing good service is that the store has adequate, qualified staff to serve customers. PDC StaffPlan assists in making good roster plans, and the planner can create a plan where tasks are matched with employees' duty hours and qualifications. When the planner has updated available key figures, he can act proactively and adjust the plan, eg if the expected sales figures are changing.

#### **Satisfied Employees and Reduced Absence**

PDC StaffPlan enables the staff to wish for duty hours and time off. These wishes are directly visible to the planner and therefore can easily be considered during planning. When employees are involved in the planning process the sense of responsibility and satisfaction increases. This shows eg. in reduced absence due to sickness.

#### **Easy Communication via Web, MobileWeb and iPhone**

Work plans are easily distributed to the staff. Employees can see their own plans and department plans on StaffWeb, MobileWeb or iPhone. Thus, they always have the updated plan ready at hand. Ongoing changes are communicated in the same smooth manner and the employees can receive an SMS or email when changes occur. Likewise, The staff can also swap duties or send messages to the planner.

#### **Control with Salary Expenses**

PDC StaffPlan enables lower labor costs. The planner can easily grasp long time periods and apply the conventions' opportunities to distribute employees' working hours. This avoids un-

necessary overtime and overstaffing. The system continuously calculates the wage impact of the roster plan and compares this with budgets.

#### **Overview of Hours, Holiday, Time-off-in-Lieu, etc.**

Selfmade accounts for time-off-in-lieu, overtime etc. are common in many stores. With PDC StaffPlan they are no longer necessary because the planner can register these data in the system. Thus, the store always has an updated overview of each individual's hours, time-off-in-lieu and vacation balances. These balances are also available to the employee so planner and employee always have the same picture of the current plan and balances.

#### **Sharing of Staff**

Having several stores within a manageable geographic area, it is natural to exploit each other's resources and thus keep costs down to external replacements or overtime.

Using PDC StaffPlan stores can borrow staff from each other. Re-classification of salaries is made automatically and the employee immediately appears in the roster plan where he will take duty - while staffing profiles are updated for both stores.

#### **Time Registration or Integration with Clocking Systems**

Employees can register their hours via PDC StaffPlan. Alternatively, the PDC StaffPlan can integrate with an existing clocking system in the business. When time registration or a clocking system is used, it is natural to let these records form the basis for the final payroll in PDC StaffPlan. This helps to simplify administrative routines and reduces errors.

#### **Integration to Payroll Systems**

Once the plan is implemented and adjusted to the actual working hours, the collected records are transferred to the company's payroll system. Again, automation reduces the risk of error entries significantly and saves time on administration.



#### **Benefits:**

- Cost savings on salary
- Administrative relief
- Improved service level
- Increased sales
- Satisfied employees
- Reduced absence due to sickness



## Who we are

Since PDC's founding in 1984, we have worked closely with various industries to optimize and streamline their employee scheduling. In many companies, the staff is a significant cost and it is important to use the human resources as economically as possible while all judicial and work-related conventions are observed.

We have developed a unique technology that allows us to implement rules and artificial intelligence methods for resource optimization and efficient decision support. This provides a competitive advantage in our planning solutions.

We have a highly trained team of developers with great expertise and extensive experience in resource optimization and planning. Last but not least, we have a dedicated and qualified team of supporters with a wide domain experience from many years of working in the industry.

### **Prolog Development Center AS**

H. J. Holst Vej 3C - 5C  
DK 2605 Broendby | Copenhagen  
Denmark  
Tel +45 3636 0000  
www.pdc.com  
pdc@pdc.dk

### **PDC Aviation Ltd.**

Viewpoint  
Basing View  
Basingstoke  
Hampshire  
RG21 4RG  
United Kingdom  
Tel.: +44 7921 576166  
info-uk@pdc-aviation.com

### **Prolog Development Center Asia Pacific Pte Ltd**

300 Tampines Avenue 5  
#09-02  
Singapore 529653  
Tel: +65 6679 5789  
info-ap@pdc-aviation.com

### **PDC Solutions Canada Ltd.**

World Trade Centre  
404-999 Canada Place  
Vancouver BC, V6C 3E2  
Canada  
Tel +1 604 641 1286  
info-na@pdc-aviation.com