



StaffPlan

Workforce Management in Retail



“PDC StaffPlan streamlines the entire staff scheduling

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.

More than 200.000 people' work plans are made using PDC StaffPlan.

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.



Key Benefits

- 01 Cost savings on salary
- 02 Administrative relief
- 03 Improved service level and increased sales
- 04 Satisfied employees and reduced absence



Easy Planning

What is the need for manpower? 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 convention the planner is immediately warned, so the plan can be adjusted.

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.

Satisfied Employees and Reduced Absence

PDC StaffPlan enables the staff to wish for duty hours and time off. These preferences 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 and Smartphone

Work plans are easily distributed to the staff. Employees can see their own plans and department plans on StaffWeb or StaffMobile. Thus, they always have the updated plan ready at hand. Ongoing changes are communicated in the same smooth manner. Likewise, the staff can 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 unnecessary 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.

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. Reclassification of salaries is made automatically and the employee immediately appears in the roster plan where he will take duty.

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.

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