LABOR SHIFT SHEET COACHING GUIDE

Step 1:

Decide what date to use for Estimate:

- Same Day last Week (Default)
- Same Day on last Boost Week
- Last Halloween, Valentines, Super bowl etc

SALES	
Hourly Sales # Total Orders	Hourly Sales # Del. Orders

Step 2:

Running a Day Part (Stores) Report

PWR > More Reports (on the Far right drop down box)> Day Part (Stores)

Change the Dates to Custom Select Desired Date

Estimated Total Orders

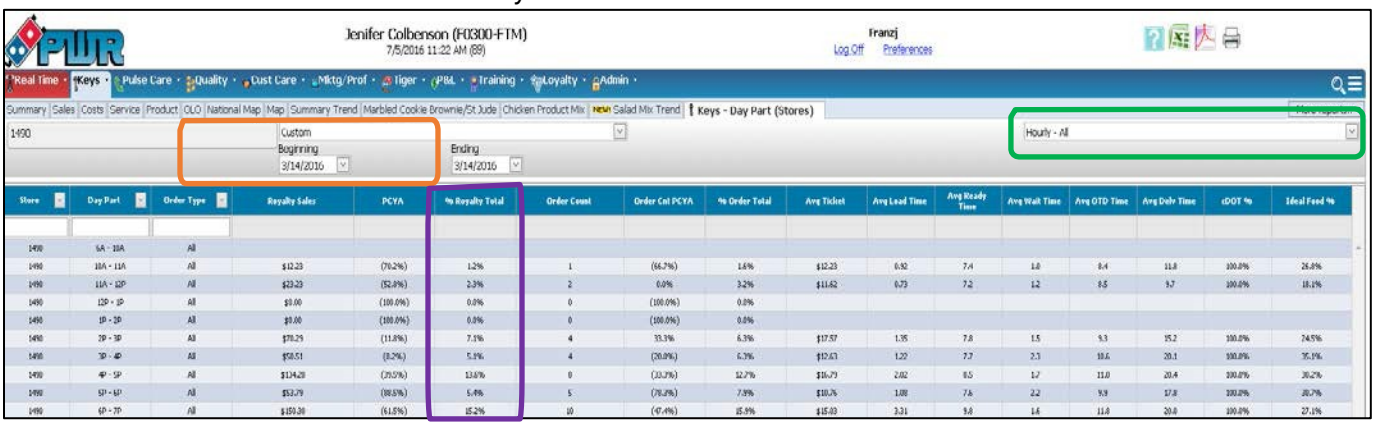
Change Sales Period to Hourly – All

Use Order Count Colum for Total Orders

Estimated Delivery Orders

Change Sales Period to Hourly – Delivery

Use Order Count Colum for Delivery Orders



Step 3:

Determine Man Hours

Insider (# Total Orders / 6 = Number of Insider/Managers needed)

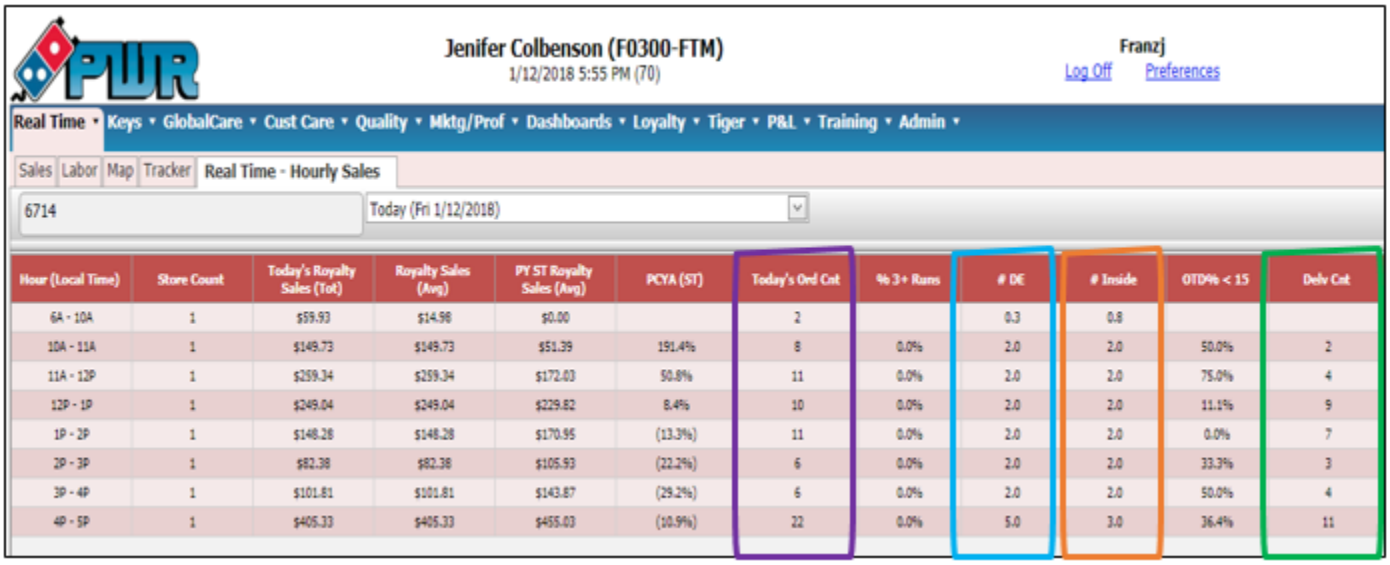
Driver (# Del. Orders / 3 = Number of Drivers needed)

MAN HOURS	
Insider (Total Orders /6)	Drivers (Del. Orders /3)

Step 4:

Determine Actual Sales & Man Hours
Running a Real Time – Hourly Sales

PWR > Real Time > Real Time Hourly Sales
Use Order Count Colum for Total Orders
Use Delv Count Colum for # Del. Orders
Use # DE Colum for # Man Hours - Drivers
Use # Inside Colum for # Man Hours – Insiders



Hour (Local Time)	Store Count	Today's Royalty Sales (Tot)	Royalty Sales (Avg)	PY ST Royalty Sales (Avg)	PCYA (ST)	Today's Ord Cnt	% 3+ Runs	# DE	# Inside	OTD% < 15	Delv Cnt
6A - 10A	1	$59.93	$14.98	$0.00		2		0.3	0.8		
10A - 11A	1	$149.73	$149.73	$51.39	191.4%	8	0.0%	2.0	2.0	50.0%	2
11A - 12P	1	$259.34	$259.34	$172.03	50.8%	11	0.0%	2.0	2.0	75.0%	4
12P - 1P	1	$249.04	$249.04	$229.82	8.4%	10	0.0%	2.0	2.0	11.1%	9
1P - 2P	1	$148.28	$148.28	$170.95	(13.3%)	11	0.0%	2.0	2.0	0.0%	7
2P - 3P	1	$82.38	$82.38	$105.93	(22.2%)	6	0.0%	2.0	2.0	33.3%	3
3P - 4P	1	$101.81	$101.81	$143.87	(29.2%)	6	0.0%	2.0	2.0	50.0%	4
4P - 5P	1	$405.33	$405.33	$455.03	(10.9%)	22	0.0%	5.0	3.0	36.4%	11

Step 4:

Example of Waste:

ACTUAL				
SALES		MAN HOURS		WASTE
Hourly Sales # Total Orders	Hourly Sales # Del. Orders	Insider	Drivers	Total
2				
8	2	2	2	2
11	4	2	2	0
10	9	2	2	-1
11	7	2	2	-1
6	3	2	2	2
6	4	2	2	1
22	11	2	5	-1

Insider Labor

22 Total Orders / 6 = 3.666 rounds up to 4 Insiders Needed

We had 2 Insider, this means we were short 2 insiders notate it as (-2)

Driver Labor

11 Deliver Orders / 3 = 3.666 rounds up to 4 Drivers Needed

We had 5 Drivers, so we were over 1 Driver notate it as (1)

Insider Waste	(-2)
Driver Waste	1
Total Waste	(-1)

Insider Waste + Driver Waste = Total Waste