EasyShifts

Staff Scheduling Made Easy

Online
Employee
Scheduling

Contents

What Is EasyShifts?

EasyShifts is an online scheduling program that makes creating and managing work schedules easier than you ever thought possible.

EasyShifts was created by a Registered Nurse who saw the need for a better way to manage his work schedules. Being thoroughly familiar with the scheduling challenges associated with the healthcare field, he was determined to create a solution.

That Solution was EasyShifts.

EasyShifts was created with the goal of making scheduling as simple as possible, whether you work in the healthcare field or not.

EasyShifts was founded on the idea that a good scheduling system must allow users to . . .

☑ **Create Schedules Quickly**

☑ **Notify Employees of Schedule Changes Quickly and Efficiently**

☑ **Edit Schedules Easily**

☑ **Monitor and Prevent Overtime**

☑ **Have Access Anytime, Anywhere**

☑ **Assist in Filling Last-Minute Call-Ins**

We here at EasyShifts have taken care to provide a system that is thorough enough to meet the most demanding of needs while still remaining simple and user-friendly.

We call it EasyShifts for a reason:

It makes the task of scheduling EASY.

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It Saves Time

EasyShifts will save time for administrators and employees alike.

● **ADMINISTRATORS**

EasyShifts is **far more efficient** at creating and managing work schedules than other methods, such as spreadsheets or paper schedules.

EasyShifts allows you to create schedules in seconds, edit shifts with a few clicks of a button, and have an abundance of information at your fingertips.

Employees can be **automatically notified of schedule changes,** saving you from having to personally notify everyone.

● **EMPLOYEES**

Employees have **24/7 access** to their schedule on EasyShifts.

That means no more having to check the schedule on the information board, no more copying their shifts into their calendar, and no more calling in to ask when they work because they lost their schedule.

EasyShifts also makes tasks like trading shifts, requesting time off, and communicating with your coworkers a breeze.

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It Saves Money

EasyShifts will save you money by helping you to avoid overtime expenses, make efficient use of your employees, create efficient schedules, and reduce time spent on scheduling.

- **OVERTIME**
According to the United States Department of Labor, the average American worker puts in **over 4 hours of overtime EACH WEEK.** That's about 18 hours of overtime per employee per month. EasyShifts can track overtime, prevent overtime, and even block employees from going into overtime. **How much money could your facility save** if you could cut just a few hours of overtime each week?

- **EFFICIENT USE OF EMPLOYEES**
Make the best use of your existing staff by creating a well-planned work schedule. This will reduce the need for costly last-minute replacements from third-party providers.

- **EFFICIENT WORK SCHEDULES**
Both overstaffing and understaffing can be expensive problems. EasyShifts gives you a clear overview of schedules as well as detailed reports to help you avoid these issues.

- **TIME SPENT CREATING SCHEDULES**
Creating and managing the schedule for your workplace can be extremely time consuming, not to mention frustrating. Let EasyShifts help by automating the work whenever possible, allowing you to focus on other responsibilities. EasyShifts notifications also greatly reduce the time you need to spend contacting employees about any schedule changes.

👥 *Happy Employees*

Two major benefits employees get from using EasyShifts are convenience and flexibility.

● **CONVENIENCE**

Employees love having their schedules available 24/7 from their computers, tablets or phones.

Employees love being able to check their schedules, trade shifts, or request time off from the comfort of their own homes.

EasyShifts can also send notifications to users through text or email, ensuring they are always up-to-date.

● **FLEXIBILITY**

Using EasyShifts, employees who are looking for more hours can see all available shifts and pick up extra work. Those who are trying to get some time off can mark their shifts as available for pickup or trade, helping them achieve a work-life balance.

EasyShifts allows you to give your employees the flexibility they want, thereby increasing employee satisfaction and decreasing staff turnover.

A recent poll revealed that 90% of employees feel that more flexible work arrangements would increase morale.

Employees all have different wishes and needs, which can be extremely difficult for a scheduler to meet. EasyShifts allows you to give your employees some freedom and flexibility.

Happy Schedulers

Creating and managing work schedules is an incredibly complicated and stressful task. EasyShifts gives you all the tools you need to conquer that task.

EasyShifts is available anytime, anywhere via computer, tablet, or phone.

With EasyShifts you can create a weekly schedule in mere seconds.

It points out overtime and scheduling conflicts to help prevent costly scheduling errors.

It can even automatically notify employees of any relevant changes to their work schedule, taking the burden of communicating changes off of you.

Your job is likely stressful enough already; EasyShifts is here to help.

The bottom line is that using EasyShifts saves time and money.

It also makes for happy employees and even happier schedulers!

How Does EasyShifts Work?

EasyShifts is designed to take care of all of your scheduling needs. The most essential of these are creating and managing schedules, so let's start there.

TEMPLATE SCHEDULE

The Template Schedule is your master schedule. It will show you every shift for each job title in the department.

An EasyShifts Representative will help you customize your Template Schedule to match your exact needs. The Template Schedule is the basis that lets you quickly create weekly schedules.

CREATE WEEKLY SCHEDULES

Creating the weekly schedule can be done with the click of a button.

Simply choose which week of your Template Schedule you would like to use, and it will be copied over into your "Department Schedules" for everyone to see.

MANAGE SCHEDULES

Once a schedule is created, EasyShifts makes managing it easy. You can add and delete shifts. You can edit any aspect of a shift. For example, you can change who it's assigned to, edit the start and end time, add a break time, etc.

Once the schedule is posted, your staff can help by picking up open shifts and trading shifts with one another.

Changes are saved to the schedule for everyone to see, and notifications are sent to make sure everyone stays up-to-date.
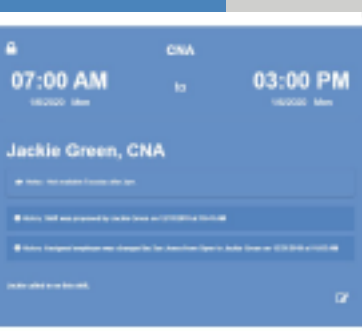
EasyShifts includes an impressive amount of well-designed features to help make scheduling quick and easy.

What makes our features so special?

They were designed **based on real feedback** from actual healthcare professionals. We go straight to the source to understand the unique scheduling challenges you face and then create effective solutions.

TIME OFF

Keep all of your time off requests together in one place. With EasyShifts you are able to:

- Allow users to submit time off requests to their supervisors in about a minute

- Allow users to view their own time off requests

- Allow administrators to approve or deny time off requests

- Allow administrators to choose whether or not coworkers can view one another's time off requests

- Keep all requests organized and easy to manage

- Automatically open up shifts during the approved time off

- See a time-stamp of when each request was submitted

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NOTIFICATIONS

Good communication is one of the most important, yet most difficult, aspects of managing an ever-changing work schedule. With EasyShifts you are able to:

- Instantly and automatically notify employees of any schedule changes

- Allow users to receive text or email alerts that pertain to their work schedule

- Allow users to configure which notifications they would like to receive

- Allow users to see all notifications relevant to their department in their EasyShifts Inbox

PICK UP OPEN SHIFTS

Open shifts can be a real challenge for schedulers. With EasyShifts you are able to:

- Highlight open shifts on the schedule so they don't get missed

- Allow users to search through open shifts and pick them up just by clicking

- A manager can restrict open shift pickups for approval

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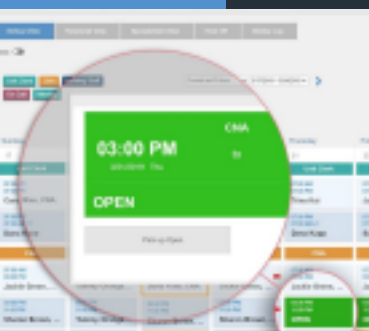
OVERTIME CONTROLS

Our users love the fact that EasyShifts helps them keep a close eye on overtime. With EasyShifts you are able to:

- Highlight any employees who are in overtime

- Alert schedulers if they are about to put an employee into overtime

- Block employees from going into overtime

- Fine-tune overtime controls to allow overtime on open shifts while still blocking overtime trades
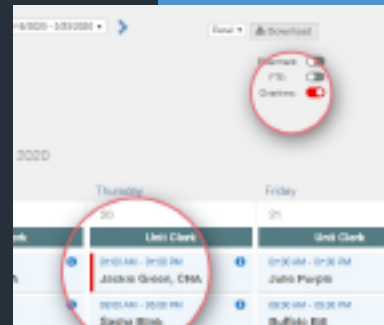
MESSAGING

Messaging allows you to stay in touch with your coworkers and can be a real life-saver for administrators. With EasyShifts you are able to:

- Allow users to message each other through EasyShifts

- Allow users to message their entire department or everyone with a particular job title

- Admins can send out mass messages to everyone in the department or everyone with a particular job title to help find last-minute replacements

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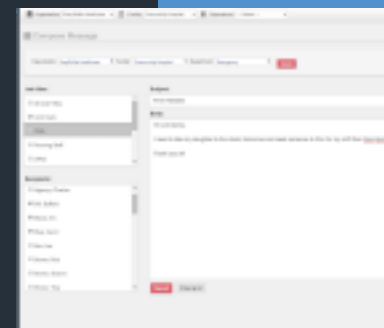
TRADING SHIFTS

Allowing employees to trade shifts with one another can take a lot of the burden off of the scheduler. With EasyShifts you are able to:
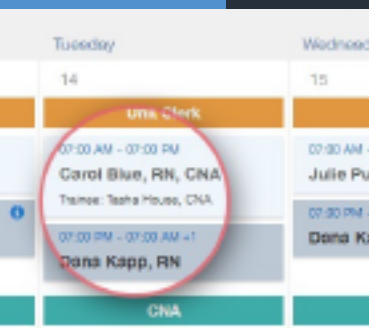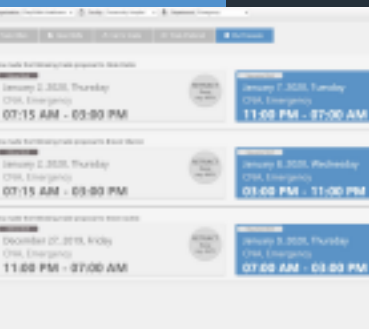
- Allow the admin to choose whether or not employees can trade shifts with one another

- Allow employees to trade shifts with one another

- Ensure that employees have the proper qualifications and availability to work the shift they trade for

- Ensure that trading shifts will not put employees into overtime

- Notify the administrator as well as the employees involved that a trade has been made

SECONDARY ASSIGNEE

This feature allows you to assign 2 people to one shift. It also allows you to attach a label to it. With EasyShifts you are able to:

- Indicate training shifts

- List names of third-party workers

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AVAILABLE SHIFTS

Employees can easily pick up additional shifts:

- View trade offers that others have made

- View a comprehensive list of Open Shifts they are able to pick up

- View "Up for Grabs" shifts that an employee can pick up from their coworker

- View "Up for Trade" shifts that an employee can pick up for their coworker

- View the trade proposals you have made to others

ACTIVITY LOG

The activity log keeps a comprehensive record of every action performed within EasyShifts. EasyShifts can:

- Tell you who made any change and when it happened

- Let you search for specific actions or employees to track down when changes occurred

- Sort history chronologically by date, alphabetically by action, or alphabetically by employee name

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PAST SCHEDULES

EasyShifts saves all schedules. With EasyShifts you are able to:

- Go back to look at previous schedules as a reference, whether they're from last week or last year
- Print past schedules
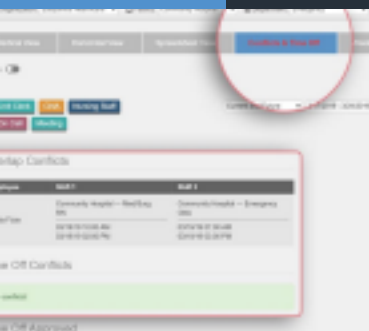
SCHEDULING CONFLICTS

Let EasyShifts be your second line of defense. With EasyShifts you are able to:

- Double check your schedule for overlapping shifts
- Verify that no one is scheduled during an approved time off request
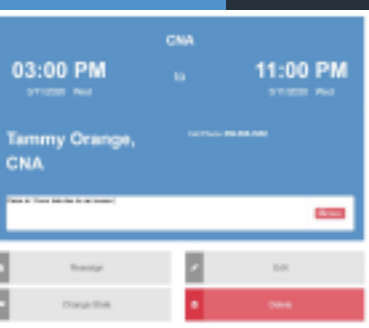
SHIFT NOTES

Keep tabs on anything and everything. With EasyShifts you are able to:

- Add custom notes to any shift
- Record any information regarding call-ins, late arrivals, absences, or anything else you'd like

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STAFFING DETAILS

Get a clear understanding of your department's schedule with just a glance. With EasyShifts you can:

- Get a complete overview of each and every employee's schedule

- View two weeks of the schedule which corresponds to many facilities pay periods

- Click on any shift for a detailed view

- Add custom notes on a particular day

- Quickly see approved time off requests

- View the total number of hours scheduled for any employee

- Edit shifts from the staffing details page

- Easily identify any shifts the exceed overtime or FTE limits

SET AVAILABILITY

Know when your employees are available and when they're not. With EasyShifts you can:

- Allow employees to indicate which days and times they prefer to work

- Allow employees to indicate when they are unavailable to work

- Help admins choose the ideal employee for any given shift

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● **TIME**

EasyShifts will greatly reduce the amount of time you spend creating and managing your schedules.

Here's what some of our current users have to say:

> " *EasyShifts makes writing and updating schedules a breeze. I will never go back to paper schedules!*
>
> *Eric B, RT(R),*
> *CNMTHeart, Lung, & Vascular Svc, Nuclear Med, ECG*

> *I love coming in, and seeing my notifications stating shifts were picked up. This saves me so much time because then I do not have to spend hours on the phone, calling staff to pick up shifts.* "
>
> *Lisa Rasmussen*
> *BSJ Care Center, LaCrosse, Wisconsin*

● **MONEY**

Of course, saving time saves money. Another big money saver EasyShifts provides is Overtime tracking:

> The average American works about 18 hours of overtime each month

> If average pay is $20/hour and overtime pays time and a half, then that's an additional $180/month per employee

> EasyShifts could save a business of 50 employees almost $9,000 EACH MONTH

How much could EasyShifts save you?

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● **HAPPY EMPLOYEES:**

EasyShifts is user-friendly and makes scheduling so much easier!

Here's what some of our current users have to say:

" *Staff love it because they always have an online, updated schedule that they can plan their lives around. The take/trade feature is used weekly. This is a huge satisfier for staff and helps them balance work and home.*

Eric B.

It was a very fast learning curve for the staff. They love being able to sign up for their hours at home, at work, anywhere. Staff has a great deal of autonomy with trading hours and finding their own replacements. EasyShifts has taken hours of scheduling work away from us and let the employee have the satisfaction of controlling their work and home life. Complaints about favoritism and scheduling in general have diminished "

Deborah S.

● **HAPPY SCHEDULERS:**

Does EasyShifts REALLY make for happier schedulers?

Here's what some of our current users have to say:

" *It has made my job easier by not having to make a large number of phone calls a day to fill hours or answer questions about the schedule. Paperwork has gone down as well. EasyShifts is easy to use and your staff will love being able to view their schedules anywhere and have the ability to make changes at their fingertips. EasyShifts will reduce the number of hours you spend on scheduling.*

Sue Ann S.

The feature I like the most is that, not only are staff allowed to pick up shifts for me, but they are allowed to communicate with each other and switch shifts between one another. Before we had EasyShifts, they would have to wait until it was approved by myself to make sure no one would be in overtime with the trade. But with this website they do not have to wait for me to approve it, because you have the option to block out overtime. It has saved me so much time. Scheduling a Nursing Facility can be a hard job, but with this website it has made things much easier. It is very user friendly. "

Lisa R.

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Sign up for a free personal demo to see how EasyShifts can make your life easier. We think you'll be glad you did.

How Do I Start Using EasyShifts?

01 DEMO

The first step is to request a free personal demo of EasyShifts. This will give you an overview of how to use EasyShifts and answer any questions you may have.

- You can submit a demo request at: easyshifts.com
- If you'd prefer to view a demo video first, please go to: easyshifts.com/how-it-works

02 SETUP FORM

An EasyShifts Representative will send you a simple setup form to fill out.

- Your EasyShifts Representative will work with you through this process and answer any questions you may have.

03 SETUP

Once you've submitted your setup form, an EasyShifts Representative will set up your EasyShifts account for you.

- This includes adding all your employees, creating your department(s), and creating your Template Schedule. This process usually takes less than two weeks.

Want to see what EasyShifts can do for your company? Try EasyShifts risk-free with the EasyShifts guarantee.

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04 CONFIRMATION

Once your account has been set up, your EasyShifts Representative will walk through your account with you.

- They will make sure your Template Schedule is exactly what you wanted.

05 TRAIN STAFF

An EasyShifts Representative will train your staff on how to get the most out of EasyShifts. Training can be done online or in person.

- If you prefer to train your staff yourself, we can provide you with tools to help you do that.

06 GO LIVE!

You and your staff are all ready to start using EasyShifts!

THE EASYSHIFTS GUARANTEE

We love EasyShifts and we are confident that you will too. We also understand that implementing a new scheduling system can feel like a big risk, so we want you to be able to try EasyShifts worry-free. That's why we've created "The EasyShifts Guarantee."

Try EasyShifts 100% risk-free for 90 days. If you are not happy with it for any reason, you can stop whenever you'd like, no strings attached, and we will refund your money. So go ahead and give EasyShifts a try, we think you'll be glad you did!

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EasyShifts Is Brought To You By . . .

WHO WE ARE

Christensen Solutions is a software development consulting company based in Wisconsin, USA.

- We started as a small one man operation but have grown to include programmers, developers, designers, and business analysts throughout the United States.

- Our approach to expanding business has always been about quality.

- We always focus on adding people who bring real value to the team, not just man power. The result is a diverse team capable of tackling the most difficult problems.

- More than that, we are people who care about our clients, enjoy the work we do, and like the people we work with.

WHAT WE DO

Our team has a great deal of experience with software development. Our goal is to clearly understand our client's needs, then give them the best possible solution. We absolutely love to be able to take a complicated concept and break it down into a simple, user-friendly solution.

We can take on a full project start to finish. We can also assist existing teams with our decades of experience and maturity in the world of software.

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Christensen
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CONTACT

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- Create meeting agendas with ease, collaborate with coworkers, conduct business meetings with confidence, and conquer any task that comes your way.

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