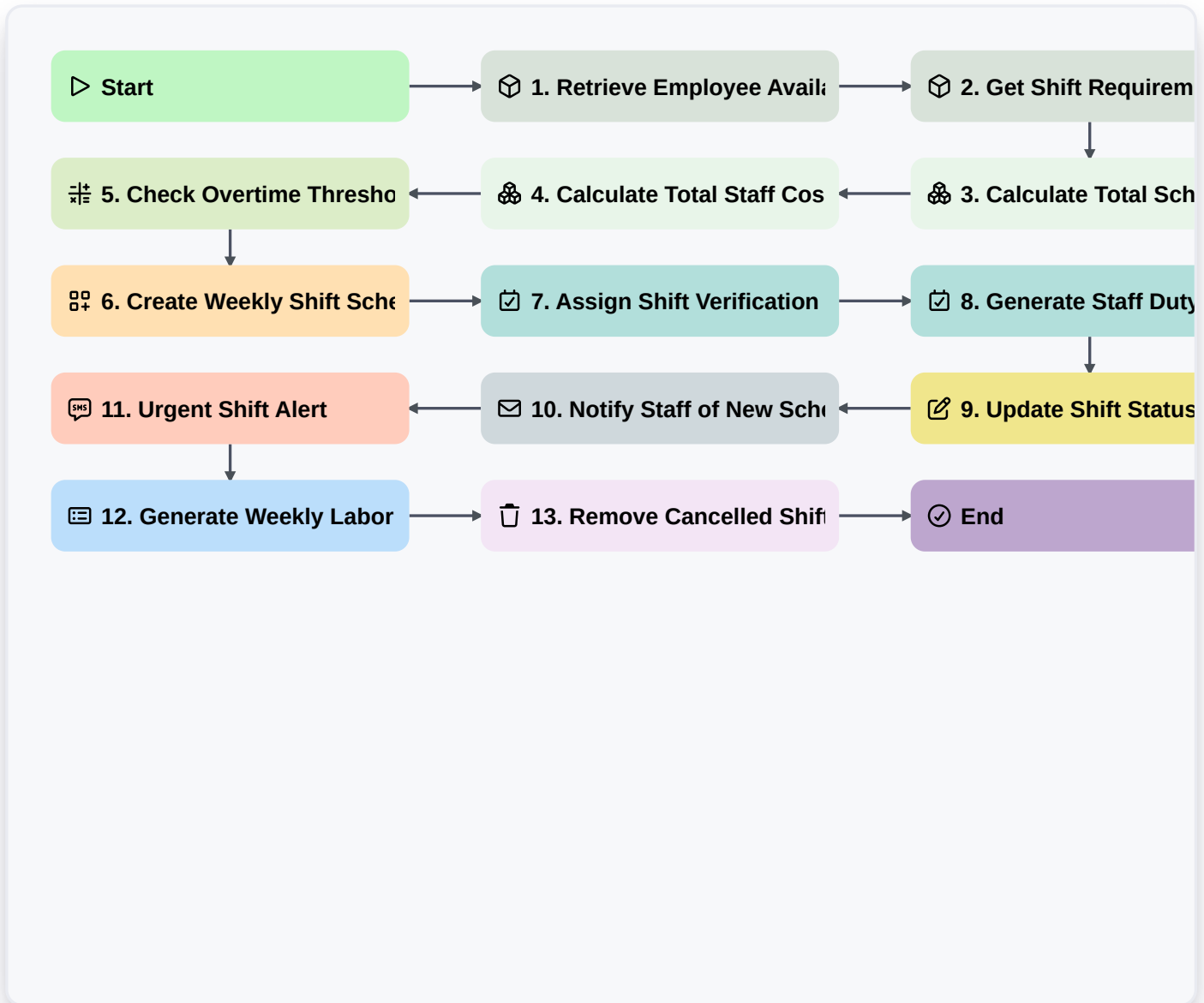


# Hotel Staff Scheduling And Shift Management Process



## ▶ Start

Start of the Workflow/Process.

## 📦 1. Retrieve Employee Availability

Fetch all available staff entries from the Employee Data Model for the upcoming week.

## 📦 2. Get Shift Requirements

Retrieve the predefined staffing requirements (number of staff needed per department) from the Schedule Template model.

## 🔗 3. Calculate Total Scheduled Hours

Sum the total hours of all assigned shifts to ensure they do not exceed labor budget or legal limits.

## 🔗 4. Calculate Total Staff Cost

Aggregate the total cost of all scheduled shifts based on hourly rates to monitor labor spend.

## ⚠️ 5. Check Overtime Threshold

Calculate if the sum of hours for an employee exceeds 40 hours to flag potential overtime costs.



## **6. Create Weekly Shift Schedule**

Create new entries in the Shift Data Model for the finalized schedule.

## **7. Assign Shift Verification Task**

Create a task for the Hotel Manager to review and approve the proposed schedule.

## **8. Generate Staff Duty Checklist**

Create tasks for specific staff members containing their specific shift responsibilities (e.g., Opening/Closing duties).

## **9. Update Shift Status**

Update the status of a shift entry from 'Draft' to 'Published' once approved.

## **10. Notify Staff of New Schedule**

Send an email to all employees containing their assigned shifts for the upcoming week.

## **11. Urgent Shift Alert**

Send an SMS to staff members if a last-minute shift change or emergency coverage is required.

## **12. Generate Weekly Labor Report**

Create a report summarizing scheduled vs. required staff and total projected labor cost.

## **13. Remove Cancelled Shifts**

Delete shift entries that have been officially cancelled by management.

## **End**

End of the Workflow/Process.