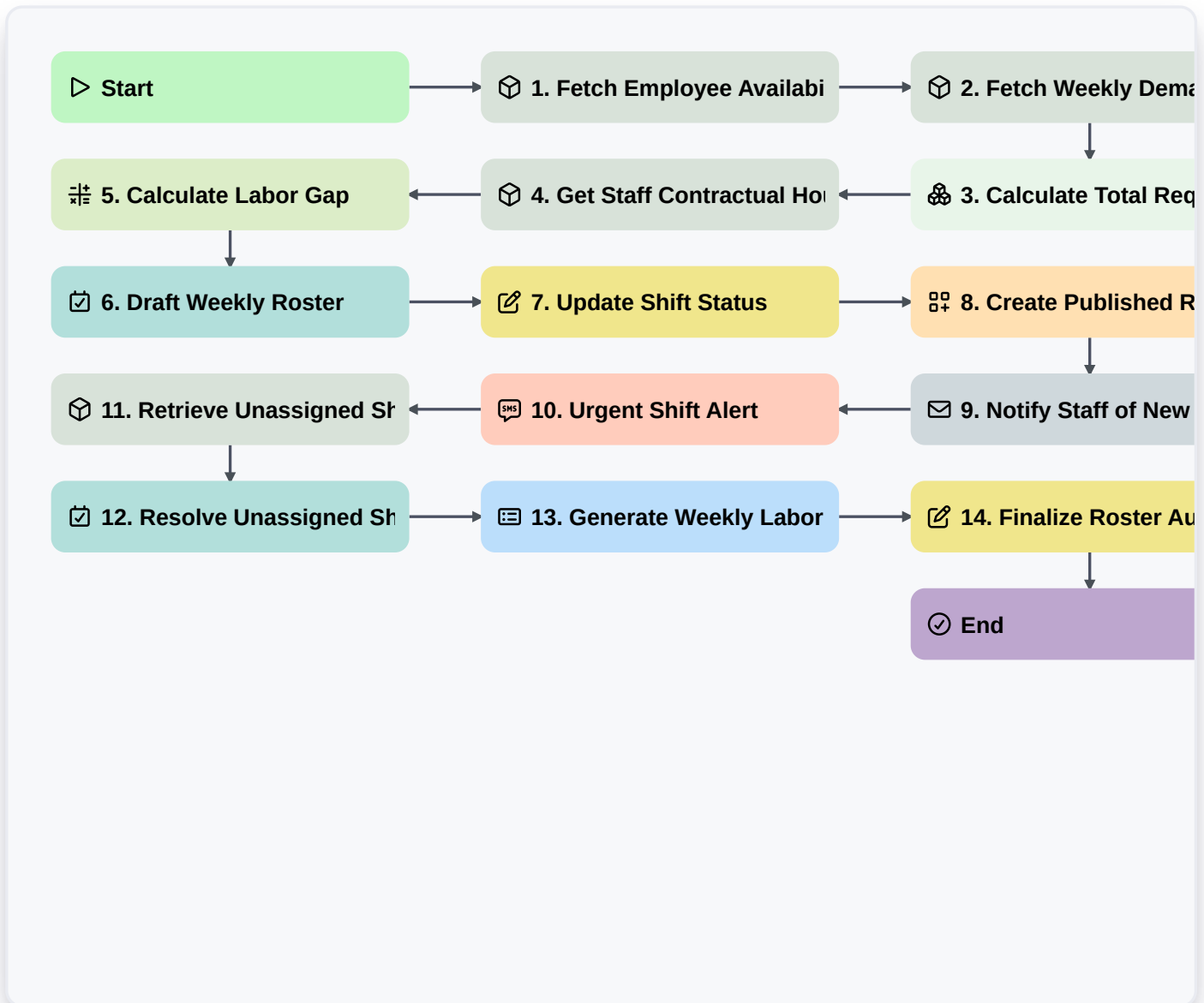


Retail Staff Scheduling And Rostering



▷ Start

Start of the Workflow/Process.

📦 1. Fetch Employee Availability

Retrieve all available shifts and employee availability records from the Staff Data Model.

📦 2. Fetch Weekly Demand Forecast

Retrieve predicted store traffic/customer demand data for the upcoming week.

🔗 3. Calculate Total Required Hours

Sum the total labor hours required based on the demand forecast to identify staffing gaps.

📦 4. Get Staff Contractual Hours

Retrieve the standard weekly working hours for each staff member in the database.

⚖️ 5. Calculate Labor Gap

Subtract total available staff hours from the total required demand hours to determine deficit.

📝 6. Draft Weekly Roster

Create a task for the Store Manager to manually assign staff to identified gaps in the schedule.



7. Update Shift Status

Update the status of specific shift entries from 'Draft' to 'Published' once the roster is finalized.

8. Create Published Roster Entry

Generate a new Roster Record entry that acts as the official weekly schedule.

9. Notify Staff of New Schedule

Send an email notification to all staff members with the link to their new weekly roster.

10. Urgent Shift Alert

Send an SMS to employees with short-notice changes or urgent coverage requests.

11. Retrieve Unassigned Shifts

Identify any shifts in the new roster that have no assigned employee.

12. Resolve Unassigned Shifts

Create a high-priority task for the Floor Supervisor to fill remaining empty slots.

13. Generate Weekly Labor Cost Report

Create a report comparing scheduled labor hours against the weekly budget.

14. Finalize Roster Audit

Update the Roster Entry with a 'Validated' flag after the manager confirms compliance with labor laws.

End

End of the Workflow/Process.