

# Feature Brief: Schedule Notifications

## Receive text or email auto-alerts on schedule events with Workforce Management Suite!

Managers and employees can stay on top of schedule changes with immediate notifications for a number of different schedule events. Never be out of touch with changes of who should be where or when!

**Managing dynamic** schedules with multiple shifts often in different locations can be a coordination headache—for both managers and employees! But with Workforce Management Suite everyone can be in the same conversation as to what's new, what's changed and who's available if a switch is needed.

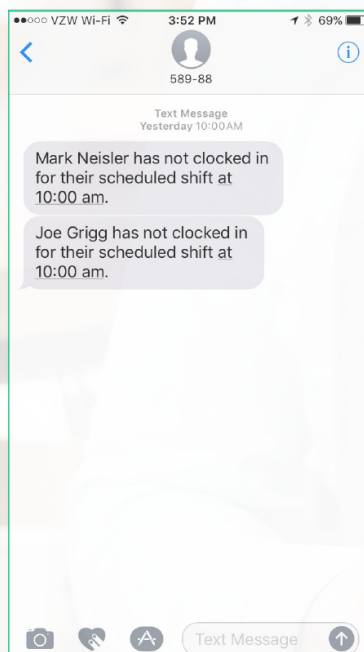
Managers and employees can be notified using email, text, or both when new schedules are published, shift changes arise or holes need to be filled. Employees can also submit (and managers approve) time-off requests with notifications of decision.

### Manager Alerts

- Late/no show **New**
- Schedule change decisions
- Schedule dropped or picked up
- Preference change request decision
- Time request removed
- Time-off request received

### Employee Alerts

- Shift changes
- Daily schedule reminder
- Open shifts available
- Time-off decision
- Schedule published



**For more information on schedule notifications in Workforce Management Suite contact your timekeeping provider.**

