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# Hotel Staff Costing Module

[What Is the Hotel Staff Costing Module?](#)

[Using the Hotel Staff Costing Module](#)

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## What Is the Hotel Staff Costing Module?

The *Hotel Staff Costing Module* is an add-on of *TimeKeeper-PC* designed to forecast staffing requirements and then compare them with actual attendance data.

The *Hotel Staff Costing Module* (HSC) is fully integrated with *TimeKeeper-PC*. The two programs work together, *TimeKeeper-PC* providing the attendance data and contract definitions that HSC compares with forecasted or scheduled needs. HSC's variance reports provide vital information for preventing over- and under-staffing.

HSC defines both **occupancy-driven** and **event-driven** staffing requirements. This allows you to define your basic staffing needs, based on property occupancy, and then define events whose special needs override or augment the basic, occupancy-driven requirements. Both types of requirements (occupancy-driven and event-driven) can be defined as far in advance as necessary – and both can be updated at the last minute, or even retroactively.

HSC can define and analyze staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. The third level of system detail (professions) is not currently active.

HSC draws your employees' specific work agreement rules (overtime, shift premiums, week end and holiday bonuses, etc.) directly from *TimeKeeper-PC* (TK). This information is automatically integrated with HSC system parameters to calculate forecasted and actual staffing costs. HSC can also be configured to draw calendar and daily overtime definitions from TK.

[For Help setting up the Hotel Staff Costing Module, click here.](#)

Once HSC is set up, you can enter the forecasted occupancy rate for any date in the past or future, as well as one-time events scheduled for that date. HSC uses your defined staffing requirements to calculate both the hours needed for each staff member and the total cost forecasted for that date. If the date has already occurred, HSC can also report the variance between forecasted requirements and actual hours worked (including the cost of those hours).

[For Help using the Hotel Staff Costing Module, click here.](#)

## Occupancy-Driven Staffing Requirements

The **occupancy level** is the number of guests staying at a property. Occupancy-driven staffing requirements specify the number of employees needed for a given occupancy level. These requirements can be specified by profession, shift, Day Type, and season.

## Event-Driven Staffing Requirements

Event-driven staffing requirements specify the number of employees needed for an event expected to take place on a given date. Events can be defined as permanent, seasonal, or day-specific needs, or one-time.

## Hotel Staff Costing Setup

HSC defines both **occupancy-driven** and **event-driven** staffing requirements.

The following files are defined in Hotel Staff Costing Setup:

**General Parameters** include the calendar and daily overtime definitions drawn from *TimeKeeper*, numbers of rooms, shift lengths, seasonal dates, and the hierarchical detail of data entry and reports.

**Staffing Levels by Occupancy** forecast staffing requirements according to occupancy level, season, Day Type, Department, shift, and profession.

**Events** specify staffing requirements for permanent, seasonal, or day-specific needs, as well as one-time events.

**Department Shift Standards** are used to forecast the cost of staffing requirements for Departments and shifts.

**Department Staffing Standards** are used to forecast staffing requirements for specific Departments and professions, based on the number of rooms occupied, portions served, or guests in attendance. HSC can define staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. Since the third level of system detail (professions) is not currently active, this file is not applied to system calculations.

### Departmental Rates

*TimeKeeper-PC* Setup determines the contract rules and tables that reflect time and attendance policies. [For Help with TimeKeeper-PC Setup, click here.](#)

Various icons are displayed on the tool bar at the bottom of HSC Setup dialog boxes. [For Help using those icons, click here.](#)

## HSC Setup Dialog Box Icons

The following icons are used to set up the *Hotel Staff Costing Module*. Point to an icon to display the name of the icon. Not all of the following icons appear on all of the dialog boxes.



Click the Help icon to get context-sensitive Help.



Click the Run Table icon to open the dialog box for an element within another dialog box without closing the current dialog box. For example, if the Department No. field is selected in the Dept. Shift Standards dialog box, click this icon to open the Departmental Rates dialog box.



Click the Create Multiple Records icon to create multiple copies of records for Departments.



Click the Copy Values of One Percentile to Another icon to copy values from one percentile column to another in the HOTCAP ([Staffing Levels by Occupancy](#)) dialog box.



Click the Delete Row icon to delete the currently selected departmental values or event.



Click the Delete Column icon to delete the currently selected percentile values.



Click the Copy Seasons icon to copy values between seasons in the [Department Shift Standards](#) dialog box.



Click the Recalculate icon in the [Daily Staff Requirement Forecasting](#) dialog box to recalculate forecasted staffing needs and their costs. Click this icon in the [Department Shift Standards](#) dialog box to open the calculator for manual calculations of shift costs.



Click the Top of File icon to go to the first table of values.



Click the Previous Record icon to go to the previous table of values.



Click the Next Record icon to go to the next table of values.



Click the End of File icon to go to the last table of values.



Click the Save icon to save your changes to a dialog box.



Click the Clear icon to clear all of the displayed fields. In some dialog boxes, default settings are displayed in the cleared fields.



Click the Delete icon to delete the currently selected record from a dialog box table.



Click the Exit icon to close the dialog box.

## HSC General Parameters

The Table HotelSys (General Parameters) dialog box defines calendar and daily overtime definitions from *TimeKeeper*, numbers of rooms, shift lengths, seasonal dates, and the hierarchical detail of data entry and reports:

| Season No. | From Date | Till Date | Description |
|------------|-----------|-----------|-------------|
| 1          | 01/03     | 30/09     | Summer      |
| 2          | 01/10     | 28/02     | Winter      |
| 3          | /         | /         |             |
| 4          | /         | /         |             |
| 5          | /         | /         |             |
| 6          | /         | /         |             |
| 7          | /         | /         |             |

| Event Type |      |
|------------|------|
| 1          | Stat |
| 2          | Sea  |
| 3          | Rar  |
| 4          | Day  |

### To View or Edit HSC General Parameters

1. Choose Add/Edit Hotel Staff Costing Set-Up Files from the *TimeKeeper-PC* Set-Up menu.
2. Choose Add/Edit General Parameters.

The General Parameters dialog box contains the following fields:

Table F Number

Table C Number

Number of Rooms

Shift Length

Season Number

From Date

Till Date

Description

System Level

Event Type and Description: These fields are not to be edited.

You can click the Clear icon  to return all fields to their default settings.

When the desired values are displayed in all fields, click the Save icon  to save your changes to the Table HotelSys dialog box.

## HSC Table F Number (General Parameters)

TK Table F (Daily Overtime Rules) specifies how daily Overtime is allocated into pay categories. You can choose daily overtime rules to apply to cost forecasting. When using HSC in detail level 1 (Departments only), Table F is ignored. When using HSC in detail levels 2 (shifts within departments) and 3 (professions within shifts within Departments), the value defined here serves as the system default value. [For Help using Table F, click here.](#)



---

**You can use Table F to define O.T. 1 to be the first three hours of daily Overtime, and O.T. 2 to be the next three hours of daily Overtime.**

---

#### To Choose a Daily Overtime Table

1. Click the drop-down arrow next to the Table F No. field to open a list of Daily Overtime Tables sorted by number.
2. To choose a Daily Overtime Table, click anywhere on that Daily Overtime Table's line. The drop-down list will close, and the number of the selected Daily Overtime Table will be displayed in the Table F No. field. The name of the selected Daily Overtime Table will be displayed to the right of the Table F No. field.

## HSC Table C Number (General Parameters)

TK Table C (Calendar Definitions) specifies different Calendars with paid and unpaid holidays for various groups of employees (different religions, working mothers, and so on). Each Calendar can have up to 99 special days. You can choose a Calendar to apply to cost forecasting. [For Help using Table C, click here.](#)

#### To Choose a Calendar

1. Click the drop-down arrow next to the Table C No. field to open a list of Calendars sorted by number.
2. To choose a Calendar, click anywhere on that Calendar's line. The drop-down list will close, and the number of the selected Calendar will be displayed in the Calendar field. The name of the selected Calendar will be displayed to the right of the Calendar field.

## Number of Rooms (General Parameters)

Type the number of rooms in the property. This value can be used together with occupancy percentages when calculating Department Staffing Standards.

Department Staffing Standards are used to forecast staffing requirements for specific Departments and professions, based on the number of rooms occupied, portions served, or guests in attendance. HSC can define and analyze staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. Since the third level of system detail (professions) is not currently active, this file is not applied to system calculations.

## HSC Shift Length (General Parameters)

Type the shift length in minutes. This value is used in calculating the "Average Head Count" in the Planned vs. Actual report. When running the report, the user can specify calculating Head Count either by using this system default value or by using shift-specific values. This value can be overridden by the values entered in the [Department Shift Standards](#) dialog box.

## Season Number (General Parameters)

You can define up to 12 seasons for which staffing requirements are forecasted.



**You can define July 1 to August 31 to be the School Summer Vacation season, during which your staffing requirements can be based on the likelihood that school-age children will be traveling with their parents.**

---

Each season is defined by its [From Date](#) , [Till Date](#) , and [Description](#) .

## Season From Date (General Parameters)

Type the first date of the season. [For Help using date formats, click here.](#)

## Season Till Date (General Parameters)

Type the last date of the season. [For Help using date formats, click here.](#)

## Season Description (General Parameters)

Type a description of the season.

## System Level (General Parameters)

HSC can define and analyze staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. The third level of system detail (professions) is not currently active.

Choose one of the following three options:

- Department: HSC defines staffing requirements for Departments only.
- Department\Shift: HSC defines staffing requirements both for Departments and for shifts within each Department.
- Department\Shift\Profession: HSC defines staffing requirements for Departments, for shifts within each Department, and for professions within each shift (not currently active).

The chosen option determines whether certain information can be specified in other dialog boxes, or in reports generated by the system.

## Staffing Levels by Occupancy

The HOTCAP (Staffing Levels by Occupancy) dialog box defines forecasted staffing requirements according to occupancy level, season, Day Type, Department, shift, and profession:

Season No.  Season Description Summer

List of Season Code

| Department Number | Departments Name |       |         |
|-------------------|------------------|-------|---------|
|                   |                  | 20.00 | % 35.00 |
| 1                 | Maintenance      | 0.00  | 15.00   |
| 2                 | Bookkeeping      | 0.00  | 0.00    |
| 3                 | Marketing        | 0.00  | 64.00   |
| 4                 | Sales            | 0.00  | 0.00    |
| 5                 | Personnel        | 0.00  | 0.00    |
| 6                 | Payroll          | 0.00  | 0.00    |

Buttons: ? [Grid] [Copy] [Delete] [Delete] [Back] [Back]

#### To View or Edit Staffing Levels by Occupancy

1. Choose Add/Edit Hotel Staff Costing Set-Up Files from the *TimeKeeper-PC* Set-Up menu.
2. Choose Add/Edit Staffing Levels by Occupancy.

The Staffing Levels by Occupancy dialog box contains the following fields:

Season Number

Day Type

Occupancy Percentage Columns

Each Record includes the staffing levels for one Day Type in one season.



Click the Create Multiple Records icon to create multiple copies of percentile records. [For Help creating multiple copies of percentile records, click here.](#)



Click the Copy Values of One Percentile to Another icon to copy values from one percentile column to another. [For Help copying percentile values to another column, click here.](#)



The following icons delete different groups of values: [For Help distinguishing between different delete functions, click here.](#)

You need to save a Record every time you make changes and select another Record.



**If you do not save the changed Record, your changes will be lost immediately when you select another Record.**

To save the currently selected Record, click the Save Record icon:



You will be prompted by a small dialog box: "Current Record Has Been Changed! Save?" Click **Yes**.

## Staffing Levels Season Number (Staffing Levels by Occupancy)

Type the number of the season whose values are to be displayed in the dialog box. The name of the selected season

will be displayed in the Season Description field.

Click the drop-down arrow to open a list of seasons for which staffing levels are currently defined. To choose a season, click anywhere on that season's line. The drop-down list will close, and the selected season's staffing levels will be displayed.

Click **List of Season Code** to open the Select Season dialog box. A list is displayed of all seasons defined in the [General Parameters dialog box](#), including those for which no staffing levels are currently defined. To choose a season, click anywhere on that season's line, and then click **Accept**. To close the Select Season dialog box without choosing a season, click **Cancel**.

## Staffing Levels Day Type (Staffing Levels by Occupancy)

You can define separate staffing levels for each Day Type entered in the system.



**A Day Type can refer to a specific day of the week or holiday, as well as group definitions such as "weekday" or "Federal holiday". Day Types are defined in Table B (Day Type Definitions). For Help using Table B, click here.**

---

Each Record includes the staffing levels for one Day Type in one season.

### To Choose a Day Type

1. Click the drop-down arrow next to the Day Type field to open a list of Day Types sorted by number.
2. To choose a Day Type, click anywhere on that Day Type's line. The drop-down list will close, and the number of the selected Day Type will be displayed in the Day Type field. The name of the selected Day Type will be displayed in the Day Type Description field.

## Occupancy Percentage Columns (Staffing Levels by Occupancy)

The HOTCAP (Staffing Levels by Occupancy) dialog box displays all of the Departments entered in the system. You can define separate staffing levels for each Department.

Each Record includes the staffing levels for one Day Type in one season. The top row of the table displays occupancy levels defined in the table. When you first open a Record, this row is marked with a black triangle:



When you enter data in this row, the black triangle symbol changes to a pencil symbol, which is displayed until you select another Record:



[For Help defining occupancy levels, click here.](#)

Click any Department to select it. The currently selected Department is marked with a black triangle:



Press <Tab> to move forward to the next column and select it. Hold <Shift> and press <Tab> to move backward to the previous column and select it.

For each defined occupancy level, enter staffing requirements for each department. [For Help entering staffing requirements, click here.](#)



**You cannot enter staffing requirements for an occupancy level of 0%.**

---

## Defining Occupancy Levels (Occupancy Percentage Columns)

Each Record includes the staffing levels for one Day Type in one season. For each Record, you can define up to 25 separate occupancy levels. Each occupancy level is displayed as a separate column in the [Staffing Levels by Occupancy dialog box](#).



---

#### **You cannot enter staffing requirements for an occupancy level of 0%.**

---

The top row of the table displays occupancy levels defined in the table. When you first open a Record, this row is marked with a black triangle:



When you enter data in this row, the black triangle symbol changes to a pencil symbol, which is displayed until you select another Record:



To define an occupancy level, type the percentage value in **00.00** format.



---

#### **To define an occupancy level for a day when half of the property's rooms are occupied, type 50.00.**

---

For each defined occupancy level, enter staffing requirements for each department. [For Help entering staffing requirements, click here.](#)

## **Entering Staffing Requirements (Occupancy Percentage Columns)**

The HOTCAP (Staffing Levels by Occupancy) dialog box displays all of the Departments entered in the system. You can define separate staffing levels for each Department, based on occupancy levels. [For Help defining occupancy levels, click here.](#)

Click any Department to select it. The currently selected Department is marked with a black triangle:



Press <Tab> to move forward to the next column and select it. Hold <Shift> and press <Tab> to move backward to the previous column and select it.

The manner in which you enter staffing requirements depends on the System Level option selected in the [General Parameters dialog box](#). HSC can define and analyze staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. The third level of system detail (professions) is not currently active.

Enter staffing requirements according to the selected System Level option:

- [Department](#)
- [Department\Shift](#)
- Department\Shift\Profession (not currently active).

## **Entering Staffing Requirements by Department (Entering Staffing Requirements)**

The manner in which you enter staffing requirements depends on the System Level option selected in the [General Parameters dialog box](#). If you selected the **Department** System Level, type the number of Employees needed for that Department and occupancy level, in **00.00** format.



---

**When the property has 70% occupancy, the Housekeeping Department needs three full-time Employees and one half-time Employee. In the Housekeeping Department row, type 3.50 in the 70% column.**

---

## **Entering Staffing Requirements by Department and Shift (Entering Staffing Requirements)**

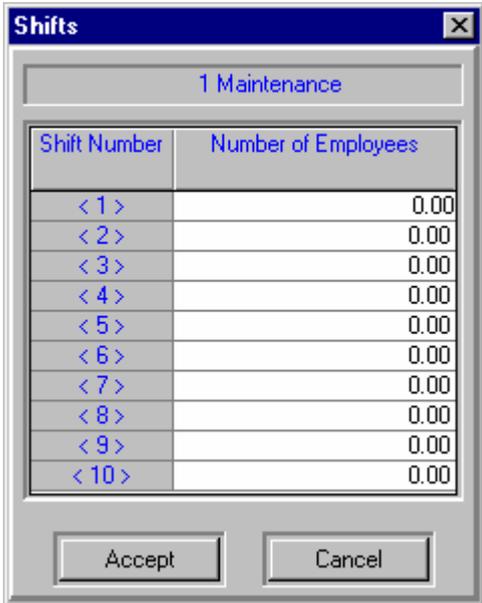
The manner in which you enter staffing requirements depends on the System Level option selected in the [General Parameters dialog box](#) . If you selected the **Department/Shift** System Level, the Ellipsis button  is displayed for the selected Department and occupancy level.

Click the Ellipsis button to display the Shifts dialog box, and enter the number of Employees required for each shift. [For Help entering staffing requirements by shift, click here.](#)

When you close the Shifts dialog box, the total number of Employees required for the Department is displayed in the [Staffing Levels by Occupancy dialog box](#) .

## Entering Staffing Requirements by Shift (Entering Staffing Requirements)

The top of the Shifts dialog box displays the number and name of the Department currently selected in the [Staffing Levels by Occupancy dialog box](#) :



| Shift Number | Number of Employees |
|--------------|---------------------|
| < 1 >        | 0.00                |
| < 2 >        | 0.00                |
| < 3 >        | 0.00                |
| < 4 >        | 0.00                |
| < 5 >        | 0.00                |
| < 6 >        | 0.00                |
| < 7 >        | 0.00                |
| < 8 >        | 0.00                |
| < 9 >        | 0.00                |
| < 10 >       | 0.00                |

You can enter staffing requirements for up to ten shifts. The shift numbers are displayed in the left-hand column of the dialog box.

For each shift, type the number of Employees required in the right-hand column, in **00.00** format.

To close the Shifts dialog box and save the entered staffing requirements, click **Accept**. To close the dialog box without entering staffing requirements, click **Cancel**.

When you close the Shifts dialog box, the total number of Employees required for the Department is displayed in the Staffing Levels by Occupancy dialog box.



The shift numbers <1> to <10> coincide with the shift numbers <1> to <10> defined in TK Table G (Daily Shift Profiles). [For Help using Table G, click here.](#)

## Multiple Copies of Percentile Records (Staffing Levels by Occupancy)

Each Record includes the staffing levels for one Day Type in one season. The Create Multiple Records icon  allows you to create multiple copies of percentile records.



You can apply the staffing requirements already entered for the Saturday Day Type in the Winter

---

### season to the Standard Day Type in the Summer season.

---

You can copy a single Record, or a range of Records.

You can copy the entire Record, or a range of occupancy levels.

---



**You can copy staffing requirements from the selected Record for occupancy levels between 0% and 50%. In that case, staffing requirements are not yet defined for the target Record when more than half of the property's rooms are occupied.**

---

When you click the Create Multiple Records icon, the Create Percentile Records dialog box is displayed:

|                   | Source |      | Target |
|-------------------|--------|------|--------|
|                   | From   | Till | From   |
| Season Code       | 0      | 0    | 0      |
| Day Type          | 0      | 0    | 0      |
| Occupancy Percent | 0.00   | 0.00 |        |
| Department        | 0      | 0    | 0      |

Buttons: Create, Cancel

The Create Percentile Records dialog box contains the following fields:

Season Code

Day Type

Occupancy Percent

Department

After you choose all desired parameters, click **Create** to copy the Records. To close the dialog box without copying Records, click **Cancel**.

## Copying Percentile Records: Season Code (Multiple Copies of Percentile Records)

You can copy Records for a single season, or for a range of seasons. Records can be copied from any season defined in the [General Parameters dialog box](#)

### To Choose a Season or Range of Seasons

1. Click the drop-down arrow in the Source From Season Code field to open a list of seasons. Choose the first season in the range of seasons whose Records are to be copied. Click anywhere on that season's line.
2. Click the drop-down arrow in the Source Till Season Code field to open a list of seasons. Choose the last season in the range of seasons whose Records are to be copied. Click anywhere on that season's line.
3. Repeat steps 1-2 for the Target Season fields to choose the season or range of seasons to which the Records are to be copied.

## Copying Percentile Records: Day Type (Multiple Copies of Percentile Records)

You can copy Records for a Day Type, or for a range of Day Types.

---



A Day Type can refer to a specific day of the week or holiday, as well as group definitions such as

"weekday" or "Federal holiday". Day Types are defined in Table B (Day Type Definitions). [For Help using Table B, click here.](#)

---

#### To Choose a Day Type or Range of Day Types

1. Click the drop-down arrow in the Source From Day Type Code field to open a list of Day Types. Choose the first Day Type in the range of Day Types whose Records are to be copied. Click anywhere on that Day Type's line.
2. Click the drop-down arrow in the Source Till Day Type Code field to open a list of Day Types. Choose the last Day Type in the range of Day Types whose Records are to be copied. Click anywhere on that Day Type's line.
3. Repeat steps 1-2 for the Target Day Type fields to choose the Day Type or range of Day Types to which the Records are to be copied.

## Copying Percentile Records: Occupancy Percent (Multiple Copies of Percentile Records)

You can copy Records for a single occupancy level, or for a range of occupancy levels. Records can be copied from any occupancy level defined in the [Staffing Levels by Occupancy dialog box](#) .

#### To Choose an Occupancy Level or Range of Occupancy Levels

1. Double-click the Source From field and type the first number in the range of occupancy levels whose Records are to be copied.
2. Double-click the Source To field and type the last number in the range of occupancy levels whose Records are to be copied.



Unlike [season codes](#) , [Day Types](#) , and [Departments](#) , occupancy levels are entered for the source fields only. The target season codes, Day Types, and Departments acquire only the occupancy levels that are selected from the source fields.

---

## Copying Percentile Records: Department (Multiple Copies of Percentile Records)

You can copy Records for a single Department, or for a range of Departments. Departments are defined in [Shared Set-Up Files](#).

#### To Choose a Department or Range of Departments

1. Click the drop-down arrow in the Source From Department Code field to open a list of Departments. Choose the first Department in the range of Departments whose Records are to be copied. Click anywhere on that Department's line.
2. Click the drop-down arrow in the Source Till Department Code field to open a list of Departments. Choose the last Department in the range of Departments whose Records are to be copied. Click anywhere on that Department's line.
3. Repeat steps 1-2 for the Target Season fields to choose the season or range of seasons to which the Records are to be copied.

## Copying Percentile Values to Another Column (Staffing Levels by Occupancy)

Each occupancy level is displayed as a separate column in the [Staffing Levels by Occupancy dialog box](#) . The Copy Values of One Percentile to Another  allows you to copy values from one percentile column to another.



---

You can copy staffing requirements from the 25% column to the 50% column. In that case, staffing requirements when half of the property's rooms are occupied are identical to those when a quarter of the rooms are occupied.

---

#### To Copy Values from One Percentile Column to Another

1. Click the Copy Values of One Percentile to Another icon. The Create New Percent dialog box is displayed.

The screenshot shows a dialog box titled "Create New Percent". It has a blue title bar with a close button (X). The main area is light gray. There are two rows of text: "Source Percent" followed by a text box containing "35.00" and a "%" symbol, and "Target Percent" followed by a text box containing "0.00" and a "%" symbol. At the bottom, there are two buttons: "Create" and "Cancel".

2. The Source Percent field displays the currently selected occupancy level. Type the occupancy level to which staffing requirements are to be copied, in **00.00** format.
3. Click **Create** to copy the Records. To close the dialog box without copying staffing requirements, click **Cancel**.

## Delete Functions in the Staffing Levels by Occupancy Dialog Box (Staffing Levels by Occupancy)

The **Staffing Levels by Occupancy dialog box** contains four distinct delete functions:



Click the Delete Row icon to delete the currently selected departmental values. All staffing requirements for the currently selected Department are reset to **00.00**.



Click the Delete Column icon to delete the currently selected percentile values. The occupancy level itself, including all staffing requirements, is removed from the Record.



Click the Clear icon to clear the currently selected Record. All staffing requirements for the currently selected Record are reset to **00.00**.



Click the Delete icon to delete the currently selected Record. As opposed to the Clear icon, which resets the Record's values to **00.00** but leaves the Record, the Delete icon removes the Record itself from the system.

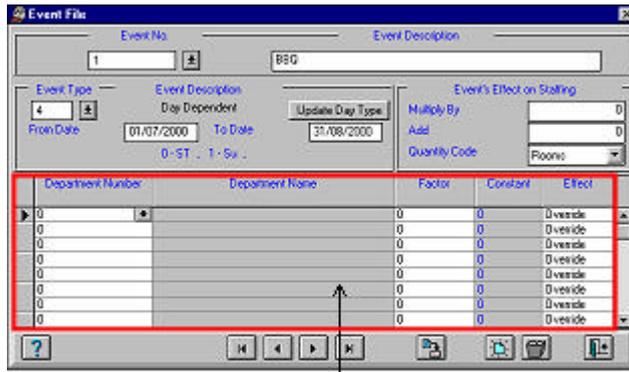


---

If you click any of the above four icons, you will be prompted by a small dialog box: "Delete All Punches?" Click Yes to delete the selected values.

---

## HSC Events



Departmental Effects Table

Events specify staffing requirements for permanent, seasonal, or day-specific needs, as well as one-time events.

Events change staffing requirements in one of the following ways:

- An event can apply a factor of rooms occupied, portions served, or guests in attendance.



**You can define an event to add an extra Housekeeping Employee for every 50 occupied rooms. In that case, if the Housekeeping Department normally needs three Employees, and 200 rooms are occupied, then the Department will need seven Employees ( 3 + (200/5) ).**

- An event can add a constant to the staffing requirements defined using the [Staffing Levels by Occupancy dialog box](#) .



**You can define an event to subtract 2 Employees from your Electrical Department staffing requirements. In that case, if the Department needs 6 Employees when property occupancy is 70%, then the Department will need only 4 Employees if occupancy is 70% during the event.**

- An event can be defined either to add Employees to staffing requirements (defined using occupancy levels) or to replace staffing requirements.



**You can define an event to add 27 Employees to the Sales Department. You can also define the event to require 27 Employees in the Sales Department, regardless of the current occupancy level.**

#### To View or Edit Events

1. Choose Add/Edit Hotel Staff Costing Set-Up Files from the *TimeKeeper-PC* Set-Up menu.
2. Choose Add/Edit Events. The Event File dialog box is displayed.

The Event File dialog box contains the following fields:

Event Number

Event Description

Event Type

Update Day Type

From Date

To Date

Quantity Code

Departmental Effects Table

You can click the Clear icon  to return all fields to their default settings.

Each event is one Record. You need to save an event every time you make changes and select another event.



**If you do not save the changed event, your changes will be lost immediately when you select another event.**

To save the currently selected event, click the Save Record icon:



You will be prompted by a small dialog box: "Current Record Has Been Changed! Save?" Click **Yes**.

## Event's Effect on Staffing (Multiply By, Add )



These effects are applied to the entire staff, regardless of Department. These effects apply only to the third level of system detail (professions), which is not currently active. Do not enter information in these three fields.

## Event Number (Events)

Type the number of the event.

Click the drop-down arrow to open a list of currently defined events. To choose an event, click anywhere on that event's line. The drop-down list will close, and the name of the selected event will be displayed in the Event Description field.

## Event Description (Events)

Type the description of the event.

Click the drop-down arrow to open a list of currently defined events. To choose an event, click anywhere on that event's line. The drop-down list will close, and the name of the selected event will be displayed in the Event Description field.

## Event Type (Events)

Click the drop-down arrow to choose one of the following four options:

- Static: The event is applied on a permanent basis throughout the year.



You can define your Maintenance Department to always need two more Employees than the number required according to occupancy levels.



Static events are also used to define "permanent" staffing requirements based on factors not related to occupancy %.



The number of vacated rooms to be cleaned is determined by the difference between occupancy levels of two successive dates, rather than the occupancy of a given date. You may also want to spread room-cleaning activity among several days, rather than clean all vacated rooms in a single day. To accommodate these requirements you can define a Static Event for which staffing is based on the number of rooms to be cleaned. That event appears on every daily forecast, requiring the user to enter only the relevant number of rooms.

- Periodic: The event is applied on specific dates during the year.



You can define your Pool-Side Bar Department to need Employees only during summer.

- Day Dependent: The event is applied on specific weekdays.



You can define your Housekeeping Department to need fewer Employees during weekends.

- Random: The event is applied on a specific date



You can define a one-time reception or business seminar to add Employees to the staffing requirements of the Kitchen Department, according to the number of portions served.

## Update Event Day Type (Events)

If you choose the Day Dependent event type, click this button to choose the days on which the event occurs. The Update Day Type dialog box is displayed:

| Update Day Type |                   |
|-----------------|-------------------|
| Day Type        | Event Description |
| 5               | Thursday          |
| 1               | Sunday            |
|                 |                   |
|                 |                   |
|                 |                   |
|                 |                   |
|                 |                   |
|                 |                   |

Accept Cancel



A Day Type can refer to a specific day of the week or holiday, as well as group definitions such as "weekday" or "Federal holiday". Day Types are defined in Table B (Day Type Definitions). [For Help using Table B, click here.](#)

### To Define Day Types for an Event

1. Click **Update Event Day Type**. The Update Day Type dialog box is displayed.
2. Click the Day Type column in the first blank row. A drop-down arrow is displayed.
3. Click the drop-down arrow to display a list of Day Types sorted by number.
4. To choose a Day Type, click anywhere on that Day Type's line. The drop-down list will close, and the number of the selected Day Type will be displayed in the Day Type column. The name of the selected Day Type will be displayed in the Event Description column.
5. Repeat steps 2-4 to choose additional Day Types on which the event occurs.
6. After you choose all desired Day Types, click **Accept** to close the dialog box. To close the dialog box without defining Day Types, click **Cancel**.

## Event From Date (Events)

Type the first date on which the event is applied. [For Help using date formats, click here.](#)



Even if an event is defined to be Static or Day Dependent, it is applied only on dates that fall within the defined range.

## Event To Date (Events)

Type the last date on which the event is applied. [For Help using date formats, click here.](#)



Even if an event is defined to be Static or Day Dependent, it is applied only on dates that fall within the defined range.

# Quantity Code

An event can apply a factor of rooms occupied, portions served, or guests in attendance. [For Help multiplying one of these values by a specified factor, click here.](#)



You can define an event to add an extra Housekeeping Employee for every 50 occupied rooms. In that case, if the Housekeeping Department normally needs three Employees, and 200 rooms are occupied, then the Department will need seven Employees (  $3 + (200/50)$  ).

[For Help entering the value by which the factor is multiplied, click here.](#)

Click the drop-down arrow to choose the value to which the entered factor is applied:

- Rooms
- Portions
- Guests

## Departmental Effects Table (Events)

The Departmental Effects table allows you to define the event's effects on each Department at the property:

|   | Department Number | Department Name | Factor | Constant | Effect   |
|---|-------------------|-----------------|--------|----------|----------|
| ▶ | 0                 |                 | 0      | 0        | Override |
|   | 0                 |                 | 0      | 0        | Override |
|   | 0                 |                 | 0      | 0        | Override |
|   | 0                 |                 | 0      | 0        | Override |
|   | 0                 |                 | 0      | 0        | Override |
|   | 0                 |                 | 0      | 0        | Override |
|   | 0                 |                 | 0      | 0        | Override |
|   | 0                 |                 | 0      | 0        | Override |



The same event can double the staffing requirements of your Groundskeeping Department, subtract 24 Employees from the staffing requirements of your Front Desk Department, and leave the staffing requirements of other Departments as they are defined by occupancy levels.

Each row of the table defines the event's effects on the staffing requirements of a single Department. When you click to select a Department, the row is marked with a black triangle:



When you enter data in the row, the black triangle symbol changes to a pencil symbol, which is displayed until you select another Department:



The Departmental Effects table contains the following columns:

[Department Number/Name](#)

[Factor](#)

[Constant](#)

[Effect](#)

## Departmental Effect: Department Number/Name (Departmental Effects Table)

Each row of the table defines the event's effects on the staffing requirements of a single Department.

### To Choose a Department for the Departmental Effects Table

1. Click the Department Number column in the first blank row. A drop-down arrow is displayed.
2. Click the drop-down arrow to display a list of Departments sorted by number.
3. To choose a Department, click anywhere on that Department's line. The drop-down list will close, and the number of the selected Department will be displayed in the Department Number column. The name of the selected Department will be displayed in the Department Name column.

## Departmental Effect: Factor (Departmental Effects Table)

An event can apply a factor of rooms occupied, portions served, or guests in attendance. [For Help choosing the value to which the entered factor is applied, click here.](#)



**You can define an event to add an extra Housekeeping Employee for every 50 occupied rooms. In that case, if the Housekeeping Department normally needs four Employees, and 200 rooms are occupied, then the Department will need eight Employees (  $4 + (200/5)$  ).**

---

The manner in which you apply event factors depends on the System Level option selected in the [General Parameters dialog box](#). HSC can define and analyze staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. The third level of system detail (professions) is not currently active.

Enter event factors according to the selected System Level option:

- Department
- Department\Shift
- Department\Shift\Profession (not currently active).

## Departmental Effect: Factors for Departments (Departmental Effect: Factor)

The manner in which you apply event factors depends on the System Level option selected in the [General Parameters dialog box](#). If you selected the **Department** System Level, type the factor applied for that Department, in **0.00** format.



**An event adds an extra Housekeeping Employee for every 50 occupied rooms. In the Housekeeping Department row, type .02 (  $1 / 50$  ) in the Factor column.**

---

## Departmental Effect: Factors for Departments and Shifts Departmental Effect: Factor

The manner in which you enter staffing requirements depends on the System Level option selected in the [General Parameters dialog box](#). If you selected the **Department/Shift** System Level, the Ellipsis button  is displayed when you click the Factor column. When you click the Ellipsis button, the Update Department Data dialog box is displayed:

| Shift    | Percent | Constant |
|----------|---------|----------|
| <- 1 ->  | 0       | 0        |
| <- 2 ->  | 0       | 0        |
| <- 3 ->  | 0       | 0        |
| <- 4 ->  | 0       | 0        |
| <- 5 ->  | 0       | 0        |
| <- 6 ->  | 0       | 0        |
| <- 7 ->  | 0       | 0        |
| <- 8 ->  | 0       | 0        |
| <- 9 ->  | 0       | 0        |
| <- 10 -> | 0       | 0        |



An event adds four Employees to the Housekeeping Department, by factoring the number of rooms occupied on the day of the event. The Update Department Data dialog box specifies 50% for the first Housekeeping shift and 25% each for the second and third shifts. In this case, with four extra Employees, two are added to the first shift and one is added to each of the other two shifts.

#### To Apply a Factor to Departments and Shifts

1. In the Factor column, type the factor by which the chosen value is to be multiplied.
2. Click the Ellipsis button. The Update Department Data dialog box is displayed.
3. For each shift, type the percentage of the extra Employees in the Department that are assigned to that shift.
4. After you assign percentages of extra Employees to shifts, click **Accept** to close the dialog box. To close the dialog box without assigning percentages to shifts, click **Cancel**.



The shift numbers <1> to <10> coincide with the shift numbers <1> to <10> defined in TK Table G (Daily Shift Profiles). [For Help using Table G, click here.](#)

## Departmental Effect: Constant (Departmental Effects Table)

An event can add a constant to the staffing requirements defined using the [Staffing Levels by Occupancy dialog box](#) .

The manner in which you add constants to staffing requirements depends on the System Level option selected in the [General Parameters dialog box](#) . HSC can define and analyze staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. The third level of system detail (professions) is not currently active.

Add constants to staffing requirements according to the selected System Level option:

- Department
- Department\Shift
- Department\Shift\Profession (not currently active).

## Departmental Effect: Constants for Departments (Departmental Effect: Constant)

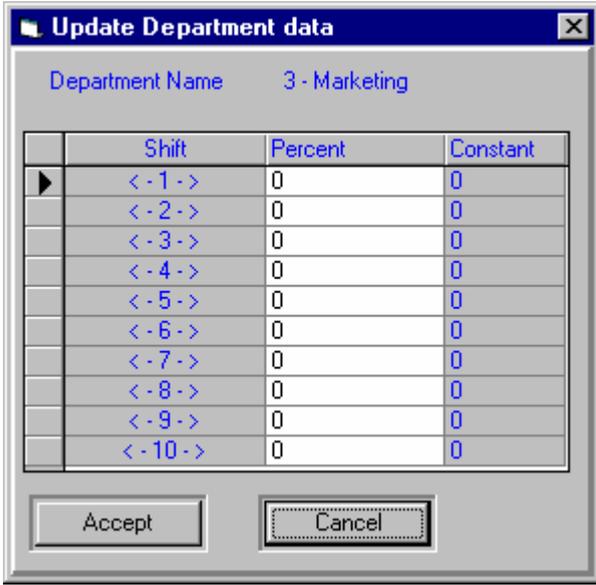
The manner in which you add constants to staffing requirements depends on the System Level option selected in the [General Parameters dialog box](#) . If you selected the **Department** System Level, type the constant added for that Department, in **0.00** format.



An event adds seven extra Housekeeping Employees. In the Housekeeping Department row, type 7 in the Constant column.

## Departmental Effect: Constants for Departments and Shifts (Departmental Effect: Constant)

The manner in which you add constants to staffing requirements depends on the System Level option selected in the [General Parameters dialog box](#) . If you selected the **Department/Shift** System Level, the Ellipsis button  is displayed when you click the Constant column. When you click the Ellipsis button, the Update Department Data dialog box is displayed:



| Shift      | Percent | Constant |
|------------|---------|----------|
| < - 1 - >  | 0       | 0        |
| < - 2 - >  | 0       | 0        |
| < - 3 - >  | 0       | 0        |
| < - 4 - >  | 0       | 0        |
| < - 5 - >  | 0       | 0        |
| < - 6 - >  | 0       | 0        |
| < - 7 - >  | 0       | 0        |
| < - 8 - >  | 0       | 0        |
| < - 9 - >  | 0       | 0        |
| < - 10 - > | 0       | 0        |



The Update Department Data dialog box specifies 13 extra Employees for the first shift and 7 each for the second and third shifts. In this case, a total of 27 extra Employees are added to the Department.

### To Add a Constant to Staffing Requirements

1. In the Constant column, click the Ellipsis button. The Update Department Data dialog box is displayed.
2. For each shift, type the number of extra Employees in the Department that are assigned to that shift.
3. After you assign percentages of extra Employees to shifts, click **Accept** to close the dialog box. The Constant column displays the total number of extra Employees are added to the Department. To close the dialog box without assigning percentages to shifts, click **Cancel**.

## Departmental Effect: Effect on Selected Department (Departmental Effects Table)

An event can be defined either to add Employees to staffing requirements defined using the [Staffing Levels by Occupancy dialog box](#) , or to replace those requirements.



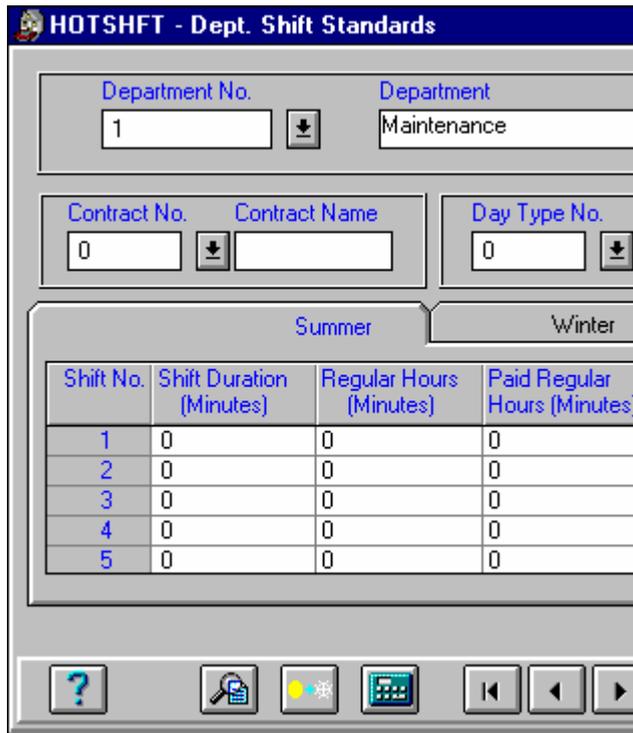
You can define an event to add 27 Employees to the Food & Beverage Department. You can also define the event to require 27 Employees in the Food & Beverage Department, regardless of the

**current occupancy level.**

Click the drop-down arrow in the Effect column to choose one of the following three options:

- **Override:** The number of Employees calculated by the Factor or Constant column is applied instead of the staffing requirements defined by occupancy level.
- **Add:** The number of Employees calculated by the Factor or Constant column is added to the staffing requirements defined by occupancy level.
- **Ignore:** No effect is made on the staffing requirements defined by occupancy level. This option allows you to temporarily disable an event effect, while saving its parameters in the system.

## HSC Department Shift Standards



| Shift No. | Shift Duration (Minutes) | Regular Hours (Minutes) | Paid Regular Hours (Minutes) |
|-----------|--------------------------|-------------------------|------------------------------|
| 1         | 0                        | 0                       | 0                            |
| 2         | 0                        | 0                       | 0                            |
| 3         | 0                        | 0                       | 0                            |
| 4         | 0                        | 0                       | 0                            |
| 5         | 0                        | 0                       | 0                            |

Department Shift Standards are used to forecast the cost of staffing requirements for Departments and shifts.

### To View or Edit HSC Department Shift Standards

1. Choose Add/Edit Hotel Staff Costing Set-Up Files from the *TimeKeeper-PC* Set-Up menu.
2. Choose Add/Edit Dept. Shift Standards.

The Dept. Shift Standards dialog box contains the following fields:

Department Number/Name

Contract Number/Name

Day Type Number/Name

Summer/Winter Shift Tables

You can click the Clear icon  to return all fields to their default settings.

Each Day Type for a Department is one Record.



Click the Run Table icon to open the dialog box for an element within another dialog box without closing the current dialog box. For example, if the Department No. field is selected, click this icon to open the [Departmental Rates dialog box](#) .



Click the Copy Seasons icon to copy values between seasons. [For Help copying values between seasons, click here.](#)



Click the Calculator icon to open the calculator for manual calculations of shift costs. [For Help making manual calculations of shift costs, click here.](#)



Click the Copy Table icon to create a copy of departmental cost records. [For Help creating copies of departmental cost records, click here.](#)

You need to save a Record every time you make changes and select another Record.

---



**If you do not save the changed Record, your changes will be lost immediately when you select another Record.**

---

To save the currently selected Record, click the Save Record icon:



You will be prompted by a small dialog box: "Current Record Has Been Changed! Save?" Click **Yes**.

## Department Shift Standards: Department Number/Name (HSC Department Shift Standards)

Department Shift Standards are calculated separately for each Department.

### To Choose a Department for Department Shift Standards

1. Click the drop-down arrow next to the Department No. field to display a list of Departments sorted by number.
2. To choose a Department, click anywhere on that Department's line. The drop-down list will close, and the number of the selected Department will be displayed in the Department No. field. The name of the selected Department will be displayed in the Department field.

## Department Shift Standards: Contract Number/Name (HSC Department Shift Standards)

A Contract is a set of rules and definitions that determine how an Employee is to be paid for work hours. *TimeKeeper-PC* uses Contracts to determine Employee payrolls, job time-costing, departmental cost allocations, and so on. However, these Contract definitions are relevant only when using Detail Level 3 (professions within shifts within Departments), which is not currently active.

Double-click the Contract field, and type **0**.

## Department Shift Standards: Day Type Number/Name (HSC Department Shift Standards)

You can define separate staffing levels for each Day Type entered in the system.

---



**A Day Type can refer to a specific day of the week or holiday, as well as group definitions such as "weekday" or "Federal holiday". Day Types are defined in Table B (Day Type Definitions). [For Help using Table B, click here.](#)**

---

Each Record includes the staffing levels for one Day Type in one season.

### To Choose a Day Type

1. Click the drop-down arrow next to the Day Type field to open a list of Day Types sorted by number.
2. To choose a Day Type, click anywhere on that Day Type's line. The drop-down list will close, and the number of the selected Day Type will be displayed in the Day Type field. The name of the selected Day Type will be displayed in the Day Type Description field.

## Department Shift Standards: Summer/Winter Shift Tables (HSC Department Shift Standards)

The Department Shift tables contain two tabs: Summer and Winter. Summer and Winter, as used in this dialog box, are defined in TK Table A (General Data Definitions). [For Help using Table A, click here](#). They are not the seasons defined in the [General Parameters dialog box](#).

The Summer and Winter tabs contain identical columns. You must define shift standards separately for each tab.

The manner in which you enter shift standards depends on the System Level option selected in the [General Parameters dialog box](#). HSC can define and analyze staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. The third level of system detail (professions) is not currently active.

If you selected the **Department** System Level, enter shift standards for the first shift only.

If you selected the **Department/Shift** System Level, enter shift standards for all shifts defined for the selected Department.

The Department Shift tables contain the following fields:

### Shift Duration

The following three columns define the division of the shift into pay categories. These pay categories are combined with Departmental Rates to estimate the costs of departmental and shift staffing requirements:

- [Regular Hours](#)
- [Paid Regular Hours](#)
- [Overtime Hours](#)

Table F No.

## Departmental Shift Duration Standards (Department Shift Standards: Summer/Winter Shift Tables)

Type the shift length in minutes. This value overrides the value entered in the [General Parameters dialog box](#).

## Departmental Regular Hours Standards (Department Shift Standards: Summer/Winter Shift Tables)

Type the number of shift hours considered to be Regular hours (as opposed to Overtime hours).

## Departmental Paid Regular Hours Standards (Department Shift Standards: Summer/Winter Shift Tables)

Type the number of Regular shift hours the Employee is paid for.

## Departmental Overtime Hours Standards (Department Shift Standards: Summer/Winter Shift Tables)

Type the number of shift hours considered to be Overtime hours.

## Departmental Table F No. Standards (Department Shift Standards: Summer/Winter Shift Tables)

This column defines which TK Table F (Daily Overtime Rules) is used to allocate Overtime into pay categories. [For Help using Table F, click here.](#)



**You can use Table F to define O.T. 1 to be the first three hours of daily Overtime, and O.T. 2 to be the next three hours of daily Overtime.**

---

### To Choose a Daily Overtime Table

1. Click the drop-down arrow next to the Table F No. column to open a list of Daily Overtime Tables sorted by number.
2. To choose a Daily Overtime Table, click anywhere on that Daily Overtime Table's line. The drop-down list will close, and the number of the selected Daily Overtime Table will be displayed in the Table F No. column.

## Copying Values Between Seasons (HSC Department Shift Standards)

The Summer and Winter tabs contain identical columns. You must define shift standards separately for each tab. The

Copy Seasons icon  allows you to copy all shift standards from season to another.

### To Copy Values from One Season to Another

1. Click the Copy Seasons icon. You will be prompted by a small dialog box: "Copy Data From SUMMER To WINTER?" or "Copy Data From WINTER To SUMMER?" The currently selected tab is the source from which shift standards are copied into the other tab.
2. Click **Yes**. The shift standards entered for the currently selected tab are copied into the other tab.

## Manual Calculations of Shift Costs (HSC Department Shift Standards)

*TimeKeeper-PC* Contracts are assigned individually to each employee. Consequently, when using HSC in Detail Levels 1 (Departments) and 2 (shifts within Departments), HSC cannot associate a specific Contract with a specific employee. It is therefore often necessary to set up "median" shifts that, on average, provide accurate results. If you

need to manually calculate these "median" shifts, use the Calculator icon .

### To Perform Manual Calculations

1. Click the Calculator icon. The HSC Calculator is displayed:



2. Perform all needed arithmetic calculations.
3. After you finish performing manual calculations, click the Close Window button  to close the HSC Calculator.

## Creating Copies of Departmental Cost Records (HSC Department Shift Standards)

Each Day Type for a Department is one Record. The Copy Table icon  allows you to copy all Day Type shift standards from one Department to another.

### To Copy Shift Standards from One Department to Another

1. Click the Copy Table icon. The Copy Departments dialog box is displayed.



2. Click the drop-down arrow in the From Department field to open a list of Departments. Choose the Department whose shift standards are to be copied. Click anywhere on that Department's line.
3. Click the drop-down arrow in the Till Department field to open a list of Departments. Choose the Department to which shift standards are to be copied. Click anywhere on that Department's line.
4. Click **Copy** to copy the shift standards. To close the dialog box without copying shift standards, click **Cancel**.

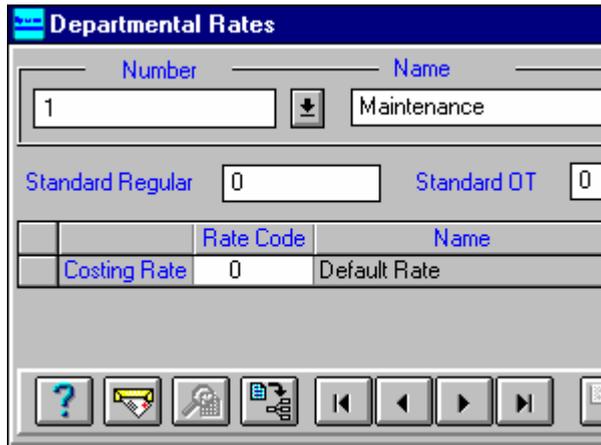
## HSC Departmental Rates

Departments are created and edited using Departmental Rates.

### To View or Edit Departmental Rates

1. Choose Add/Edit Hotel Staff Costing Set-Up Files from the *TimeKeeper-PC* Set-Up menu.
2. Choose Add/Edit Departmental Rates.

The Departmental Rates dialog box is displayed:



This is the same dialog box displayed by the Department Codes option in the Shared Setup Files sub-menu.

Each Record includes the Rates for one Department. These Rates are used to calculate staffing costs.

The Departmental Rates dialog box contains the following fields:

Department Number/Name

Standard Regular

Standard OT

Rate Code

You need to save a Record every time you make changes and select another Record.



**If you do not save the changed Record, your changes will be lost immediately when you select another Record.**

To save the currently selected Record, click the Save Record icon:



You will be prompted by a small dialog box: "Current Record Has Been Changed! Save?" Click **Yes**.



Click the Browse icon to display the data in Browse mode (as a table, which cannot be edited).



Click the Edit icon when the data is displayed in Browse mode to display the data in Edit mode (as a form, which can be edited).



Click the Memo Record icon to add annotations to the Departmental Rates table.



If a table already contains a memo, the Memo Record icon will be displayed in this form. Click this icon to view and edit the current memo.

## HSC Rates: Department Number/Name (HSC Departmental Rates)

Each Record includes the Rates for one Department.

### To Choose a Department for the Departmental Rates Table

1. Click the Department Number field. A drop-down arrow is displayed.
2. Click the drop-down arrow to display a list of Departments sorted by number.
3. To choose a Department, click anywhere on that Department's line. The drop-down list will close, and the number of the selected Department will be displayed in the Department Number field. The name of the selected Department will be displayed in the Department Name field.

## HSC Rates: Standard Regular (HSC Departmental Rates)

Type the planned number of Regular hours per Employee in this Department.

## HSC Rates: Standard OT (HSC Departmental Rates)

Type the planned number of Overtime hours per Employee in this Department.

## HSC Rate Codes (HSC Departmental Rates)

Each Record includes the Rates for one Department.



Click the Run Table icon when this field is selected to open the Rate dialog box, which is used to define Rates. [For Help editing Rates, click here.](#)

### To Choose Rates for the Departmental Rates Table

1. Click the drop-down arrow in the Rate Code column to display a list of Rates sorted by number.
2. To choose a Rate, click anywhere on that Rate's line. The drop-down list will close, and the number of the selected Rate will be displayed in the Rate Code column. The name of the selected Rate will be displayed in the Name column. The value of the selected Rate will be displayed in the Value column. The date from which the selected Rate is valid will be displayed in the From Date column.

## Using the Hotel Staff Costing Module

Once HSC is set up, you can enter the forecasted occupancy rate for any date in the past or future, as well as one-time events scheduled for that date. HSC uses your defined staffing requirements to calculate both the hours needed for each staff member and the total cost forecasted for that date. If the date has already occurred, HSC can also report the variance between forecasted requirements and actual hours worked (including the cost of those hours).

[For Help forecasting daily staffing requirements, click here.](#)

You can generate a report on staffing costs, both planned and actual. This report is at the heart of the HSC module. You can also generate reports on HSC Setup.

[For Help generating HSC reports, click here.](#)

## Daily Staffing Forecasting



---

**Before you forecast daily staffing requirements, you need to set up the Hotel Staff Costing Module.**  
[For Help setting up the Hotel Staff Costing Module, click here.](#)

---

### What Is It?

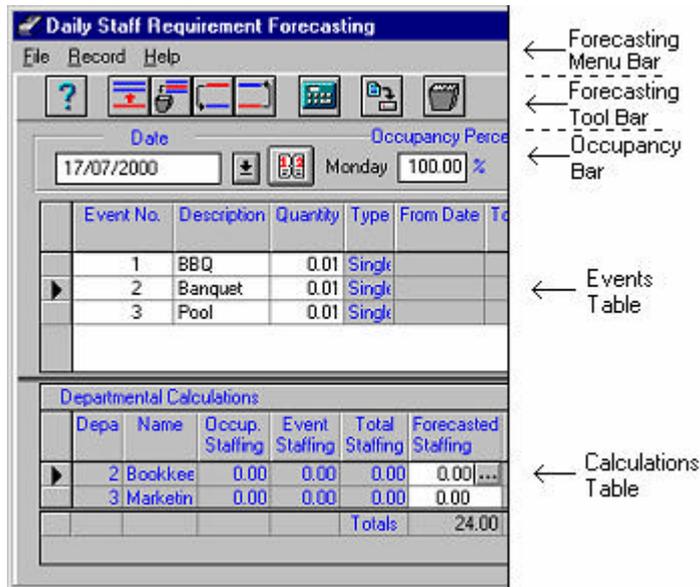
The Daily Staff Forecasting dialog box allows you both to forecast occupancy levels for a specific day and to specify one-time events which occur on that day. Using these parameters, together with other events scheduled to occur on that day, the Daily Staff Forecasting dialog box forecasts both staffing requirements and staffing costs for each department.

### Why Do I Need It?

The Daily Staff Forecasting dialog box is necessary for forecasting staffing requirements and costs. These forecasts can then be compared with actual staffing requirements and costs to help determine future staffing requirements.

### To View or Edit Daily Staffing Forecasting

1. Choose Add/Edit Hotel Staff Costing Set-Up Files from the *TimeKeeper-PC* Set-Up menu.
2. Choose Add/Edit Daily Staffing Forecasting. The Daily Staff Forecasting dialog box is displayed:



The Forecasting menu bar and tool bar are displayed at the top of the dialog box. The **menu bar** contains the menu options available for daily staffing forecasting. The **tool bar** contains the icons available for daily staffing forecasting.

The **Occupancy Bar** displays the date for which staffing requirements are being forecasted, as well as the forecasted occupancy level for that day.

The **Events Table** displays all of the events taking place on the day for which staffing requirements are being forecasted.

The **Calculations Table** displays the forecasted staffing requirements and staffing costs for each Department, based on the parameters entered in the Occupancy Bar and the Events Table.

## Forecasting Menu Bar (Daily Staffing Forecasting)

The following options are displayed on the Forecasting menu bar. Click any highlighted option on this list for Help using that menu option.

File menu:

- **Recalculate** (CTRL+F5)
- **Quit**: Choose this option or press CTRL+Q to close the Daily Staff Forecasting dialog box.

Record Menu (each date is a single Record for daily staff forecasting):

- **Add Event** (F7)
- **Delete Event** (F6)
- **Move Event Down**(CTRL+D)
- **Move Event Up** (CTRL+U)
- **Save Record** (CTRL+S)
- **Delete Record** (CTRL+F6)

Help Menu

## Forecasting Tool Bar (Daily Staffing Forecasting)

The following icons are displayed on the Forecasting tool bar.



Click the [Help icon](#) for Help editing the Daily Activity File.



Click the [Add Event icon](#) to add an event to the Events Table.



Click the [Delete Event icon](#) to delete the event currently selected in the Events Table.



Click the [Move Event Down icon](#) to move the currently selected event down in the Events Table.



Click the [Move Event Up icon](#) to move the currently selected event up in the Events Table.



Click the [Recalculate icon](#) to recalculate staffing requirements and staffing costs, according to changes in the Occupancy Bar and the Events Table.



Click the [Save Record icon](#) to save your changes to the current date.



Click the [Delete Record icon](#) to delete all data for the current date.



Click the Exit icon or press CTRL+Q to close the Daily Staff Forecasting dialog box.



---

This [green exit door icon](#) is used to close the Daily Staff Forecasting dialog box. Only the [red exit door](#) on the main tool bar exits the *TimeKeeper-PC* program.

---

## Occupancy Bar (Daily Staffing Forecasting)

The Occupancy Bar contains the following fields:

[Date](#)

[Occupancy Percent](#)

## Choosing a Date for Daily Staffing Forecasting (Occupancy Bar)

Each date is a single Record for daily staff forecasting. You can choose a date for daily staffing forecasting in one of three ways:

- by typing it in
- by choosing it from a drop-down list of dates (Records) already entered and saved in the system
- by using a graphic calendar display (the Calendar)

To choose a date by typing it in, click the Date field and enter the date. [For Help using date formats, click here.](#) The currently entered occupancy level for the selected date will be displayed in the Occupancy Percent field. [For Help editing the selected date's occupancy level, click here.](#)

### To Choose a Date from a List of Saved Dates

1. Click the drop-down arrow next to the Date field to display a list of dates (Records) already entered and saved in the system. For each date, the currently entered occupancy level is displayed.
2. To choose a date, click anywhere on that date's line. The drop-down list will close, and the selected date will be displayed in the Date field.
3. The currently entered occupancy level for the selected date will be displayed in the Occupancy Percent field. [For Help editing the selected date's occupancy level, click here.](#)

### To Choose a Date with the Calendar Dialog Box

1. Click the Calendar icon . The Calendar dialog box will open, displaying the current year, month, and date:



2. In the Daily Staff Forecasting dialog box in the background, the Date will change from black to red.



**If you change the values in the Daily Staff Forecasting dialog box before clicking the Calendar icon, the Calendar will display the new values you have chosen.**

3. On the bar displaying the current year, click the arrow to the left for the preceding year, or the arrow to the right for the following year. The display will change by one year with each click.
4. On the bar displaying the current month, click the arrow to the left for the preceding month, or the arrow to the right for the following month. The display will change by one month with each click.
5. On the calendar display in the center of the dialog box, click the desired date. The selected date will be displayed as a raised gray button with a blue number.
6. When the desired date is displayed, click **OK** to close the Calendar dialog box. In the Daily Staff Forecasting dialog box, the Date field will change from red to black.
7. The currently entered occupancy level for the selected date will be displayed in the Occupancy Percent field. [For Help editing the selected date's occupancy level, click here.](#)

## Choosing an Occupancy Percent for Daily Staffing Forecasting (Occupancy Bar)

Double-click the Occupancy Percent field and type the forecasted occupancy level for the date for which staffing requirements are being forecasted.

The [Staffing Levels by Occupancy dialog box](#) allows you to define staffing levels for up to 25 separate occupancy levels. The forecasted occupancy level that you type may not match one of the defined occupancy levels. HSC automatically calculates staffing requirements and costs, based on the defined occupancy level that is closest to the one you type.

The Calculations Based On field displays the defined occupancy level used by HSC to calculate staffing requirements and costs.

## Events Table (Daily Staffing Forecasting)

Events specify staffing requirements for permanent, seasonal, or day-specific needs, as well as one-time events. The Events Table displays all of the events taking place on the day for which staffing requirements are being forecasted.

Click any event to select it. The currently selected event is marked with a black triangle:



When you enter data in this row, the black triangle symbol changes to a pencil symbol, which is displayed until you

select another Record:



Press <Tab> to move forward to the next column and select it. Hold <Shift> and press <Tab> to move backward to the previous column and select it.

The Events Table contains the following fields for the events displayed:

Event Number/Description

Quantity

Type

From Date

To Date

Day Types



Click the **Add Event icon** to add an event to the Events Table.



Click the **Delete Event icon** to delete the event currently selected in the Events Table.



Click the **Move Event Down icon** to move the currently selected event down in the Events Table.



Click the **Move Event Up icon** to move the currently selected event up in the Events Table.

## Forecasting Event Number/Description (Events Table)

Each row of the table includes one event.

### To Choose an Event

1. Click the Event No. column. A drop-down arrow is displayed.
2. Click the drop-down arrow to display a list of Events sorted by number.
3. To choose an Event, click anywhere on that Event's line. The drop-down list will close, and the number of the selected Event will be displayed in the Event No. column. The description of the selected Event will be displayed in the Event Description column.

## Forecasting Event Quantity (Events Table)

An event can apply a factor of rooms occupied, portions served, or guests in attendance. [For Help choosing the value to which the entered factor is applied, click here.](#)

[For Help choosing the factor to be multiplied by the quantity, click here.](#)



---

**You can define an event to add an extra Housekeeping Employee for every 50 occupied rooms. In that case, if the Housekeeping Department normally needs four Employees, and 200 rooms are occupied, then the Department will need eight Employees ( 4 + (200/5) ).**

---

### To Enter the Value by which the Factor is Multiplied

1. Click the Quantity column.
2. Type the quantity to be multiplied by the factor. In the example above, you would type the number of rooms occupied (**200**).

## Forecasting Event Type (Events Table)

Events specify staffing requirements for permanent, seasonal, or day-specific needs, as well as one-time events.

This column displays one of the following four types:

- Static: The event is applied on a permanent basis throughout the year.



**You can define your Maintenance Department to always need two more Employees than the number required according to occupancy levels.**

---

- Periodic: The event is applied on specific dates during the year.



**You can define your Pool-Side Bar Department to need Employees only during summer.**

---

- Day Dependent: The event is applied on specific weekdays.



**You can define your Housekeeping Department to need fewer Employees during weekends.**

---

- Random: The event is applied on a specific date



**You can define a one-time reception or business seminar to add Employees to the staffing requirements of the Kitchen Department, according to the number of portions served.**

---

## Forecasting Event From Date (Events Table)

This column displays the first date on which the event is applied.



Even if an event is defined to be Static or Day Dependent, it is applied only on dates that fall within the defined range.

## Forecasting Event To Date (Events Table)

This column displays the last date on which the event is applied.



Even if an event is defined to be Static or Day Dependent, it is applied only on dates that fall within the defined range.

## Forecasting Event Day Types (Events Table)

If the event type is Day Dependent, this column displays the days on which the event occurs.



A Day Type can refer to a specific day of the week or holiday, as well as group definitions such as "weekday" or "Federal holiday". Day Types are defined in Table B (Day Type Definitions). [For Help using Table B, click here.](#)

## Calculations Table (Daily Staffing Forecasting)

The Calculations Table displays all of the Departments entered in the system. Forecasted staffing requirements and staffing costs are displayed for each Department.

| Departmental Calculations |     |             |                 |                |                |                  |            |
|---------------------------|-----|-------------|-----------------|----------------|----------------|------------------|------------|
|                           | Dep | Name        | Occup. Staffing | Event Staffing | Total Staffing | Forecas Staffing | Forec Cost |
| ▶                         | 1   | Maintenance | 0.00            | 0.00           | 0.00           | 0.00             | 0.00       |
|                           | 2   | Bookkeeping | 0.00            | 0.00           | 0.00           | 0.00             | 0.00       |
|                           | 3   | Marketing   | 0.00            | 0.00           | 0.00           | 0.00             | 0.00       |
|                           | 4   | Sales       | 0.00            | 0.00           | 0.00           | 0.00             | 0.00       |
|                           | 5   | Personnel   | 0.00            | 0.00           | 0.00           | 0.00             | 0.00       |
|                           | 6   | Payroll     | 0.00            | 0.00           | 0.00           | 0.00             | 0.00       |
| ▶                         |     |             |                 |                | Totals         | 0.00             | 0.00       |

Click any Department to select it. The currently selected Department is marked with a black triangle:



Press <Tab> to move forward to the next column and select it. Hold <Shift> and press <Tab> to move backward to the previous column and select it.

The last row of the table displays total staffing and cost forecasts for the entire property.

The Calculations Table contains the following fields:

Department Number/Name

Occupancy Staffing

Event Staffing

Total Staffing

Forecasted Staffing

Forecasted Cost

## Calculations Department Number/Name (Calculations Table)

These columns display the number and name of the Department for which staffing requirements and costs are being forecasted.

## Calculations Occupancy Staffing (Calculations Table)

This column displays the staff required for the Department or shift, based on the forecasted occupancy level for the property. This value is defined using the [Staffing Levels by Occupancy dialog box](#).

## Calculations Event Staffing (Calculations Table)

This column displays the staff required for the Department or shift, based on events listed in the [Events Table](#). This value is defined using the [Event File dialog box](#).

## Calculations Total Staffing (Calculations Table)

This column displays the total staff required for the Department or shift, based on a combination of the previous two columns. How the two columns are combined depends on the option chosen in the Effect column of the [Event File dialog box](#):

- If the Override option is selected, the Total Staffing column displays the same value displayed in the Event Staffing column. In this case, the value displayed in the Occupancy Staffing column is disregarded.
- If the Add option is selected, the value displayed in the Total Staffing column equals the sum of the values displayed in the Event Staffing and Occupancy Staffing columns.
- If the Ignore option is selected, the Total Staffing column displays the same value displayed in the Occupancy

Staffing column. In this case, the value displayed in the Event Staffing column is disregarded.

## Calculations Forecasted Staffing (Calculations Table)

While the previous three staffing columns (Occupancy, Event, and Total) are read-only fields, the Forecasted Staffing field can be modified. Use this field to manually override the default (Total Staffing) values.

The manner in which staffing requirements are calculated depends on the System Level option selected in the [General Parameters dialog box](#). HSC can define and analyze staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. The third level of system detail (professions) is not currently active.

This column displays staffing requirements according to the selected System Level option:

- [Department](#)
- [Department\Shift](#)
- [Department\Shift\Profession](#) (not currently active).

## Forecasted Staffing for Departments (Calculations Forecasted Staffing)

The manner in which you enter staffing requirements depends on the System Level option selected in the General Parameters dialog box. If you selected the Department System Level, the Forecasted Staffing column displays the same value displayed in the Total Staffing column.

## Forecasted Staffing for Departments and Shifts (Calculations Forecasted Staffing)

The manner in which you enter staffing requirements depends on the System Level option selected in the General Parameters dialog box. If you selected the Department/Shift System Level, the Forecasted Staffing column displays the Ellipsis button .

Click the Ellipsis button to display the Shifts Definition dialog box, which displays the number of Employees required for each shift. [For Help viewing staffing requirements by shift, click here.](#)

## Viewing Staffing Requirements by Shift (Forecasted Staffing for Departments and Shifts)

The Shifts Definition dialog box displays the number of Employees required for each shift:

| Shift Number | Occup. Staffing | Event Staffing | Total Staffing | Forec. Staff | Forecasted Cost |
|--------------|-----------------|----------------|----------------|--------------|-----------------|
| Shift 1      | 0.00            | 0.00           | 0.00           | 0.00         | 0.00            |
| Shift 2      | 0.00            | 0.00           | 0.00           | 0.00         | 0.00            |
| Shift 3      | 0.00            | 0.00           | 0.00           | 0.00         | 0.00            |
| Shift 4      | 0.00            | 0.00           | 0.00           | 0.00         | 0.00            |
| Shift 5      | 0.00            | 0.00           | 0.00           | 0.00         | 0.00            |
| Shift 6      | 0.00            | 0.00           | 0.00           | 0.00         | 0.00            |
| Shift 7      | 0.00            | 0.00           | 0.00           | 0.00         | 0.00            |
| Shift 8      | 0.00            | 0.00           | 0.00           | 0.00         | 0.00            |
| Shift 9      | 0.00            | 0.00           | 0.00           | 0.00         | 0.00            |
| Shift 10     | 0.00            | 0.00           | 0.00           | 0.00         | 0.00            |

You can view staffing requirements for up to ten shifts. The shift numbers are displayed in the left-hand column of the dialog box.

The division of staffing requirements among shifts is defined using the [Staffing Levels by Occupancy dialog box](#) and

the Event File dialog box .

The Shifts Definition dialog box contains the following fields:

Occupancy Staffing

Event Staffing

Total Staffing

Forecasted Staffing

Forecasted Cost

## Calculations Forecasted Shift Staffing (Viewing Staffing Requirements by Shift)

This column displays the same value displayed in the Total Staffing column.

## Calculations Forecasted Cost (Calculations Table)

This column displays the cost of staff required for the Department or shift, based on the Departmental Rates and Department Shift Standards dialog boxes.

## Adding HSC Events (Events Table)

Events specify staffing requirements for permanent, seasonal, or day -specific needs, as well as one-time events. The Events Table displays all of the events taking place on the day for which staffing requirements are being forecasted.

Click the Add Event icon  or press F7 to add an event to the Events Table.

The event is displayed on a new line in the Events Table.

The Events Table contains the following fields for the new event:

Event Number/Description

Quantity

Type

From Date

To Date

Day Types

## Deleting HSC Events (Events Table)

The Events Table displays all of the events taking place on the day for which staffing requirements are being forecasted.

Click any event to select it. Click the Delete Event icon  or press F6 to delete the event currently selected in the Events Table.



**You will not be warned before the currently selected event is deleted from the Events Table. As soon as you click the Delete Event icon, the event is deleted.**

---

## Recalculating Staffing Forecasts



Click the Recalculate icon  or press CTRL+F5 to recalculate staffing requirements and staffing costs, according to changes in the Occupancy Bar and the Events Table.

You will be prompted by a small dialog box: "Recalculate All Departments?" Click **Yes**.

## Saving Forecasting Records (Daily Staffing Forecasting)



Each date is a single Record for daily staff forecasting. Click the Save Record icon  or press CTRL+S to save the current Record.

You will be prompted by a small dialog box: "Save Changes To File?" Click **Yes**.

## Deleting Forecasting Records (Daily Staffing Forecasting)



Each date is a single Record for daily staff forecasting. Click the Delete Record icon  or press CTRL+F6 to delete the current Record.

You will be prompted by a small dialog box: "Delete All Data for Current Date?" Click **Yes** to delete the Record, or **No** to cancel the deletion.

## Moving Events Down (Events Table)

The Events Table displays all of the events taking place on the day for which staffing requirements are being forecasted.



Click any event to select it. Click the Move Event Down icon  or press CTRL+D to move the currently selected event down in the Events Table.

## Moving Events Up (Events Table)

The Events Table displays all of the events taking place on the day for which staffing requirements are being forecasted.



Click any event to select it. Click the Move Event Up icon  or press CTRL+U to move the currently selected event up in the Events Table.

## HSC Reports

The *Hotel Staff Costing Module* allows you to generate a report on staffing costs, both planned and actual. This report is at the heart of the HSC module. You can also generate reports on HSC Setup.

For Help generating the Staffing Cost Report, [click here](#).

### Hotel Staff Costing Setup

HSC Setup Reports display rules and definitions used for hotel staff costing.



You can view your current event definitions.

---

For Help generating HSC Setup Reports, [click here](#).

## Report Dialog Box

When you choose any of these reports, the corresponding report dialog box is displayed, with the current report parameters displayed in the white Report Parameters box. You can use the menus on the Report Menu Bar to change most of these parameters.

You can also change parameters without using the report menus. Click any black or [blue](#) text in the Report Parameters box to open the dialog box for the corresponding parameter. Click OK to close a dialog box, and the parameter displayed in the Report Parameters box is automatically updated.



**To change the default dates covered by the report, click the word [From](#) in the top panel of the box. The Date dialog box is displayed, allowing you to change the default dates.**

---

If you have used the Select option to change Dates or Report Ranges during the current run of the report, clicking will open the [Select](#) dialog box instead of the [Default](#) dialog box.

You can also open Date and Report Range menus with the right mouse button. Right-click any black or [blue](#) text in the top or left-hand panels to open the corresponding Report menu within the Report Parameters box.



**To open the Date menu, right-click the word [Date](#) in the top panel of the box. The Date menu is displayed within the Report Parameters box, allowing you to choose the [Select](#) or [Default](#) option.**

---

## Report Tool Bar

The [Report Tool Bar](#) at the top of the dialog box contains the icons available for reports.

# Staffing Cost Report

## What Is It?

The Staffing Cost Report displays planned vs. actual staffing requirements and staffing costs, as well as the deviation between the two.

## Why Do I Need It?

This report is at the heart of the HSC module. Using this report, you can analyze your property's under-staffing and over-staffing, in order to better plan your future staffing requirements.

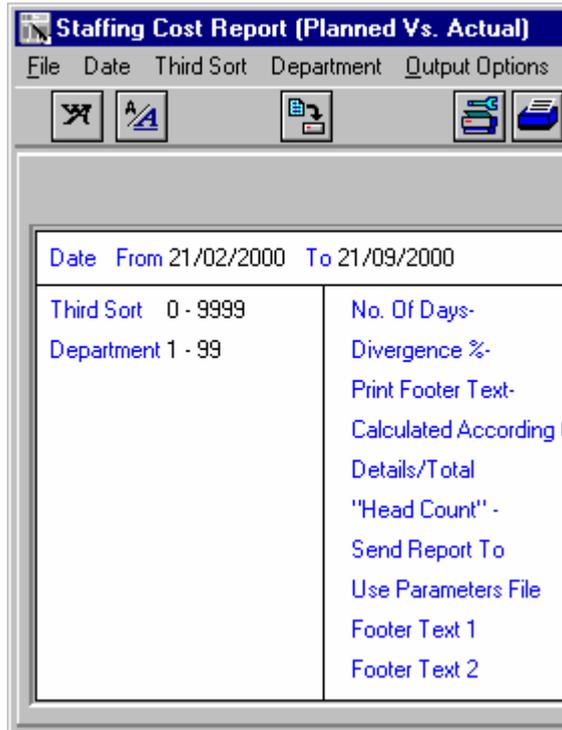
[Producing the Report](#)

[Reading the Report](#)

[What Other Reports Can I Produce?](#)

# Staffing Cost Report Dialog Box

Choose Reports & Graphs from the main menu bar. Choose Hotel Staff Costing Reports, and then choose Staffing Cost Report. The Staffing Cost Report dialog box opens, with the current report parameters displayed in the white Report Parameters box.



## Report Parameters Box

The Report Parameters box is the white box at the bottom of the dialog box with black and blue characters. The blue characters display parameter names, and the black characters display the values currently chosen for them. When you first load a report, the values displayed are the default values.

The top panel of the box displays the dates covered by the report. In the example above, the report covers input data from February 21st, 2000 to September 21st, 2000. [For Help choosing Report Dates, click here.](#)

The left-hand panel of the box displays the Report Range values. These are the ranges of data covered by the report for Departments and [Third Sort](#) values.



**In the example above, the report includes data from Departments 1 through 99.**

The Department and Third Sort values on the left-hand panel correspond to menus on the Report menu bar. [For Help choosing Report Range values, click here.](#)

The right-hand panel of the box displays the Output Options parameters. These determine certain aspects of the report's appearance when it is sent to the Print Preview, the printer, the screen, or a file. [For Help choosing Output Options parameters, click here.](#)

You can also change parameters without using the report menus. Click any black or blue text in the Report Parameters box to open the dialog box for the corresponding parameter. Click OK to close a dialog box, and the parameter displayed in the Report Parameters box is automatically updated.



**To change the default dates covered by the report, click the word [From](#) in the top panel of the box. The Date dialog box is displayed, allowing you to change the default dates.**

If you have used the Select option to change Dates or Report Ranges during the current run of the report, clicking will open the [Select](#) dialog box instead of the [Default](#) dialog box.

You can also open Date and Report Range menus with the right mouse button. Right-click any black or blue text in the top or left-hand panels to open the corresponding Report menu within the Report Parameters box.



**To open the Date menu, right-click the word [Date](#) in the top panel of the box. The Date menu is displayed within the Report Parameters box, allowing you to choose the [Select](#) or [Default](#) option.**

## Report Bars

The Report title bar, Report menu bar, and Report tool bar are always displayed at the top of this dialog box.

The Report title bar displays the name of the report.

The **Report Menu Bar** contains the menu options available for reports.

The **Report Tool Bar** contains the icons available for reports.

## Reading the Staffing Cost Report



**Before you can read this report, you need to produce it. [For Help producing this report, click here.](#)**

The Staffing Cost Report displays each Department separately. Each Department includes planned vs. actual staffing requirements and staffing costs, as well as the deviation between the two.

### Header

The top of each page of the report (the Header) displays:

- at the top center, the Customer Name (for example, "Paradise Properties, Inc."), which is the Customer Name defined in the system configuration
- on the top left, the number and title of the report, and the date range covered by the report.
- on the top right, the current page number and the date and time that the report was produced

### Departments Column

The left-hand column displays the numbers and names of all of the Departments defined in your system.

### Planned

The Planned columns display forecasted staffing requirements and costs, as defined in [Daily Staffing Forecasting](#) . The Planned columns display:

- Staff standard hours
- The Departmental Rate
- Pay categories: Regular, Paid Regular, Total Overtime, and Total Hours
- Number of Employees (positions) and average positions
- Total cost

### Actual

The Actual columns display actual staffing requirements and costs, as reported by *TimeKeeper-PC*. The Actual columns display:

- Pay categories: Regular, Total Overtime, and Total Hours
- Paid extra Employees (positions)
- Number of positions and average positions
- Total cost

### Deviation

The Deviation columns display the deviation between forecasted and actual staffing requirements and costs. The Deviation columns display:

- Deviation in total hours
- Deviation in number of Employees (positions) and average positions
- Value (cost) of deviation
- Percent of deviation

### Events

The Events columns display the following for all of the events taking place on the days being reported:

- Numbers and names
- **Event type**
- Quantity used to factor staffing requirements: rooms occupied, portions served, or guests in attendance

## Statistics

The Statistics columns display:

- Employees per room
- Total rooms

## Footer

The bottom of each page of the report (the Footer) displays:

- on the bottom left, above the line: the Footer text which was defined in the Output Options dialog box
- on the bottom left, below the line: copyright information regarding *TimeKeeper-PC*
- on the bottom right, below the line: the name and creation date of the executable program used to produce the report, the font name and size chosen in the Fonts dialog box, and the font width chosen in the Percentage of Font Width dialog box.

## After You Read the Report

If you sent the report to the Screen or Print Preview, you need to close the report to return to the report dialog box.

To close a Screen report, click the Exit Program icon:



To close a Print Preview, click Close.

# Staffing Cost Report Output Options

This dialog box determines certain aspects of the report's content and appearance.

Choose Output Options to open the Output Options dialog box.

Press <Tab> to move forward to the next field and select it. Hold <Shift> and press <Tab> to move backward to the previous field and select it.

## No. Of Days

Normally, in multi-date listings, daily averages (such as Average Daily Head Count) are calculated according to the actual number of days included in the report. However, you can also calculate averages according to any number of days. Type the number of days on which to base daily average calculations. Type **0** (zero) to base calculations on the actual number of days.

The next seven fields in this dialog box are drop-down lists. To choose an option from any of these fields, click the arrow to the right of the field. A list of options is displayed, with the current option displayed in a dark gray box with white characters. Click to choose an option.

Following are the options for the seven drop-down lists:

## Divergence %

The Deviation columns display the deviation between forecasted and actual staffing requirements and costs, including the percent of deviation. The options for calculating the percent of deviation are:

- **Jobs:** Choose this option to calculate the percent of deviation between the forecasted and actual number of Employees required.
- **Hours:** Choose this option to calculate the percent of deviation between the forecasted and actual number of hours worked.
- **Cost:** Choose this option to calculate the percent of deviation between the forecasted and actual cost of hours worked.

## Print Footer Text

The bottom left of each page of the report displays the Footer text (see below).

The options for printing Footer text are Disabled and Enabled (recommended).

## Calculated According To

*Hotel Staff Costing* can calculate actual staffing costs according to either of the following options:

- Emp. Rate: HSC calculates costs according to the Rates paid to Employees according to *TimeKeeper-PC*.
- Dep. Rate: HSC calculates costs according to the Rates entered in the [Departmental Rates dialog box](#) .

## Details/Total

Often, users want to see Department information grouped into “cost centers. To provide that functionality, users can assign an employee (in the *TimeKeeper-PC* Employee Profile) both a Department and a Sort Level 2. Subsequently, when *Hotel Staff Costing* prints this report, information will be sorted by Sort Level 2. You can then select to see detailed information, summary information or both according to the following options:

- Only Details: HSC prints department details sorted by Sort Level 2.
- Details & Totals: HSC prints both Department details and Sort Level 2 summary .
- Only Totals: HSC Prints Sort Level 2 summary only.

## Head Count

*Hotel Staff Costing* can calculate “Head Count” by dividing the Total Hours by a Shift Length value. You can have this calculation performed according to either of the following options:

- Default: HSC calculates “Head Count” using the default Shift Length value defined in the HSC General Parameters screen.
- By Shift Length: HSC calculates “Head Count” using the Shift Length value relevant for each individual shift. This option is relevant when using Detail Level 2 (as level 3 is not currently active).

## Send Report To

You can choose where to display the report output:

- Print Preview: Choose this option to view the report on the screen page by page, exactly as it will appear in the printer output.



**The Print Preview begins by displaying the first page of the report. Click Next to see the next page of the report, unless you are viewing the last page of the report. Click Close to close the Print Preview.**

- Printer: Choose this option to send the report to a printer. If you choose this option, make sure your print setup is correct by choosing Print Setup from the File Menu in the Report menu bar. [For Help using Print Setup, click here.](#)
- Screen: Choose this option to display the report output on your screen. This option allows you to review the report without producing a hard copy. [For Help reading the Screen display of your report, click here.](#)
- File: Choose this option to send the report output to a plain text file. When you choose this option, a new field is displayed to the right of the arrow on this line. Click that field and type the name of the file.



**The report output is sent to a plain text file in the Tk5win folder or directory. This file can then be easily accessed for use by other applications, such as word processors.**

---

## Use Parameters File

This field determines which Report Parameters File is used to produce the report. The default file is RHOTVAR. The definitions set in the parameters file determine which *TimeKeeper-PC* pay categories are defined as “Regular Hours”, “Overtime Hours”, and “Additional Hours.” See your dealer for additional information on modifying report parameter files. This field should be edited by advanced users only.

## Footer Text

The last two fields in this dialog box are text fields for the Footer text that is displayed at the bottom of each page of the report output. This text is optional.



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**You can use this Footer text for the name and signature of the supervisor checking the report printout, for notes relating to the content of the report, or for holiday messages.**

---

If you want to include a line of text in the Footer, click the Footer Text 1 field and type the desired text. If you want to add a second line of text, click the Footer Text 2 field and type the desired text. You may type up to 40 characters in each field.

After you choose the desired options from all ten fields, click **OK** to close the Output Options dialog box. The options you have chosen are displayed in the right-hand panel of the Report Parameters box.

## Staffing Cost Report Menu Bar

The following options are displayed on the Staffing Cost Report menu bar. Click any highlighted option on this list for Help using that menu option.

File menu:

- **Fonts**
- **Print Setup**
- **Set Char. Width**
- **Save**
- Restore Default Fonts: Choose this option to restore system default settings for report fonts.
- Exit: Choose this option to close the screen display and return to the Report dialog box.

Date menu

Third Sort menu

Department menu

Output Options

Start Report: Choose this option to produce a report according to the parameters you have chosen.

## Producing a Staffing Cost Report



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**Before you can produce this report, you need to forecast daily staffing requirements. [For Help forecasting daily staffing requirements, click here.](#)**

---

### To Preview a Draft of the Report

1. Choose Reports & Graphs from the main menu bar.
2. Choose Hotel Staff Costing Reports, and then choose Staffing Cost Report. The Staffing Cost Report dialog box opens, with the current Report Parameters displayed in the white Report Parameters box at the bottom of the dialog box.
4. Choose the report parameters to specify the information you need. [For Help choosing Report Parameters, click here.](#)
5. Choose Output Options from the Report menu bar. The Output Options dialog box opens.
6. On the line labeled Send Report To, click the arrow next to the white field. Choose Print Preview from the drop-down list. Click **OK**.
7. Choose Start Report from the Report menu bar, or click the Start Report icon:



8. The report is displayed on the screen exactly as it will appear on your printer. [For Help reading the report, click here.](#)

### If You Need Help Making Changes in the Report:

- If the report does not display the information you need, [click here](#).
- If part of the report is cut off, or if some of the characters are not visible, [click here](#).
- If you want to change the fonts used in the report, [click here](#).
- If you need help making any other changes in the report, [click here](#).

#### To Produce the Report

1. Choose Output Options from the Report menu bar. The Output Options dialog box opens. [For Help filling in this dialog box, click here.](#)



If you chose Send Report To Printer, choose Print Setup from the File Menu in the Report menu bar, or click the Print Setup icon. [For Help choosing print options, click here.](#)

---

2. Choose Start Report from the Report menu bar, or click the Start Report icon:



You have now produced the Staffing Cost Report.

## HSC Setup Reports

### What Are They?

HSC Setup Reports display rules and definitions used for Hotel Staff Costing.

### Why Would I Want Them?

These reports are useful for viewing information about the current setup for HSC in your system.

### What HSC Setup Reports Are Available?

The following HSC Setup Reports are available:

The [General Parameters Report](#) displays calendar and daily overtime definitions drawn from TimeKeeper, numbers of rooms, shift lengths, seasonal dates, and the hierarchical detail of data entry and reports.

The [Staffing Levels by Occupancy Report](#) displays staffing requirements according to occupancy level, season, Day Type, Department, shift, and profession.

The [Events Report](#) displays staffing requirements for permanent, seasonal, or day-specific needs, as well as one-time events.

The [Dept. Shift Standards Report](#) displays the cost of staffing requirements for Departments and shifts.

The Dept. Staffing Standards Report displays staffing requirements for specific Departments and professions, based on the number of rooms occupied, portions served, or guests in attendance. HSC can define and analyze staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. Since the third level of system detail (professions) is not currently active, this report is not currently available.

## Producing the General Parameters Report

The General Parameters Report displays calendar and daily overtime definitions drawn from TimeKeeper, numbers of rooms, shift lengths, seasonal dates, and the hierarchical detail of data entry and reports.



Before you can produce this report, you need to define general HSC parameters. [For Help defining general HSC parameters, click here.](#)

---

#### To Preview a Draft of the Report

1. Choose Reports & Graphs from the main menu bar.
2. Choose Hotel Staff Costing Reports, and then choose General Parameters Report. The General

Parameters Report dialog box opens, with the current Output Options displayed in the white Report Parameters box at the bottom of the dialog box.

3. Choose Output Options from the Report menu bar. The Output Options dialog box opens.
4. On the line labeled Send Report To, click the arrow next to the white field. Choose Print Preview from the drop-down list. Click **OK**.
5. Choose Start Report from the Report menu bar, or click the Start Report icon:



6. The report is displayed on the screen exactly as it will appear on your printer. [For Help reading the report, click here.](#)

### If You Need Help Making Changes in the Report:

- [If part of the report is cut off, or if some of the characters are not visible, click here.](#)
- [If you want to change the fonts used in the report, click here.](#)

#### To Produce the Report

1. Choose Output Options from the Report menu bar. The Output Options dialog box opens. [For Help filling in this dialog box, click here.](#)



---

**If you chose Send Report To Printer, choose Print Setup from the File Menu in the Report menu bar, or click the Print Setup icon. [For Help choosing print options, click here.](#)**

---

2. Choose Start Report from the Report menu bar, or click the Start Report icon:



You have now produced the General Parameters Report.

## Producing the Staffing Levels by Occupancy Report

The Staffing Levels by Occupancy Report displays staffing requirements according to occupancy level, season, Day Type, Department, shift, and profession.



---

**Before you can produce this report, you need to define staffing levels by occupancy. [For Help defining staffing levels by occupancy, click here.](#)**

---



---

**The manner in which you enter staffing requirements depends on the System Level option selected in the [General Parameters dialog box](#). HSC can define and analyze staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. The third level of system detail (professions) is not currently active. Since this report is shift-specific, if you selected the Department System Level, this report cannot be produced.**

---

#### To Preview a Draft of the Report

1. Choose Reports & Graphs from the main menu bar.
2. Choose Hotel Staff Costing Reports, and then choose Staffing Levels by Occupancy Report. The Staffing Levels by Occupancy Report dialog box opens, with the current Report Parameters displayed in the white Report Parameters box at the bottom of the dialog box.
3. Choose the report parameters to specify the information you need. [For Help choosing Report Parameters, click here.](#)
4. Choose Output Options from the Report menu bar. The Output Options dialog box opens.
5. On the line labeled Send Report To, click the arrow next to the white field. Choose Print Preview from the drop-down list. Click **OK**.
6. Choose Start Report from the Report menu bar, or click the Start Report icon:



7. The report is displayed on the screen exactly as it will appear on your printer. [For Help reading the report, click here.](#)

### **If You Need Help Making Changes in the Report:**

- [If the report does not display the information you need, click here.](#)
- [If part of the report is cut off, or if some of the characters are not visible, click here.](#)
- [If you want to change the fonts used in the report, click here.](#)
- [If you need help making any other changes in the report, click here.](#)

#### **To Produce the Report**

1. Choose Output Options from the Report menu bar. The Output Options dialog box opens. [For Help filling in this dialog box, click here.](#)



---

**If you chose Send Report To Printer, choose Print Setup from the File Menu in the Report menu bar, or click the Print Setup icon. [For Help choosing print options, click here.](#)**

---

2. Choose Start Report from the Report menu bar, or click the Start Report icon:



You have now produced the Staffing Levels by Occupancy Report.

## **Producing the Events Report**

The Events Report displays staffing requirements for permanent, seasonal, or day-specific needs, as well as one-time events.



---

**Before you can produce this report, you need to define staffing requirements for events. [For Help defining staffing requirements for events, click here.](#)**

---

#### **To Preview a Draft of the Report**

1. Choose Reports & Graphs from the main menu bar.
2. Choose Hotel Staff Costing Reports, and then choose Events Report. The Events Report dialog box opens, with the current Report Parameters displayed in the white Report Parameters box at the bottom of the dialog box.
3. Choose the report parameters to specify the information you need. [For Help choosing Report Parameters, click here.](#)
4. Choose Output Options from the Report menu bar. The Output Options dialog box opens.
5. On the line labeled Send Report To, click the arrow next to the white field. Choose Print Preview from the drop-down list. Click **OK**.
6. Choose Start Report from the Report menu bar, or click the Start Report icon:



7. The report is displayed on the screen exactly as it will appear on your printer. [For Help reading the report, click here.](#)

### **If You Need Help Making Changes in the Report:**

- [If the report does not display the information you need, click here.](#)
- [If part of the report is cut off, or if some of the characters are not visible, click here.](#)
- [If you want to change the fonts used in the report, click here.](#)
- [If you need help making any other changes in the report, click here.](#)

### To Produce the Report

1. Choose Output Options from the Report menu bar. The Output Options dialog box opens. [For Help filling in this dialog box, click here.](#)



---

If you chose Send Report To Printer, choose Print Setup from the File Menu in the Report menu bar, or click the Print Setup icon. [For Help choosing print options, click here.](#)

---

2. Choose Start Report from the Report menu bar, or click the Start Report icon:



You have now produced the Events Report.

## Producing the Dept. Shift Standards Report

The Dept. Shift Standards Report displays the cost of staffing requirements for Departments and shifts.



---

Before you can produce this report, you need to define staffing requirements for Departments and shifts. [For Help defining staffing requirements for Departments and shifts, click here.](#)

---

### To Preview a Draft of the Report

1. Choose Reports & Graphs from the main menu bar.
2. Choose Hotel Staff Costing Reports, and then choose Dept. Shift Standards Report. The Dept. Shift Standards Report dialog box opens, with the current Report Parameters displayed in the white Report Parameters box at the bottom of the dialog box.
3. Choose the report parameters to specify the information you need. [For Help choosing Report Parameters, click here.](#)
4. Choose Output Options from the Report menu bar. The Output Options dialog box opens.
5. On the line labeled Send Report To, click the arrow next to the white field. Choose Print Preview from the drop-down list. Click **OK**.
6. Choose Start Report from the Report menu bar, or click the Start Report icon:



7. The report is displayed on the screen exactly as it will appear on your printer. [For Help reading the report, click here.](#)

### If You Need Help Making Changes in the Report:

- [If the report does not display the information you need, click here.](#)
- [If part of the report is cut off, or if some of the characters are not visible, click here.](#)
- [If you want to change the fonts used in the report, click here.](#)
- [If you need help making any other changes in the report, click here.](#)

### To Produce the Report

1. Choose Output Options from the Report menu bar. The Output Options dialog box opens. [For Help filling in this dialog box, click here.](#)



---

If you chose Send Report To Printer, choose Print Setup from the File Menu in the Report menu bar, or click the Print Setup icon. [For Help choosing print options, click here.](#)

---

2. Choose Start Report from the Report menu bar, or click the Start Report icon:



You have now produced the Dept. Shift Standards Report.

# HSC Setup Report Dialog Boxes

The Report Parameters box is the white box at the bottom of the dialog box with black and blue characters. The blue characters display parameter names, and the black characters display the values currently chosen for them. When you first load a report, the values displayed are the default values.

In the Events Report only, the top panel of the box displays the dates covered by the report. [For Help choosing Report Dates, click here.](#)

The left-hand panel of the box displays the Report Range values. These are the ranges of data covered by the report, which correspond to menus on the Report menu bar. This panel is not displayed for the General Parameters Report. [For Help choosing Report Range values, click here.](#)

The right-hand panel of the box displays the Output Options parameters. These determine certain aspects of the report's appearance when it is sent to the Print Preview, the printer, the screen, or a file. [For Help choosing Output Options parameters, click here.](#) This panel is the only part of the Report Parameters box displayed for the General Parameters Report.

You can also change parameters without using the report menus. Click any black or blue text in the Report Parameters box to open the dialog box for the corresponding parameter. Click OK to close a dialog box, and the parameter displayed in the Report Parameters box is automatically updated.



**To change the default dates covered by the Events Report, click the word **From** in the top panel of the box. The Date dialog box is displayed, allowing you to change the default dates.**

---

If you have used the Select option to change Dates or Report Ranges during the current run of the report, clicking will open the [Select](#) dialog box instead of the [Default](#) dialog box.

You can also open Date and Report Range menus with the right mouse button. Right-click any black or blue text in the top or left-hand panels to open the corresponding Report menu within the Report Parameters box.



**To open the Day Type menu in the Staffing Levels by Occupancy Report, right-click the word **Day Type** in the top panel of the box. The Day Type menu is displayed within the Report Parameters box, allowing you to choose the [Select](#) or [Default](#) option.**

---

## Report Bars

The Report title bar, Report menu bar, and Report tool bar are always displayed at the top of this dialog box.

The Report title bar displays the name of the report.

The [Report Menu Bar](#) contains the menu options available for reports.

The [Report Tool Bar](#) contains the icons available for reports.

# HSC Setup Report Menu Bar

Following are the menu options available for various HSC Setup Reports. Not all of the following options are available for all of the reports. Click any highlighted option on this list for Help using that menu option.

File menu:

- [Fonts](#)
- [Print Setup](#)
- [Set Char. Width](#)
- [Save](#)
- Restore Default Fonts: Choose this option to restore system default settings for report fonts.
- Exit: Choose this option to close the screen display and return to the Report dialog box.

[Date menu](#)

[Day Type menu](#)

[Department menu](#)

[Contract menu](#)

[Event menu](#)

[Output Options](#)

Start Report: Choose this option to produce a report according to the parameters you have chosen.

## HSC Setup Report Output Options

This dialog box determines certain aspects of the report's content and appearance.

Choose Output Options to open the Output Options dialog box.

Press <Tab> to move forward to the next field and select it. Hold <Shift> and press <Tab> to move backward to the previous field and select it.

Following are the output options available for various HSC Setup Reports. Not all of the following options are available for all of the reports.

### Season Code

HSC can define up to 12 seasons for which staffing requirements are forecasted.



**You can define July 1 to August 31 to be the School Summer Vacation season, during which your staffing requirements can be based on the likelihood that school-age children will be traveling with their parents.**

---

[For help defining HSC seasons, click here.](#)

#### To Choose a Range of Seasons for the Staffing Levels by Occupancy Report

1. Double-click the left-hand Season Code field, and then type the number of the first season to be included in the report.
2. Double-click the right-hand Season Code field, and then type the number of the last season to be included in the report.

### Capacity Percent

HSC can define up to 25 separate occupancy levels (percentages) for each Day Type in each season.



**A Day Type can refer to a specific day of the week or holiday, as well as group definitions such as "weekday" or "Federal holiday". Day Types are defined in Table B (Day Type Definitions). [For Help using Table B, click here.](#)**

---

[For help defining occupancy levels, click here.](#)

#### To Choose a Range of Occupancy Levels for the Staffing Levels by Occupancy Report

1. Double-click the left-hand Capacity Percent field, and then type the lowest occupancy level to be included in the report.
2. Double-click the right-hand Capacity Percent field, and then type the highest occupancy level to be included in the report.

### Event Type

HSC includes the following four event types:

- 1: Static (permanent)
- 2: Periodic (seasonal)
- 3: Random (one-time)
- 4: Day (weekday) dependent

[For Help defining staffing requirements for events, click here.](#)

#### To Choose a Range of Event Types for the Events Report

1. Double-click the left-hand Event Type field, and then type the number of the first event type to be included

in the report.

2. Double-click the right-hand Event Type field, and then type the number of the last event type to be included in the report.

## Send Report To

You can choose where to display the report output. Click the arrow to the right of the Send Report To field. Click to choose an option:

- **Print Preview:** Choose this option to view the report on the screen page by page, exactly as it will appear in the printer output.



**The Print Preview begins by displaying the first page of the report. Click Next to see the next page of the report, unless you are viewing the last page of the report. Click Close to close the Print Preview.**

- **Printer:** Choose this option to send the report to a printer. If you choose this option, make sure your print setup is correct by choosing Print Setup from the File Menu in the Report menu bar. [For Help using Print Setup, click here.](#)
- **Screen:** Choose this option to display the report output on your screen. This option allows you to review the report without producing a hard copy. [For Help reading the Screen display of your report, click here.](#)
- **File:** Choose this option to send the report output to a plain text file. When you choose this option, a new field is displayed to the right of the arrow on this line. Click that field and type the name of the file.



**The report output is sent to a plain text file in the Tk5win folder or directory. This file can then be easily accessed for use by other applications, such as word processors.**

After you choose the desired options from all fields, click **OK** to close the Output Options dialog box. The options you have chosen are displayed in the right-hand panel of the Report Parameters box.

## Reading the General Parameters Report



**Before you can read the General Parameters Report, you need to produce it. [For Help producing the General Parameters Report, click here.](#)**

### Header

The top of each page of the report (the Header) displays:

- at the top center, the Customer Name (for example, "Paradise Properties, Inc."), which is the Customer Name defined in the system configuration
- on the top left, the number and title of the report
- on the top right, the current page number and the date and time that the report was produced

### Body

The Body of the report displays:

- [Number of Rooms](#)
- [Standard Shift Length](#)
- [Table F Number](#)
- [Table C Number](#)
- [Detail Level](#)
- [Seasons](#)
- [Event Type Numbers and Descriptions](#)

### Footer

The bottom of each page of the report (the Footer) displays:

- on the bottom left, below the line: copyright information regarding *TimeKeeper-PC*
- on the bottom right, below the line: the name and creation date of the executable program used to produce the report, the font name and size chosen in the Fonts dialog box, and the font width chosen in the Percentage of Font Width dialog box.

## After You Read the Report

If you sent the report to the Screen or Print Preview, you need to close the report to return to the report dialog box.

To close a Screen report, click the Exit Program icon:



To close a Print Preview, click Close.

# Reading the Staffing Levels by Occupancy Report



---

Before you can read the Staffing Levels by Occupancy Report, you need to produce it. [For Help producing the Staffing Levels by Occupancy Report, click here.](#)

---



---

The manner in which you enter staffing requirements depends on the System Level option selected in the [General Parameters dialog box](#). HSC can define and analyze staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. The third level of system detail (professions) is not currently active. Since this report is shift-specific, if you selected the Department System Level, this report cannot be produced.

---

## Header

The top of each page of the report (the Header) displays:

- at the top center, the Customer Name (for example, "Paradise Properties, Inc."), which is the Customer Name defined in the system configuration
- on the top left, the number and title of the report
- on the top right, the current page number and the date and time that the report was produced

## Sub-Header

The report displays Records matching your selected report parameters. [For Help choosing Report Parameters, click here.](#) Each Record includes the staffing levels for one Day Type in one season.

For each Record, you can define up to 25 separate occupancy levels. The Body of the report displays a separate set of columns for each occupancy level.

The first line of each Record section (the sub-Header) displays the [season code](#) and [day type](#), and the occupancy level for the first set of columns. The sub-Header of each subsequent set of columns displays its occupancy level.

## Body

The Body of the report displays a separate set of columns for each occupancy level. Each set of columns includes all of the Departments defined in the system. Each Department is displayed as a separate line in each set of columns.

The first columns display the number and name of the Department. The subsequent columns display staffing requirements for each shift in that Department.

## Footer

The bottom of each page of the report (the Footer) displays:

- on the bottom left, below the line: copyright information regarding *TimeKeeper-PC*

- on the bottom right, below the line: the name and creation date of the executable program used to produce the report, the font name and size chosen in the Fonts dialog box, and the font width chosen in the Percentage of Font Width dialog box.

## After You Read the Report

If you sent the report to the Screen or Print Preview, you need to close the report to return to the report dialog box.

To close a Screen report, click the Exit Program icon:



To close a Print Preview, click Close.

## Reading the Events Report



---

**Before you can read the Events Report, you need to produce it. [For Help producing the Events Report, click here.](#)**

---

### Header

The top of each page of the report (the Header) displays:

- at the top center, the Customer Name (for example, "Paradise Properties, Inc."), which is the Customer Name defined in the system configuration
- on the top left, the number and title of the report
- on the top right, the current page number and the date and time that the report was produced

### Sub-Header

The box at the top of each Event section (the sub-Header) displays the following information about the event:

- [Event Number](#)
- [Event Description](#)
- [Event Type](#)
- [From Date](#)
- [To Date](#)
- [Day Type](#)
- [Quantity Code](#)

### Body

The Body of the report displays a separate section for each event. Each section includes all of the Departments for which staffing requirements are defined in that event. Each Department is displayed as a separate pair of lines.

The first columns of each Event section display the number and name of the Department. The subsequent columns display the following information about the Department:

- [Factor](#)
- [Employees \(Constant\)](#)
- [Influence \(Effect\)](#)



---

**The effect (influence) on the selected Department is indicated by its code number only: 0 = Override, 1 = Add, 2 = Ignore.**

---

The manner in which you enter staffing requirements depends on the System Level option selected in the [General Parameters dialog box](#). HSC can define and analyze staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. If you selected the **Department/Shift** System Level, the following information is displayed for each shift:

- **Dispersal** : the percentage of the extra Employees in the Department that are assigned to that shift
- **Employee** : the number of extra Employees in the Department that are assigned to that shift

## Footer

The bottom of each page of the report (the Footer) displays:

- on the bottom left, below the line: copyright information regarding *TimeKeeper-PC*
- on the bottom right, below the line: the name and creation date of the executable program used to produce the report, the font name and size chosen in the Fonts dialog box, and the font width chosen in the Percentage of Font Width dialog box.

## After You Read the Report

If you sent the report to the Screen or Print Preview, you need to close the report to return to the report dialog box.

To close a Screen report, click the Exit Program icon:



To close a Print Preview, click Close.

# Reading the Dept. Shift Standards Report



**Before you can read the Dept. Shift Standards Report, you need to produce it. [For Help producing the Dept. Shift Standards Report, click here.](#)**

---

## Header

The top of each page of the report (the Header) displays:

- at the top center, the Customer Name (for example, "Paradise Properties, Inc."), which is the Customer Name defined in the system configuration
- on the top left, the number and title of the report
- on the top right, the current page number and the date and time that the report was produced

## Sub-Header

Each **Day Type** for a Department is one Record. The report displays Records matching your selected report parameters. [For Help choosing Report Parameters, click here.](#)

The first line of each Record section (the sub-Header) displays the following information:

- Department number and name
- **Contract Number/Name**
- **Day Type Number/Name**

## Body

The Body of the report displays a separate section for each Record (Day Type and Department). Each section includes all of the shifts defined in that Record. Each shift is displayed as a separate line.

Each Record section contains two sets of columns: Summer and Winter. Summer and Winter, as used in this report, are defined in Table B (Day Type Definitions). [For Help using Table B, click here.](#) They are not the seasons defined in the **General Parameters dialog box** .

The first column in each section displays the shift number. The subsequent columns in each season (Summer and Winter) display the following information about the shift:

- **Shift Duration**
- Pay categories. These pay categories are combined with **Departmental Rates** to estimate the costs of departmental and shift staffing requirements.
- **Table F No.**

## Footer

The bottom of each page of the report (the Footer) displays:

- on the bottom left, below the line: copyright information regarding *TimeKeeper-PC*
- on the bottom right, below the line: the name and creation date of the executable program used to produce the report, the font name and size chosen in the Fonts dialog box, and the font width chosen in the Percentage of Font Width dialog box.

## After You Read the Report

If you sent the report to the Screen or Print Preview, you need to close the report to return to the report dialog box.

To close a Screen report, click the Exit Program icon:



To close a Print Preview, click Close.

# Choosing Fonts for Reports

Choose Fonts to choose font types and sizes for the various sections of the report.

Choose Fonts to open the Fonts dialog box. You can choose fonts for four different kinds of text in the report:

## Standard Font

This is the font used in most of the report body, except as noted below.

## Emphasized Font

This is the font used in the columns defined in the Report Image File as Emphasized. The default is the Standard Font in bold.

## Large Font

This is the font used in the Report Header to display the User Name. The default is the Standard Font in bold, increased by one font size.

## Small Font

This is the font used in the Report Footer to display the Footer text and copyright information regarding *TimeKeeper-PC*. The default is the Standard Font in italic.

The options you choose for fonts will determine how they are displayed when you send the report to the Screen or to the Print Preview. If you are using a color printer, you can use the Fonts dialog box to choose colors for the various sections of your report. You would then use the Print Setup option to choose color printing. [For Help using Print Setup, click here.](#)



**If you are using a color printer, you can first use the Fonts dialog box to choose a red font for the Emphasized Font. You can then use Print Setup to set your printer for color printing.**

---

The default values for fonts, which are set in your system configuration, have been chosen for maximum clarity and ease of reading.

### To Change a Font

1. Choose Fonts from the File Menu in the Report Menu Bar. The Fonts dialog box will open.
2. From the list of four fonts, choose the one you want to change.
3. Click Change. The *Windows* Font dialog box will open with the current default options.
4. Choose options for Font, Font Style, Size, Effect, and Script. Click OK.



**When entering data in a dialog box, you can press <Tab> to move forward to the next field and**

---

**select it. Hold <Shift> and press <Tab> to move backward to the previous field and select it.**

---

5. Repeat steps 2-4 for any other fonts you want to change.
6. After you finish changing fonts, click Close to close the dialog box. The changes you have made will take effect only after you close the dialog box, and will affect only the current report. The Standard Font settings you have chosen will be displayed at the bottom right of each page of the current report.

## Print Setup for Reports

Choose Print Setup to choose print options such as paper size and orientation. Choose this option only if you choose Send Report To Printer in the Output Options dialog box.

The Print Setup dialog box that is displayed will vary according to your *Windows* setup and printer type. However, certain features are common to all Print Setup dialog boxes:

### Printer

The dialog box will indicate a list of printers to choose from. One of them will be selected as the Default Printer. When you print a report, *TimeKeeper-PC* will send the report to be printed on the Default Printer. Click a printer on the list of available printers to make that printer the Default Printer. If the printer you want to use is currently selected, you do not need to change this setting.

### Document Orientation

The two options are Portrait (the page is taller than it is wide) or Landscape (the page is wider than it is tall).



**You can allow especially wide reports to be printed in Landscape orientation.**

---

### Paper Size and Source

Choose the size and source (tray) of paper currently loaded in the selected printer.

### Black-and-White/Color

If you are using a color printer, you can print in black-and-white or in color. If you print in color, you can first use the Fonts dialog box to choose colors for the various sections of your report. [For Help choosing fonts, click here.](#)



**If you are using a color printer, you can first use the Fonts dialog box to choose a red font for the Emphasized Font. You can then use Print Setup to set your printer for color printing.**

---

#### To Choose Print Options

1. Choose Print Setup from the File Menu in the Report Menu Bar. The Print Setup dialog box will open.
2. Choose Options for Default Printer, Document Orientation, Paper Size, and any other options your printer offers.



**When entering data in a dialog box, you can press <Tab> to move forward to the next field and select it. Hold <Shift> and press <Tab> to move backward to the previous field and select it.**

---

3. Click OK.

## Setting Font Width

Choose Set Font Width to change the width of letters and numbers in a report. This allows you to display information as clearly as possible on a single page.

If part of a report is cut off on the edge of a screen or page, then the characters are too wide. To correct this, lower the "percent" value for font width.

If numbers or letters are so crowded together that they are only partially visible (as in the example below), the characters are too narrow. To correct this, raise the "percent" value for font width.

|        | In   | Out |
|--------|------|-----|
| Contra | <    | >   |
| 1000   | 4.17 |     |
| 1000   | 3.31 |     |

Choose Set Font Width to open the Percentage of Font Width dialog box. The current value is displayed above the upper sliding bar. The left end of the bar is 0%, the smallest possible font width. The right end of the bar is 100%, the largest possible font width.

You can change the Percentage of Font Width setting by clicking the left and right arrows at the ends of the upper sliding bar. Each click raises or lowers the setting by one percent. Click and hold the arrow to scroll across the bar. You can also use the mouse to drag the box across the bar and drop it in place.

You can test the new Percentage of Font Width setting by choosing Print Preview from the Output Options dialog box.

The default value for Percents, which is set in your system configuration, is based on the experience of other *TimeKeeper-PC* users.

#### To Change the Width of Fonts

1. Choose Set Font Width from the File Menu in the Report Menu Bar. The Percentage of Font Width dialog box will open with the current default value displayed on the upper sliding bar.
2. To lower the Percentage of Font Width setting (if part of the report is cut off), click or hold the left arrow on the upper sliding bar, or use the mouse to drag the box to the left.
3. To raise the Percentage of Font Width setting (if report characters are too crowded together), click or hold the right arrow on the upper sliding bar, or use the mouse to drag the box to the right.
4. When you reach the desired setting, click OK to close the Percentage of Font Width dialog box. The setting you have chosen will be displayed at the bottom right of each page of the report.

You can also use the Percentage of Font Width dialog box to set the vertical spacing of lines in reports. [For Help setting line spacing, click here.](#)

## Setting Line Spacing

Choose Set Font Width to open the Percentage of Font Width dialog box. The current line spacing value is displayed to the right of the lower sliding bar. The top end of the bar is 0%, the smallest possible line spacing. The bottom end of the bar is 100%, the largest possible line spacing.

You can change the Line Spacing setting by clicking the top and bottom arrows at the ends of the lower sliding bar. Each click raises or lowers the setting by one percent. Click and hold the arrow to scroll along the bar. You can also use the mouse to drag the box along the bar and drop it in place.

You can test the new Line Spacing setting by choosing Print Preview from the Output Options dialog box.

The default value for line spacing, which is set in your system configuration, is based on the experience of other *TimeKeeper-PC* users.

#### To Change Line Spacing

1. Choose Set Font Width from the File Menu in the Report Menu Bar. The Percentage of Font Width dialog box will open with the current default value displayed on the lower sliding bar.
2. To lower the Line Spacing setting, click or hold the top arrow on the lower sliding bar, or use the mouse to drag the box upward.
3. To raise the Line Spacing setting, click or hold the bottom arrow on the lower sliding bar, or use the mouse to drag the box downward.
4. When you reach the desired setting, click OK to close the Percentage of Font Width dialog box.

## Choosing Report Dates

The Report Date Menu determines the dates to be included in the report. The dates you choose will be displayed in the top panel of the Report Parameters box.

The Select option allows you to choose dates based on a calendar, and applies only to the current run of the program. [For Help choosing dates with the Select option, click here.](#)

The Default option allows you to choose dates based on their proximity to the current date, and can be saved for future use. [For Help choosing dates with the Default option, click here.](#)



---

The Save option in the Report File Menu saves your changes to the Default value, but not to the Select value.

---

## Choosing Dates with the Select Option

The Select option allows you to choose dates based on a calendar. Choose Select from the Report Date Menu to open the Date dialog box. The From date is the first date included in the report. The To date is the last date included in the report.

You can choose dates in any of three ways:

- [by typing dates into the From and To fields](#)
- [by using the up and down arrows next to the From and To fields](#)
- [by using a graphic calendar display \(the Calendar\)](#)

## Choosing Dates by Typing Them In

You can choose dates by typing them into the From and To fields.

[For Help using date formats, click here.](#)

### To Choose Dates by Typing Them in

1. Choose Select from the Date Menu in the Report Menu Bar. The Date dialog box will open.
2. Double-click the From field.
3. Enter the beginning date of the report.



---

Enter August 15th, 2000 as "08152000" for a U.S. date, or 15082000 for an International date. The field will automatically add the slashes to display "08/15/2000" or "15/08/2000".

---

4. Repeat steps 2-3 to enter the ending date of the report in the To field.



---

When you double-click the To field, the date in the From field will be entered there automatically. If you want to produce a report for one day only, there is no need to enter the date again.

---

5. After you enter the desired dates, click OK to close the Date dialog box. The dates you have chosen will be displayed in the top panel of the Report Parameters box.

## Choosing Dates with the Up and Down Arrows

You can choose dates by clicking the up and down arrows next to the From and To fields. Each click up or down changes the date by one day. Click and hold the arrow to scroll through dates.

### To Choose Dates with the Up and Down Arrows

1. Choose Select from the Date Menu in the Report Menu Bar. The Date dialog box will open.
2. To set the From date for earlier, click or hold the down arrow next to the From field.
3. To set the From date for later, click or hold the up arrow next to the From field.
4. Repeat steps 2-3 to choose the To date.
5. When you reach the desired dates, click OK to close the Date dialog box. The dates you have chosen will be displayed in the top panel of the Report Parameters box.

## Choosing Dates with the Calendar

*TimeKeeper-PC's* Calendar dialog box allows you to choose dates from a convenient graphic calendar display. Click Calendar in the Date dialog box to open the Calendar dialog box:



#### To Choose Dates with the Calendar Dialog Box

1. Choose Select from the Date Menu in the Report Menu Bar. The Date dialog box will open.
2. Click the From field.
3. Click Calendar. The Calendar dialog box will open, displaying the current year, month, and date. In the Date dialog box in the background, the From date will change from black to **red**.



---

**If you change the values in the Date dialog box before clicking Calendar, the Calendar will display the new values you have chosen.**

---

4. On the bar displaying the current year, click the arrow to the left for the preceding year, or the arrow to the right for the following year. The display will change by one year with each click.
5. On the bar displaying the current month, click the arrow to the left for the preceding month, or the arrow to the right for the following month. The display will change by one month with each click.
6. On the calendar display in the center of the dialog box, click the desired date. The selected date will be displayed as a raised gray button with a **blue** number.
7. When the desired date is displayed, click OK to close the Calendar dialog box. In the Date dialog box, the From date will change from **red** to black, and the same date will now be displayed as the To date.
8. Repeat steps 2-7 to choose the To date. If you want to produce a report for one day only, there is no need to repeat these steps.
9. When the desired dates are displayed, click OK to close the Date dialog box. The dates you have chosen will be displayed in the top panel of the Report Parameters box.

## Choosing Dates with the Default Option

The Default option allows you to choose dates based on their proximity to the current date. This allows you to always produce reports with the same relationship to the current date.



---

**If the Default From value is -7, then the report will always include dates beginning one week before the day the report is produced.**

---

Choose Default from the Report Date Menu to open the Date dialog box. In the Date dialog box, the From and To dates are displayed relative to the current date. A negative number shows the number of days before the current date, and a positive number shows the number of days after the current date.



---

**If the report is produced on August 5th with a From value of -1 and a To value of 20, it will include**

---

### dates from August 4th to August 25th.

---

You can change the Default Date values by double-clicking the current From and To dates and typing in new values.

You can also change the Default Date values by clicking the arrows next to the From and To dates. Click the up arrow to raise the value by one. Click the down arrow to lower the value by one. Click and hold the arrow to scroll through values.

#### To Choose Dates by Typing in Default Values

1. Choose Default from the Date menu in the Report Menu Bar. The Date dialog box will open.
2. Double-click the From field and enter a new value.
3. Double-click the To field and enter a new value.
4. After you enter the desired values, click OK to close the Date dialog box. The dates you have chosen will be displayed in the top panel of the Report Parameters box, based on their proximity to the current date.

#### To Choose Dates by Choosing Default Values with the Up and Down Arrows

1. Choose Default from the Date menu in the Report Menu Bar. The Date dialog box will open.
2. Click the From field.
3. To set the From value higher, click or hold the up arrow next to the From field.
4. To set the From value lower, click or hold the down arrow next to the From field.
5. Repeat steps 3-4 to choose the To value.
6. After you enter the desired values, click OK to close the Date dialog box. The dates you have chosen will be displayed in the top panel of the Report Parameters box, based on their proximity to the current date.

## Choosing Report Ranges

Each item on the left panel of the Report Parameters box corresponds to a menu on the Report Menu Bar. These determine the ranges of data included in the report. These parameters can include levels of your organization, such as Departments. They can also include data specific to the Employee, such as Seniority.

Not every report includes the same parameters. This is reflected by the available menus on the Report Menu Bar.



**The Dept. Shift Standards Report includes data according to Department, Contract, and Day Type. In that report's dialog box, those three menus are displayed to the right of the Output Options menu.**

---

*TimeKeeper-PC's* system configuration can restrict a user's access to data for the various levels of your organization. These restrictions apply regardless of how you set Report Ranges.



**If you are restricted by the system configuration to data for Departments 1-15, then even if you choose All Departments, your report will include only Departments 1-15.**

---

All Report Range menus have three options: All, Select, and Default.



**The Save option in the Report File Menu saves your changes to the Default value, but not to the Select value.**

---

### Choosing Report Ranges with the All Option

Choose All to include all input data from a selected level of your organization.



**To include data on all Departments, choose All from the Departments menu on the Report Menu Bar.**

---

The Select option allows you to choose individual elements for a report parameter. [For Help choosing Report Ranges with the Select option, click here.](#)

The Default option allows you to choose a numbered range of elements for a report parameter. [For Help choosing](#)

Report Ranges with the Default option, [click here](#).

## Choosing Report Ranges with the Select Option

Choose Select to include input data from selected elements within a report parameter. A dialog box will open with the title and information corresponding to that menu.

Selected elements will be displayed in dark gray boxes with white characters. Use the vertical scroll bar on the right-hand side of the dialog box to scroll through the list of elements and find those selected.

To select an element, click anywhere on that element's line, and it will be added to the range of values covered by the report. You can select as many elements as you want, one at a time.

To deselect an element that is currently selected, click anywhere on that element's line, and it will be removed from the range of values covered by the report.

You can also click Deselect All to deselect all elements, or click Select All to select all elements.



**When several Departments are currently selected, clicking Deselect All is the fastest way to clear all selections and begin again.**

---

If no elements are selected, the range for that parameter will return automatically to the default value. If any elements are selected, the Report Parameters box will display the total number of elements selected, but not their individual numbers.



**The Save option in the Report File Menu saves your changes to the Default value, but not to the Select value.**

---

### To Choose Elements from a Report Range Menu

1. Choose the desired menu on the Report Menu Bar.
2. Choose Select. The corresponding dialog box for that range menu will be displayed.
3. Click each of the elements you want to select, or click Select All to select all elements.
4. Click each of the selected elements you want to deselect, or click Deselect All to deselect all elements.
5. After you select the desired elements, click OK to close the dialog box. The total number of selected elements for that parameter will be displayed in the Report Parameters box. If you have deselected all elements, the default range for that parameter will be displayed in the Report Parameters box.

## Choosing Report Ranges with the Default Option

Choose Default to include input data from a range of elements within a report parameter. A dialog box will open with the title and information corresponding to that menu.

The From and To values indicate the range of elements within that parameter to be covered by the report.



**If the Departments default dialog box has a From value of 1 and a To value of 45, Departments 1 through 45 will be included in the report.**

---



**The Save option in the Report File Menu saves your changes to the Default value, but not to the Select value.**

---

### To Change the Default Values for a Report Range Menu

1. Choose the desired menu on the Report Menu Bar.
2. Choose Default. The corresponding dialog box for that range menu will be displayed.
3. Double-click the From field and enter a new value.
4. Double-click the To field and enter a new value.

5. After you enter the desired values, click OK to close the dialog box. The range of values you have chosen for that parameter will be displayed in the Report Parameters box.

## Report Tool Bar

The following icons are displayed on the Report Tool Bar:



Click the **Fonts** icon to choose font names and sizes for the various sections of the Report.



Click the **Percents** icon to change the width of letters and numbers in a report.



Click the **Save** icon to save your changes to the settings in the Report Menu options.



Click the **Print Setup** icon to choose print options such as paper size and orientation.



Click the Start Report icon to produce a report according to the parameters you have chosen.



Click the Exit icon to close the Report dialog box.



---

This **green** exit door icon is used to close the dialog box. Only the **red** exit door on the Main Tool Bar exits the *TimeKeeper-PC* program.

---

## Reading the Screen Display of a Report

The screen display of a report, like the Print Preview, displays the report exactly as it would appear in a printer output. However, the screen display also offers several functions that make it possible to fully read and interpret a report without having to print it out.

When you send a report to the screen, the Screen Menu Bar and the Screen Tool Bar are displayed above the report.

The following options are available in the Screen menus. The corresponding icons next to the option descriptions are displayed on the Screen Tool Bar.

### File



Exit: Choose this option to close the screen display and return to the Report dialog box.

### Search



Find Text: Choose this option to open the Search dialog box. [For Help filling in the Search dialog box, click here.](#) You can also choose this option by pressing <F2>.



Find Again: Choose this option to find the next example of the string of text most recently searched for. You can also choose this option by pressing <F3>.



---

The Find Again option will not be available for a string of text after you search for it unsuccessfully.

---

### Report



First Page: Choose this option to go to the first page of a report.



Prev Page: Choose this option to go to the previous page of a report.



Next Page: Choose this option to go to the next page of a report.



Last Page: Choose this option to go to the last page of a report.

## Search Dialog Box

### To Fill in the Search Dialog Box

1. Enter the text string you want to search for in the long white field. The search is case-sensitive, which means that you must enter upper-case and lower-case characters exactly as they will appear in the string.
2. Click the check box for From This Page to search only from the current page until the end of the document. If this box is left blank, *TimeKeeper-PC* will search the entire report.



---

**If you are on page 181 of a 200-page report, you can check this box to search for a string in the last 20 pages only. This can be much faster than searching the entire report.**

---

3. Click Find to search for the string, or Cancel to cancel the search.

An Absence Code indicates an Employee's work status. Typically, this value will be 0 for "Active". If an Employee goes on Paid Vacation for a month, that month can be marked with the Absence Code for Paid Vacation.

## Saving Records

To save a record, choose Save Current Record from the Record menu, or click the Save Record to File icon:



You will be prompted by a small dialog box: "Current Record Has Been Changed! Save?" Click Yes.

## Date Formats

Before you enter dates, you need to know if your system configuration is set for the U.S. date format, which enters the month before the day, or the International date format, which enters the day before the month. Enter a date as mmddyyyy for a U.S. date format, or ddmmyyyy for an International date format.



---

**Enter August 15th, 2000 as "08152000" for a U.S. date, or 15082000 for an International date. The field will automatically add the slashes to display "08/15/2000" or "15/08/2000".**

---

The month must always be entered as two digits. For example, August is entered as "08".

The year must always be entered as four digits.

## Help Menu

Choose Contents from the Help menu to view the Contents page of this Help file.

Choose Search For Help On from the Help menu to search for Help on a specific topic.

Choose About from the Help menu to view information of this version of *Departmental Allocation-PC*.

## Select and Default Option Definitions

The Select option allows you to choose specific report dates or specific elements of report parameters.

The Default option allows you to choose a range of dates based on their proximity to the current date, or numbered ranges of elements of report parameters.

# Event Type Numbers

HSC includes the following four event types:

- 1: Static (permanent)
- 2: Periodic (seasonal)
- 3: Random (one-time)
- 4: Day (weekday) dependent

# Day Types

A Day Type can refer to a specific day of the week or holiday, as well as group definitions such as "weekday" or "Federal holiday". Day Types are defined in Table B (Day Type Definitions).

# HSC Department Staffing Standards

| Department No. | Department Name |
|----------------|-----------------|
| 1              | Maintenance     |

| Profession No. | Profession Name |
|----------------|-----------------|
| 1              |                 |

| Required No. of Employees | Quantity | Quantity Type |
|---------------------------|----------|---------------|
|                           | 15.0000  | Portions      |

HSC can define staffing requirements on up to three levels of detail: by Departments, by shifts within Departments, and by professions within shifts within Departments. Department Staffing Standards are used to forecast staffing requirements for specific Departments and professions, based on the number of rooms occupied, portions served, or guests in attendance.

This file is used only when the third level of system detail (professions) is selected. Since Detail Level 3 is not currently active, this file is not applied to system calculations.

### To View or Edit HSC Department Staffing Standards

1. Choose Add/Edit Hotel Staff Costing Set-Up Files from the *TimeKeeper-PC* Set-Up menu.
2. Choose Add/Edit Dept. Staffing Standards.

The Dept. Staffing Standards dialog box contains the following fields:

Department Number/Name

Profession Number/Name

Quantity

Quantity Type

You can click the Clear icon  to return all fields to their default settings.

Each Profession for a Department is one Record.



Click the Run Table icon to open the dialog box for an element within another dialog box without closing the current dialog box. For example, if the Profession No. field is selected, click this icon to open the Profession dialog box.

You need to save a Record every time you make changes and select another Record.



**If you do not save the changed Record, your changes will be lost immediately when you select another Record.**

To save the currently selected Record, click the Save Record icon:



You will be prompted by a small dialog box: "Current Record Has Been Changed! Save?" Click **Yes**.

## Department Staffing Standards: Department Number/Name (HSC Department Staffing Standards)

Department Staffing Standards are calculated separately for each Department.

### To Choose a Department for Department Staffing Standards

1. Click the drop-down arrow next to the Department No. field to display a list of Departments sorted by number.
2. To choose a Department, click anywhere on that Department's line. The drop-down list will close, and the number of the selected Department will be displayed in the Department No. field. The name of the selected Department will be displayed in the Department field.

## Department Staffing Standards: Profession Number/Name (HSC Department Staffing Standards)

Department Staffing Standards are calculated separately for each Profession.

### To Choose a Profession for Department Staffing Standards

1. Click the drop-down arrow next to the Profession No. field to display a list of Professions sorted by number.
2. To choose a Profession, click anywhere on that Profession's line. The drop-down list will close, and the number of the selected Profession will be displayed in the Profession No. field. The name of the selected Profession will be displayed in the Profession field.

## Department Staffing Standards: Quantity (HSC Department Staffing Standards)

Department Staffing Standards are used to forecast staffing requirements for specific Departments and professions, based on the number of rooms occupied, portions served, or guests in attendance.

Type the number of Employees needed per unit of the type selected in the **Quantity Type field**.

## Department Staffing Standards: Quantity Type (HSC Department Staffing Standards)

Department Staffing Standards are used to forecast staffing requirements for specific Departments and professions, based on the number of rooms occupied, portions served, or guests in attendance. The number of Employees needed per selected Quantity Type unit is entered in the [Quantity field](#) .

Click the drop-down arrow to choose one of the following three quantity types :

- Rooms



**You can require an extra Housekeeping Employee for every 50 occupied rooms.**

- Portions



**You can require an extra Wait Staff Employee for every 50 portions served.**

- Guests



**You can require an extra Front Desk Employee for every 50 guests.**

---

## Dividing Report Outputs by Employee Third Sort Values

Sort Codes are custom-made groups assigned by the user. You can assign specific Employees to a Sort Code in order to access them more easily later on. Multiple users working at the same workstation can each assign personal Sort Codes in order to access different groups of employees.

You can divide the Staffing Cost Report output according to your Employees' values for the Third Sort Code. [For Help choosing Third Sort report ranges, click here.](#)