The Essential Benefits of Workforce Scheduling Software for Higher Ed

Colleges and universities manage a highly diverse workforce with complex employee scheduling challenges. To do their jobs well, managers need a workforce scheduling solution that delivers enhanced visibility, flexibility and time savings. The solution must take into consideration every unique shift parameter, including required skill sets and qualifications, employees' ever-shifting availability and the available hours remaining in the pay period for each one.

Just as importantly, it's got to be mobile-friendly to instantly notify and update part-time student employees and workers who move about campus throughout the day. Humanity Scheduling software is uniquely designed to significantly streamline the higher education scheduling process for both management and employees.

Simplified Scheduling for Employers & Employees

A cloud-based, centralized hub of employee-managed, always-updated schedule information is the key to efficient scheduling that benefits both management and employees. It eliminates time-wasting, tedious inefficiencies for schedulers and inflexible, inaccessible scheduling for employees.

Visibility and Time Saving for Managers

Back in the day, schedules were scrawled on whiteboards. They could be falsely edited or accidentally smeared or erased in the blink of an eye. And tracking hours and communicating changes can only be described as hit-or-miss.

Today, some still struggle to manually create schedules using spreadsheets and print outs. They quickly learn that constantly evolving information can easily fall through the cracks as they try to keep files updated and manually send updates that aren't received in time.

But, from a business perspective, that's just the beginning of the disadvantages of spreadsheets. They don't provide an overview of all relevant data in one place. There's no way to track compliance with breaks, overtime and other staffing rules. And unoptimized schedules result in understaffed shifts, unintended overtime and increased labor costs.

What about employee scheduling software? While it can solve common workforce scheduling issues, most solutions are not designed to handle the diverse and complex nuances of higher education scheduling. The software may provide accessibility. But without dynamic scheduling, most solutions require too many manual and work-around processes to create schedules and accommodate changes.

A best-in-class, demand-driven workforce scheduler allows managers to integrate vital business drivers with the scheduling process. That means instantly filling shifts with available employees who won't drop into overtime and who meet necessary role qualifications. The result? Error-free schedules that align with actual business needs and can seamlessly fluctuate on demand…with little-to-no manager involvement. Workforce scheduling software also enables managers to easily keep track of and communicate with maintenance crews and other roaming employees, no matter where they are on campus.

Flexibility and Accessibility for Student Employees

Student employees have busy, complex schedules that can quickly change from week to week. They depend on mobile apps to manage their schedules around schoolwork, jobs and personal lives. They can't even imagine a time before mobile notifications and the convenience of texting for real-time communication. They can't afford to miss a shift by failing to receive notification that their work hours have been changed. And they highly value the flexibility to swap or pick up extra shifts on short notice. Schedule flexibility is key to keeping student employees on your staff. Some students say it's even more important than salary increases. With dynamic scheduling, students can share their class schedule each semester and easily manage any changes that pop up.

For Millennials and Gen Z, the first fully digital generation, these conveniences have become a baseline expectation that contributes to job loyalty and reduces turnover.

Dynamic Employee Scheduling … Simple!

Humanity's dynamic, or demand-driven, workforce scheduling completely eliminates the manual, error-prone juggle of setting schedules with three powerful, simple-to-use features that provide departmental flexibility within one comprehensive solution:

Auto-Build

Managers input basic shift requirements, such as time, number of each role needed, and special roles required.

For example, the recreation department has specific requirements for maintaining and officiating intramural sports. A set number of umpires, referees and volunteers will be needed during these events with specific skills or certifications necessary for the job at hand. These requirements can draw out the scheduling process over days or even weeks at a time.

In minutes, Auto-Build constructs schedule options to choose from. The feature simultaneously factors in multiple locations and staff positions.

Auto-Fill

After managers decide on their preferred schedule, they select Auto-Fill, which publishes the schedule and populates it with assigned employees who perfectly fit the schedule criteria. Assignments meet compliance standards, availability and special requirements for each employee.

Intramural sports run smoothly and efficiently with the appropriate workers to ensure that each event is managed and officiated, providing an optimal experience for both students and employees alike.

Availability

Once hired on, employees access the system to designate times they would be available to work. For example, if a student has class MWF from 8-11, they can block that off for the whole semester and will never be scheduled at those times. If they drop or pick up a class, they can update the system with their new availability. The system can then identify them for specific skill sets or certifications they hold and even keeps track of their current hours in relation to the maximum hours they are allowed to work during a pay period.

Proof Points of Better Employee Scheduling

Iowa State University Scales Library

Iowa State converted a small back-room setup to its own facility with hundreds of student employees. By leveraging Humanity Scheduling from the start, they were able to successfully navigate scheduling challenges and location changes all while scaling up significantly.

Calvin University Puts Pre-Scheduling Tasks in Employees' Hands

Calvin University in Grand Rapids, Michigan, implemented Humanity Scheduling to ensure that the appropriate amount of staff was hired and to be able to track total hours worked.

According to real Humanity users, the scheduling software's best value is that it puts much of the pre-scheduling work in the hands of the employees. Students can:

- Block out their availability to prevent scheduling conflicts
- Request additional time off
- Swap shifts

"Humanity has become the primary way that we communicate with our staff and where we store important documents that the staff need to be able to reference from home," said Scott Vanderaa, Director of Hospitality Operations.

"I have told several institutions about the scheduling program. In fact, I implemented Humanity Scheduling at Calvin University when I got promoted from my previous position at another institution."

Humanity Scheduling: The Leading Workforce Scheduling System for Higher Ed

The diverse and complex scheduling challenges of a significant student workforce call for an employee scheduling system designed for the specific needs of universities and colleges.

With industry-leading dynamic scheduling, Humanity Scheduling enables staff to easily manage student employee schedules for any set of needs. Whether it's recreation centers, housing, facilities, dining, bookstores and more, one campus or many, Humanity Scheduling was uniquely created to serve institutions of higher education.