



# Schedule Checklist

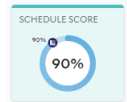
- Review availability regularly before scheduling
- Use the Schedule tab on the dashboard to complete the task
- Ensure you are using the Legion Console, not the Legion App

## 1 Create the Schedule: Wednesday AM

Legion and NetSuite

Click on the **Schedule** tab, select the date range, review weekly forecast for peak days by clicking the **Forecast** tab to confirm hours, **REFRESH before** navigating to Schedule to create a schedule.

- Review and approve all time off requests, tap the bell icon
- Go to **Schedule>Forecast>Refresh** to view **Demand** and suggested **Labor**
- Navigate to **NetSuite > Stores - Legion Labor Hours** to view **Supplemental** and **Hot Market** (if applicable) **labor breakdown**
- Navigate back to **Legion>Schedule>Schedule** and **run auto-scheduler**, select **Create schedule**
- Confirm Operating Hours** (any edits must be supplied to HQ. Gameday or Holiday complete a "store hour change" in NS.)
- Click "Check Out the Schedule" review **Schedule Score** and the **by Day and Week**
- Switch between **Schedule Type>** **to determine the best schedule to use**



## 2 Edit the Schedule

Legion and Zipline

Click **Schedule>Schedule>**click , ensure the date range is correct, review the schedule

- Select Week** **> filter** **and ensure hours per day and team members look balanced to business demand**
- Select Day** **>filter** **and begin on the peak days to confirm the following**
  - Key holders are balanced open to close each day
  - Each weekend shift has a closing ASM/SM
  - Breaks are appropriately placed with 2 people in the the store

Sat 19	Sun 20
34 Hrs 5 TMs	34 Hrs 5 TMs

**TIPS** If the answer is no, consider adjusting the break or shift for better coverage. Before making shift changes, review each option below.

**Demand:** peak business hours will appear as vertical dark grey lines.

**Availability:** availability colors will appear as horizontal red, green or grey.

- Add any missing shifts or create a new shift by clicking **follow the prompts to create the new shift**
- Schedule remains in draft for MUL to review and provide editing notes via Zipline
- All MUL requested edits, sent in Zipline, must be made before proceeding to Step 3

## 3 Publish the Schedule

Legion

- Publish in Legion (updates Mobile app)
- Print and post in store (after publishing in Legion)

## 4 Editing or Reviewing an Existing Schedule

Legion

- Go to **Schedule>**select **Week>** select **Forecast tab >Refresh**
- Move from **Forecast tab to Schedule tab>Review Budget>Edit as needed>Save**



# Team Roster Checklist

After inviting a team member to Legion, they can select their work preferences and availability. Before you create the schedule, it is important to review their preferences and look for any alerts.

## 1 Verify Part Time are ready to be scheduled

To start this process, navigate to the **Team Tab** and *click* on **Roster**, *click* on the team members name to view their profile, and then select the Work Preferences tab. Review will now be taken to the work preferences for review.

- Are they set properly to active or inactive when on leave or termination
- Are they set-up as part-time correctly
- Are they badged accurately
- If they are a minor, is their school calendar assigned? Reference Step 3
- Are their work shift preferences up to date
  - green available to work
  - gray no preference
  - red unavailable

**TIPS** Team members who leave their availability grey will be less likely to be scheduled than if they set their availability to green.

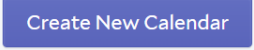
## 2 Verify Full Time are ready to be scheduled

Click on Team > Roster click on the full time team member to view their profile, (select the **Profile** for the first two check boxes and **Work Preference** tab for the remaining tasks

- Are they set properly as active or inactive based on leave or termination
- Are they badged accurately their skill set
- Verify Length of Shift is set to either 4/10 or 5/8 based on your locations schedule
- Are their work shift preferences up to date
  - green available to work
  - gray no preference
  - red unavailable

## 3 School Calendars

School Calendars helps Legion maintain legal compliance for Minors per state. Click on **Team > School Calendar**

- Click on  to add the URL of any school schedule associated to an employed minor
- Assign that schedule to appropriate team member(s) in their profile



# Labor & Supplemental Review

1



**Legion** In order to manage labor effectively, you must review and approve timecards daily.

**Validate Labor Execution Against Planned by Reviewing:**

- Total clocked hours vs scheduled hours (Difference column)
- Holiday hours reported
- Meal breaks
- OT and DT for unplanned hours

**Track & Complete Timesheet Approvals**

- Check the Status column
- Approve Timesheets marked Pending

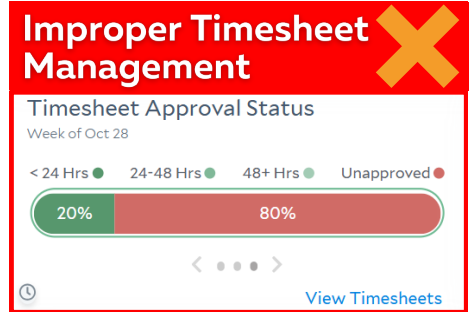
**Monitor Clock Alerts**

- Locate missed/incomplete clocks
- Review unscheduled and no show clocks
- Validate missed meal breaks, early and late clocks, LONG clocks

**Timesheet vs Actual** *Make a note of Overspent/ Underspent labor.*

**Review Offered/ Open shift**

From the Schedule tab audit current and upcoming schedule for **Open Shifts & Swap/Cover Requests.**



2



**NetSuite** Check to reference earned hours based off supplemental and WIN and adjust hours to manage labor accordingly

**Access Stores - Legion Labor Hours**

- From NetSuite click on "Store - Legion Labor Hours" in the "Shortcuts" portlet, or search. Note there is a space after store and after the dash.
- Review **earned Supplemental and WIN shift**

LOCATION	FISCAL WEEK ENDING	LOCATION MINIMUM STAFF	TOTAL BUDGET HOURS	RETAIL BUDGET HOURS	SUPPLEMENTAL BUDGET HOURS	WIN SHIFT BUDGET HOURS	SALES \$ PROJECTION
Store 258 - Deerpford Mall	WE 06/01/25	2	179	176	4	0	22,472.00
<b>Total</b>			179	176	4	0	22,472.00



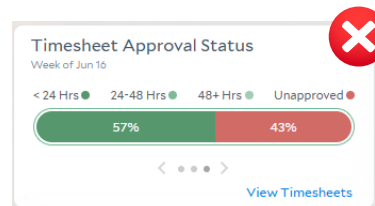
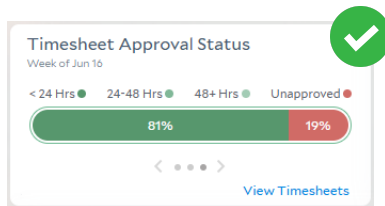
# Store Manager Weekly Timesheet Checklist

## 1 Validate Labor Execution Against Planned by Reviewing:

- Total clocked hours vs scheduled hours (Difference column)
- Holiday hours reported
- Meal Premium Hours
- OT and DT for unplanned hours

## 2 Track & Complete Timesheet Approvals

- Check the approval status; aim for minimal unapproved percentages for effective labor tracking



- Approve timesheets that are marked as pending

## 3 Monitor Clock Alerts

- Locate missed/incomplete clocks
- Review unscheduled and no show clocks
- Validate missed meal breaks, early and late clocks

## Daily / As-needed tasks

- Correct clock alert issues
- Respond to Time Off Requests, check both notifications and the Team>Time-Off tab for history
- Create a time-off for a team member if needed
  1. Access in Legion by selecting Team>Roster>Time Off
  2. Timesheet- managers can add time off directly to the timesheet for employees through the same process as adding time clocks
- Cancel or Reject requests
  - Access Time Off tab for employee or the employee's timesheet and enters a new time off request for the correct number of hours