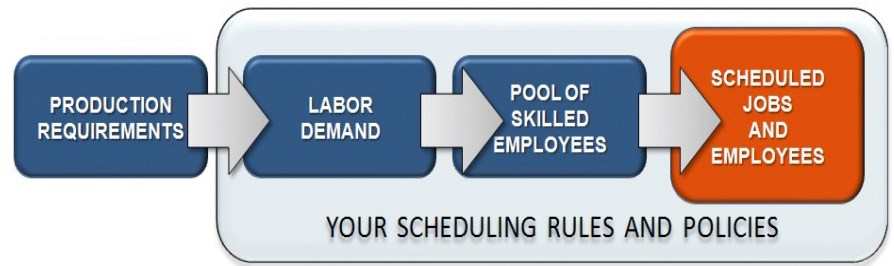


# Schedule Optimizing Software



**Experts in workforce scheduling automation, Tugboat Software offers an advanced employee scheduling application.**

*Using its powerful rules-based engine, SOS® quickly and easily creates schedules that optimize the allocation of your employee resources. Generating results in minutes, resolving overlapping and conflicting assignments, and managing last minute changes makes SOS the ideal solution for a variety of industries, including:*

- Companies with complex work and overtime rules, seniority rights, skills management and other variable job-assignment conditions.
- Large, union-organized manufacturing and processing operations.
- Just-In-Time manufacturers with frequently changing production plans.

*Because no two operations use the same business logic, SOS is tailored to fit your unique work rules and policies and changing production requirements.*

*By simplifying and speeding all aspects of scheduling, SOS converts employee scheduling into a resource for the management team and a service for the entire workforce.*

*SOS includes proprietary Optimization technology which eliminates unnecessary overtime and reduces overmanning.*

## Workforce Scheduling

Schedule Optimizing Software (SOS) converts your production requirements into a labor demand and combines this with your pool of skilled employees and then automatically generates a schedule for fulfilling that production all within the control of your scheduling rules and policies. Powerful tools enable you to control labor cost, eliminate labor waste and improve employee satisfaction.

Schedule Optimizing Software, SOS, streamlines and integrates all the critical functions of your scheduling operation.

- Automatically fills labor demand, both standard and overtime
- Multiple tools for responding to last-minute changes
- Manages skills inventory
- Tracks and fills absences
- Automates rotating shifts
- Enables an employee portal
- Automatically grants requests
- Exchanges data with production planning, ERP, time-&-attendance, payroll, IVR.

Even the most experienced scheduler has difficulty creating an optimized schedule for a large number of jobs on multiple shifts. Multiple skill sets, on-call and temporary workers, seniority rights, job preferences, training needs, overtime, absences, last-minute changes and other variables all add to the complexity.

Managing these conflicting needs, SOS uses a powerful rules engine which is tailored to your company's unique policies and rules. SOS rapidly resolves overlapping criteria and requirements, allocates worker skills for your labor demand and rapidly generates schedules that are consistently fair and objective.

The system considers every possible job assignment including last-minute changes. When the unexpected occurs, recovery tools in SOS keep production moving, maintain staffing requirements, and create an optimized schedule that saves valuable time and money.

## Employee Satisfaction

By applying the rules consistently and fairly, SOS helps to improve worker satisfaction. Self-service PC-type portals empower employees to make real choices. Employees can change their job and shift preferences, submit requests for overtime days off, training, open jobs, monitor their absences and credits, print reports and more. The system processes requests based on your company rules.

***“Even those who are not experienced on computers find this system easy”.***

Brenda Drake, HR Specialist  
Bemis Company



## Management Tool

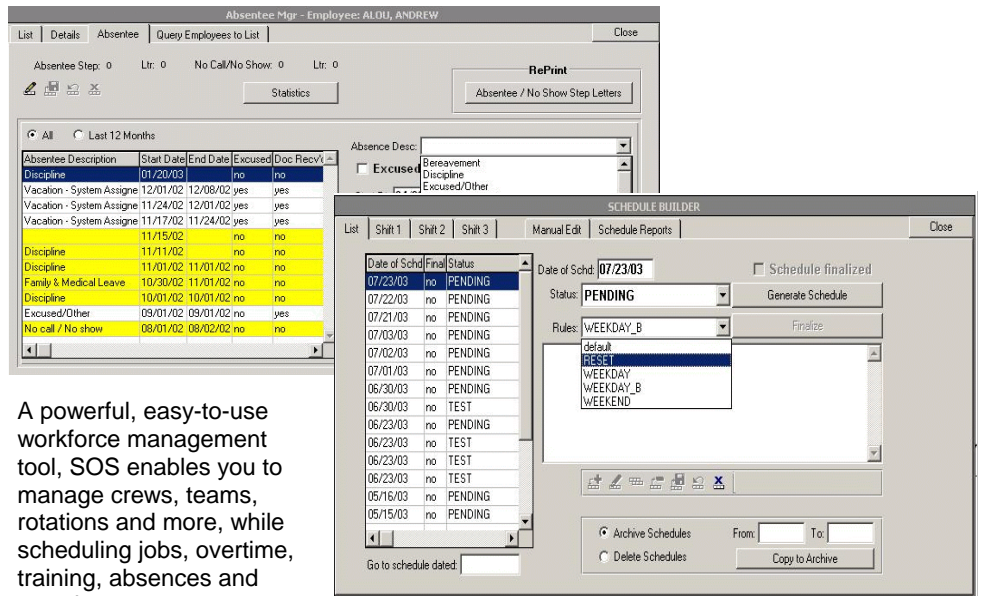
SOS consistently implements scheduling rules and consolidates related human resource functions. As a result, management now has a new tool they can't live without. From any network-connected system, supervisors have real-time access to all pertinent scheduling information.

By quickly generating test schedules, production planning can forecast needs and balance production requirements with available resources. When assessing training or hiring needs, SOS reveals bottlenecks and redundancies.

SOS tracks and automatically updates employee skills and job currency. It records training dates, times, trainers, currency, and related information. Capturing every leave and absence event, SOS also generates disciplinary letters to inform employees about their attendance history.

With each schedule, SOS creates a permanent record of the status of every employee in the workforce and shows clearly how and why every single job was assigned. This report helps eliminate employee grievances, builds confidence in the system and supports management decisions.

SOS reduces the cost of operations by eliminating unnecessary overtime, overmanning and overuse of temporary's. It allocates the entire workforce in an optimum manner, significantly reduces the workload of production planning and improves management communications.



A powerful, easy-to-use workforce management tool, SOS enables you to manage crews, teams, rotations and more, while scheduling jobs, overtime, training, absences and vacations.

## Features

- Powerful rules-based engine tailored to your unique workforce scheduling requirements.
- Proprietary labor scheduling optimization technology
- Schedules **all possible job assignments**. Doesn't leave you with the final 10% or 20% to finish manually.
- Supports an unlimited number of employees, shifts, rotating shifts, departments and production lines.
- Supports teams, crews, groups, split shifts, rotating shifts and jobs
- Tracks credits for overtime, merit
- Manages job bids, open jobs, job preferences and more.
- Records absences and creates warning letters
- Tracks employee training history.
- Schedules and awards vacations.
- Includes Self-Service portal that allows employees to enter job and shift preferences, request vacations, days off, overtime, training, trade vacations and more.
- Exchanges data with Time-&-Attendance, payroll, HRMS, ERP, IVR.
- Provides powerful reporting tools for informed decision-making and efficient planning.
- Entirely web enabled.

## Benefits

- Controls labor cost
- Eliminates labor waste
- Improves employee satisfaction
- Simplifies the entire scheduling process, making it consistent, fast, and easy.
- Coordinates all scheduling office functions including emergency recovery, filling overtime, scheduling training, absences and vacations.
- Consolidates scheduling operations for the entire facility, plant, campus or region.
- Optimizes employee job assignments based on your business goals, such as reducing overtime or the use of temporary's.
- Creates schedules in minutes and enabling last-minute changes and emergency recovery.
- Reduces employee grievances by consistently applying your work rules and policies.
- Empowers employees through Self-Service Portal improving communication and overall job satisfaction.
- Eliminates redundant data entry for Human Resources.
- Permanent decision-history for every scheduling decision and job assignment.



Tugboat Software is a recognized leader in automating labor scheduling solutions for organizations with multi-shift operations. Our solutions are designed to satisfy your business requirements while also meeting the needs of the affected employees. Our goal is to optimize the utilization of your human capital while minimizing complexity.

Tugboat's solution is delivered Software-as-a-Service so you don't have to worry about system requirements and IT support. Tugboat's proven team of industry specialist and professional service resources provide support from implementation, customization when needed and through best-practice consulting during operation.

**Next Steps:** Find out how Tugboat Software can reduce the costs associated with scheduling your workforce. For more information, contact Tugboat Software or visit [www.tugboatsoftware.com](http://www.tugboatsoftware.com).

