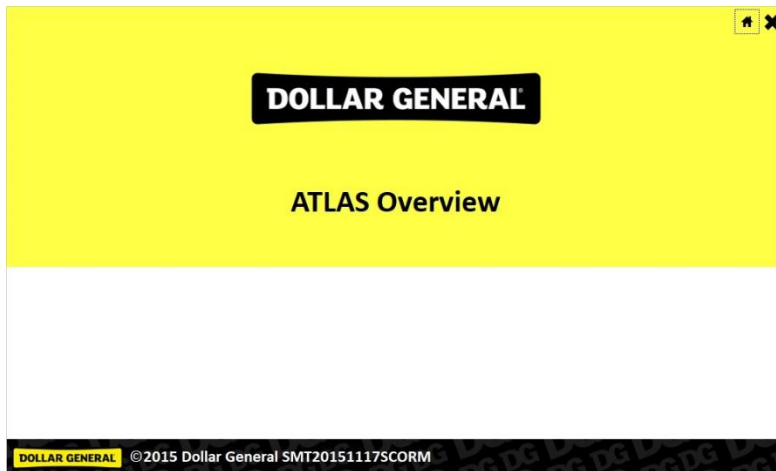


ATLAS Overview (35)

1. Introduction

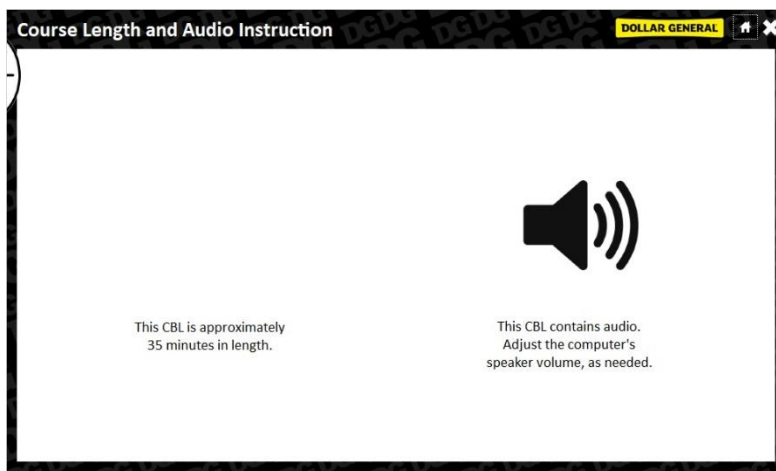
1.1 Home



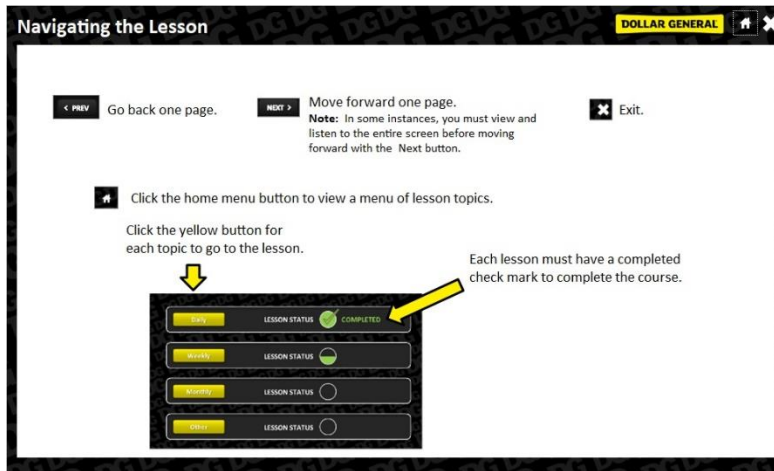
Notes:

ATLAS Overview

1.2 Course Length and Audio Instruction

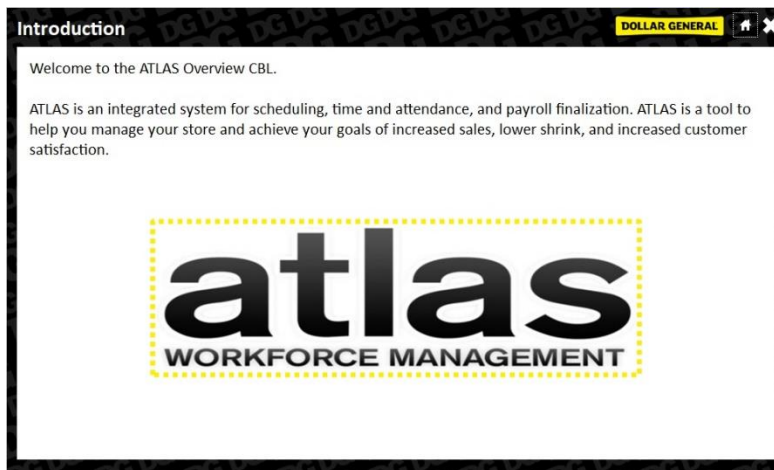


1.3 Navigating the Lesson



2. Overview

2.1 Introduction

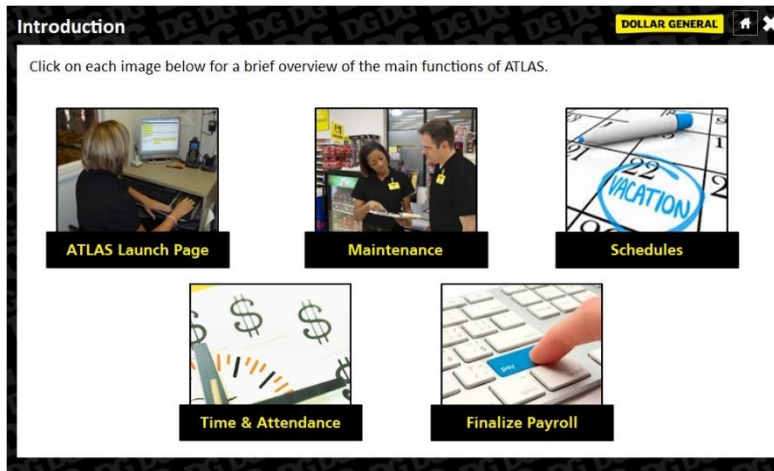


Notes:

Welcome to the ATLAS Overview CBL.

ATLAS is an integrated system for scheduling, time and attendance, and payroll finalization. ATLAS is a tool to help you manage your store and achieve your goals of increased sales, lower shrink, and increased customer satisfaction.

2.2 Introduction



Notes:

Base Layer Narration: Click on each image below for a brief overview of the main functions of ATLAS.

Narration for ATLAS Launch Page Layer: The ATLAS Launch Page is divided into six sections:

- Quick Launch
- Computer Based Training
- Store Information
- Action Items
- Upcoming Events & Notifications
- Workflow & Reports

Each section will be discussed in more detail later in this course.

Narration for Maintenance Layer: The key to a productive store is updating and maintaining employee information in ATLAS. Accurately inputting employee information at the beginning of the scheduling process is critical to creating effective schedules. To keep your store's roster accurate, you must ensure that employee status and other relevant employee information changes are timely and correct. The ATLAS suggested schedule ONLY includes employees that are on the store's current roster.

Narration for Schedules Layer: ATLAS helps you develop a schedule that follows the 7-Day Workflow and your store's workload and employee availability.

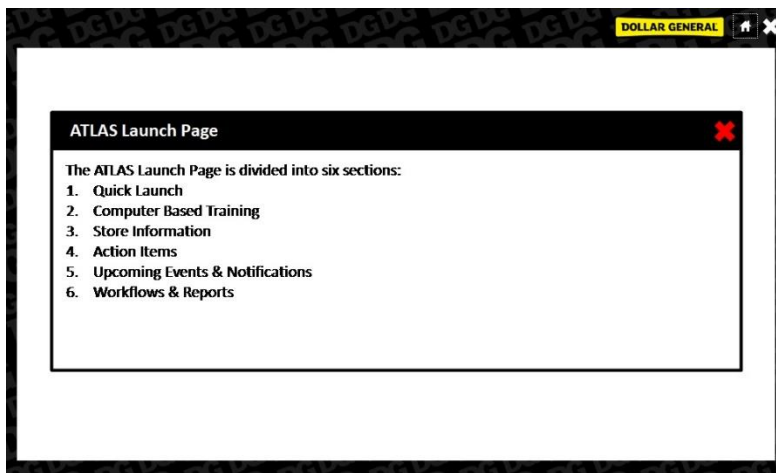
It is important to ensure your employees work hours match the needs of your store. This helps you achieve you sales and customer service levels.

Narration for Time and Attendance Layer: Hourly (non-exempt) employees must clock in and out using the store's POS register. ATLAS retains electronic timecards for each employee and calculates hours worked. The Store Manager has visibility to monitor and coach performance issues related to

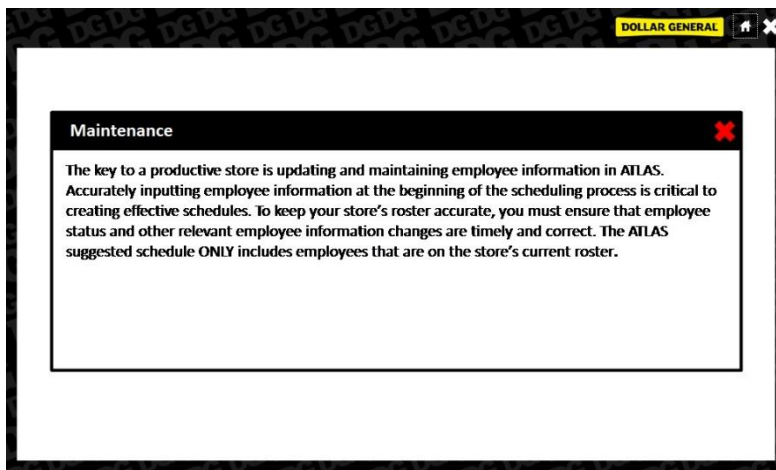
time and attendance issues including absenteeism, tardiness, meal break, compliance, and other issues. Alerts are generated for timecard issues that will help you ensure employees are paid timely and accurately for all time worked.

Narration for Finalize Payroll Layer: Payroll is finalized every Saturday, no later than 12:00 PM for the prior work week. It is the responsibility of the Store Manager to ensure that all employees' time entries are complete and accurate. ATLAS performs a release check on each timecard. If any discrepancies are found, the system will require resolution before payroll can be finalized.

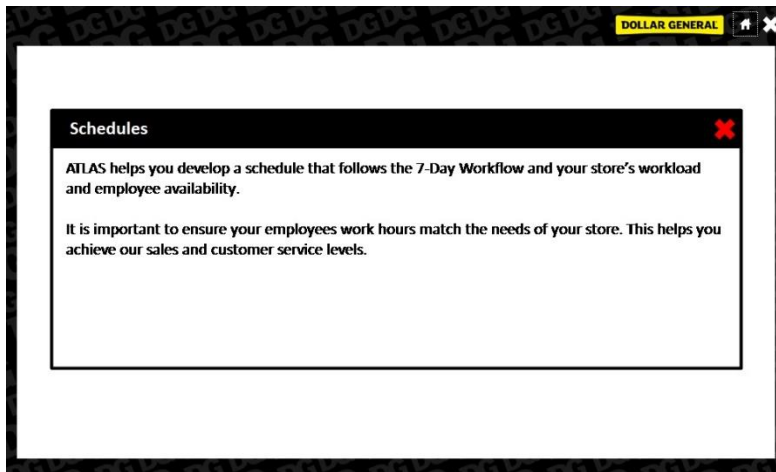
ATLAS Launch Page (Slide Layer)



Maintenance (Slide Layer)



Schedules (Slide Layer)



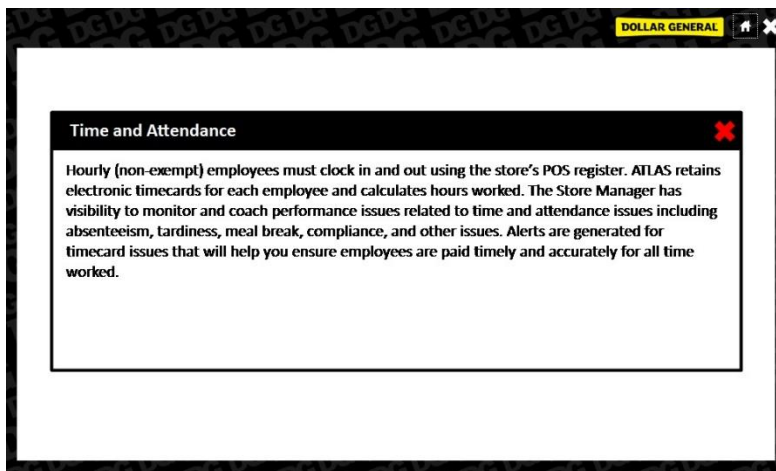
The screenshot shows a software interface with a dark background and a repeating 'DG' logo pattern. At the top, a yellow bar contains the text 'DOLLAR GENERAL' and a small icon. Below this, a white rectangular area contains a black-bordered box. The box has a title bar that says 'Schedules' with a red 'X' icon on the right. Inside the box, there is text explaining the ATLAS scheduling system.

Schedules

ATLAS helps you develop a schedule that follows the 7-Day Workflow and your store's workload and employee availability.

It is important to ensure your employees work hours match the needs of your store. This helps you achieve our sales and customer service levels.

Time and Attendance (Slide Layer)



The screenshot shows a software interface with a dark background and a repeating 'DG' logo pattern. At the top, a yellow bar contains the text 'DOLLAR GENERAL' and a small icon. Below this, a white rectangular area contains a black-bordered box. The box has a title bar that says 'Time and Attendance' with a red 'X' icon on the right. Inside the box, there is text explaining the ATLAS time and attendance system.

Time and Attendance

Hourly (non-exempt) employees must clock in and out using the store's POS register. ATLAS retains electronic timecards for each employee and calculates hours worked. The Store Manager has visibility to monitor and coach performance issues related to time and attendance issues including absenteeism, tardiness, meal break, compliance, and other issues. Alerts are generated for timecard issues that will help you ensure employees are paid timely and accurately for all time worked.

Finalize Payroll (Slide Layer)

The screenshot shows a slide layer titled "Finalize Payroll" with a red close button in the top right corner. The text inside the slide reads: "Payroll is finalized every Saturday, no later than 12:00 PM for the prior work week. It is the responsibility of the Store Manager to ensure that all employees' time entries are complete and accurate. ATLAS performs a release check on each timecard. If any discrepancies are found, the system will require resolution before payroll can be finalized."

2.3 Overview

The screenshot shows the "Overview" slide layer. It includes the following text:

ATLAS is a useful tool to help you manage the labor in your store to match the workflow and operational needs of your store.

The following lessons are included in this course:

- The ATLAS Launch Page
- ATLAS Scheduling
- 7-Day Workflow
- Summary

Below the text is the "atlas WORKFORCE MANAGEMENT" logo and a screenshot of the ATLAS software interface. The software interface shows a sidebar with navigation options like "Daily Scheduling", "Daily Release", and "Daily Review". The main area displays a "Daily Scheduling" screen with a calendar view and a "Daily Release" section with a "Release" button.

Notes:

ATLAS is a useful tool to help you manage the labor in your store to match the workflow and operational needs of your store.

The following lessons are included in this course:

- The ATLAS Launch Page
- ATLAS Scheduling
- 7-Day Workflow
- Summary

3. ATLAS Launch Page

3.1 Welcome to the ATLAS Launch Page Lesson

Welcome to the ATLAS Launch Page Lesson

DOLLAR GENERAL

Click on the "NEXT" button to move to the next page.

Notes:

Click on the "Next" button to move to the next page.

3.2 What to Expect...

What to Expect...

DOLLAR GENERAL

Welcome to the ATLAS Launch Page lesson.

The following topics are included in this lesson:

- Navigating to ATLAS
- The ATLAS Launch Page
- The Sections of the ATLAS Launch Page

This lesson will take you approximately 5 minutes to complete.

Notes:

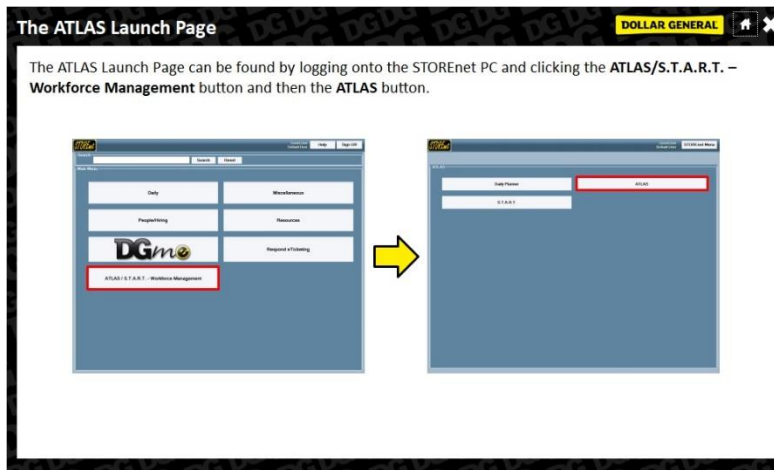
Welcome to the ATLAS Launch Page lesson.

The following topics are included in this lesson:

- Navigating to ATLAS
- The ATLAS Launch Page
- The Sections of the ATLAS Launch Page
-

This lesson will take you approximately 10 minutes to complete.

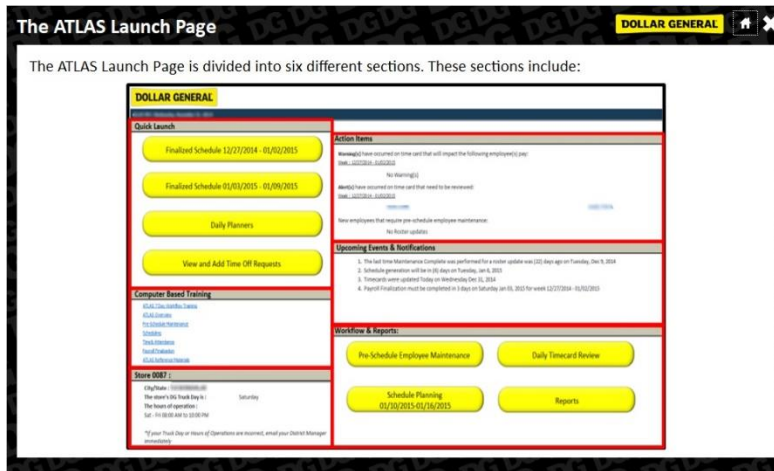
3.3 The ATLAS Launch Page



Notes:

The ATLAS Launch Page can be found by logging onto the STOREnet PC and clicking the **ATLAS/S.T.A.R.T. - Workforce Management** button and then the **ATLAS** button.

3.4 The ATLAS Launch Page

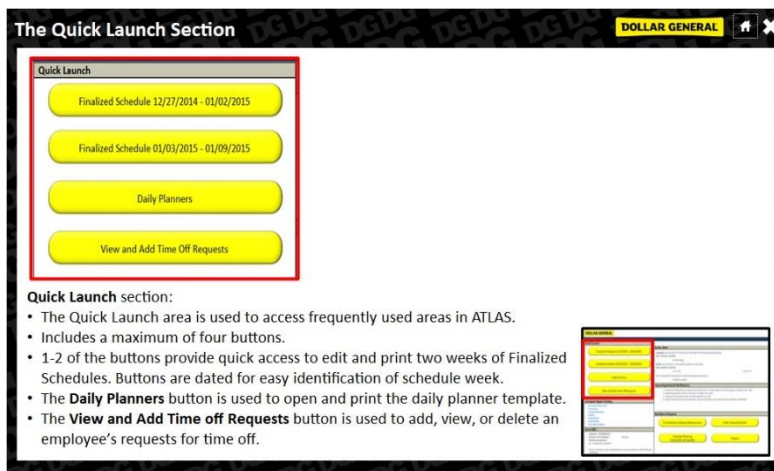


Notes:

The ATLAS Launch Page is divided into 6 different sections. These sections include:

- Quick Launch
- Computer Based Training
- Store
- Action Items
- Upcoming Events & Notifications
- Workflow & Reports

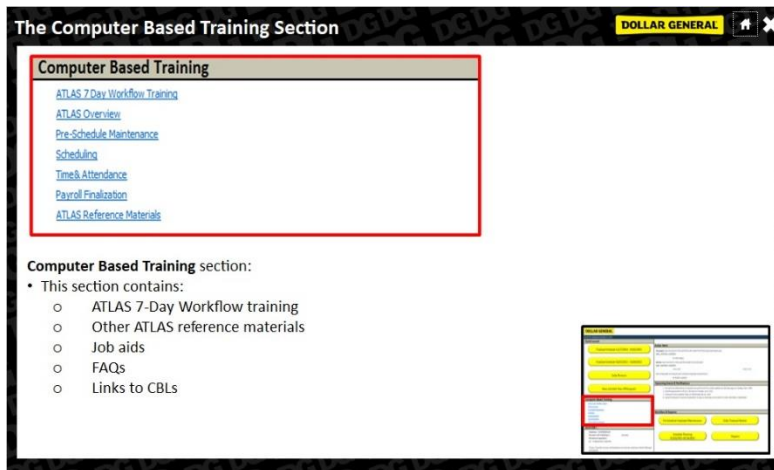
3.5 Quick Launch Section



Notes:

The first section is the Quick Launch section. The Quick Launch section is used to access frequently used areas in ATLAS. This area includes a maximum of 4 buttons. 1 to 2 of the buttons provide quick access to edit and print two weeks of Finalized Schedules. Each Finalized Schedule button is dated so you are able to identify the schedule week. The Daily Planners button is used to open and print the daily planner template. However, you are encouraged to use the electronic daily planner found on STOREnet. The View and Add Time off Requests button is used to add, view, or delete an employee's requests for time off.

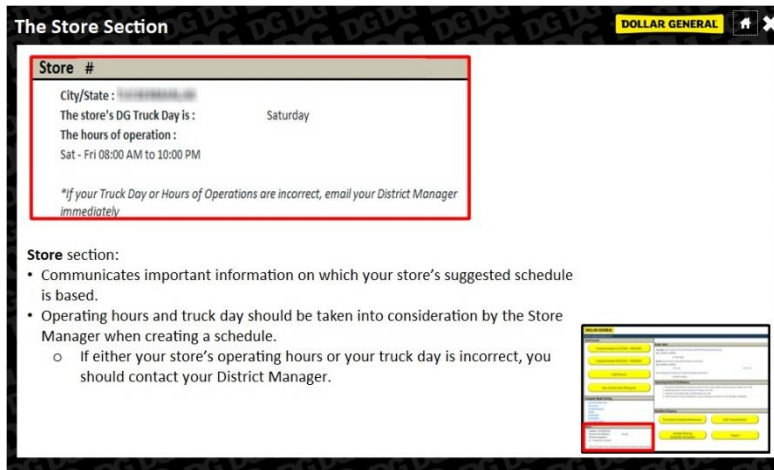
3.6 Computer Based Training Section



Notes:

The Computer Based Training section contains ATLAS 7-Day Workflow training, other ATLAS reference materials, job aids, FAQs, and links to CBLs.

3.7 Store Section

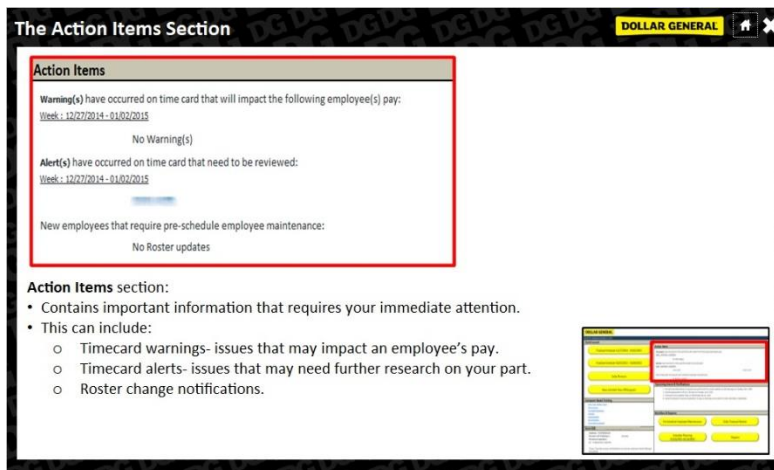


The screenshot shows the 'The Store Section' interface. At the top, there's a header with 'DOLLAR GENERAL' and a close button. Below the header, a red-bordered box contains the following information: 'Store #', 'City/State: [redacted]', 'The store's DG Truck Day is: Saturday', 'The hours of operation: Sat - Fri 08:00 AM to 10:00 PM', and a note: '*If your Truck Day or Hours of Operations are incorrect, email your District Manager immediately'. Below this box, the text 'Store section:' is followed by a bulleted list: 'Communicates important information on which your store's suggested schedule is based.' and 'Operating hours and truck day should be taken into consideration by the Store Manager when creating a schedule.' with a sub-bullet: 'If either your store's operating hours or your truck day is incorrect, you should contact your District Manager.' To the right of the text is a small inset image showing a calendar or schedule interface.

Notes:

The Store section communicates important information on which your store's suggested schedule is based. Operating hours and truck day should be taken into consideration by the Store Manager when creating a schedule. If either your store's operating hours or your truck day is incorrect, you should contact your District Manager.

3.8 Action Items Section



The screenshot shows the 'The Action Items Section' interface. At the top, there's a header with 'DOLLAR GENERAL' and a close button. Below the header, a red-bordered box contains the following information: 'Action Items', 'Warning(s) have occurred on time card that will impact the following employee(s) pay: Week: 12/27/2014 - 01/02/2015', 'No Warning(s)', 'Alert(s) have occurred on time card that need to be reviewed: Week: 12/27/2014 - 01/02/2015', and 'New employees that require pre-schedule employee maintenance: No Roster updates'. Below this box, the text 'Action Items section:' is followed by a bulleted list: 'Contains important information that requires your immediate attention.' and 'This can include:' with sub-bullets: 'Timecard warnings- issues that may impact an employee's pay.', 'Timecard alerts- issues that may need further research on your part.', and 'Roster change notifications.' To the right of the text is a small inset image showing a calendar or schedule interface.

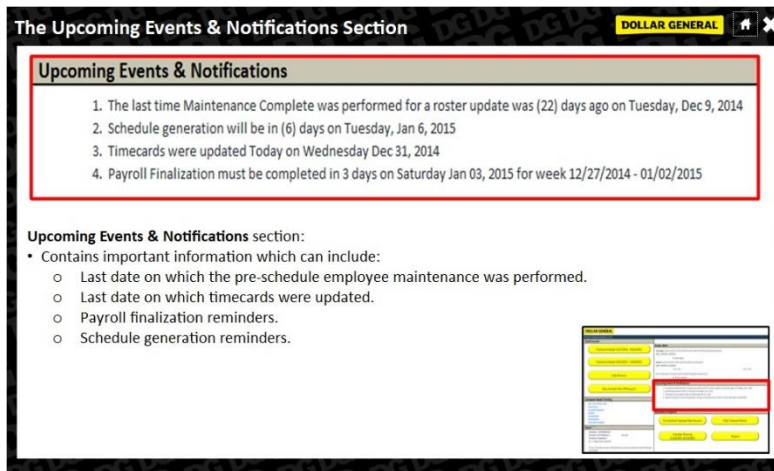
Notes:

The Action Items section contains important information that requires your immediate attention. This can include: Timecard warnings, Timecard alerts, and Roster change notifications

Timecard warnings will notify you of issues that may impact an employee's pay. Timecard alerts will notify you of

certain issues that may require further research on your part. Roster change notifications will prompt you to take action on any change to the store's roster. It is important that you take prompt action to ensure that your employees are timely and accurately paid for all time worked.

3.9 Upcoming Events & Notifications Section

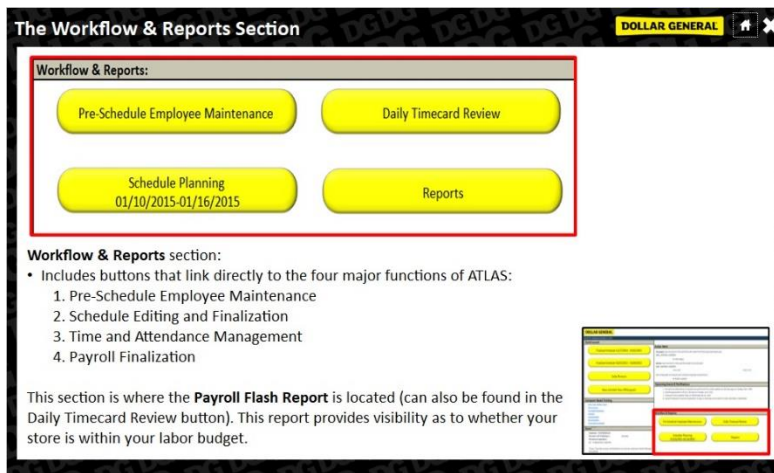


Notes:

The Upcoming Events & Notifications section contains important information which can include:

- Last date on which the pre-schedule employee maintenance was performed.
- Last date on which timecards were updated.
- Payroll finalization reminders.
- Schedule generation reminders.

3.10 Workflow & Reports Section



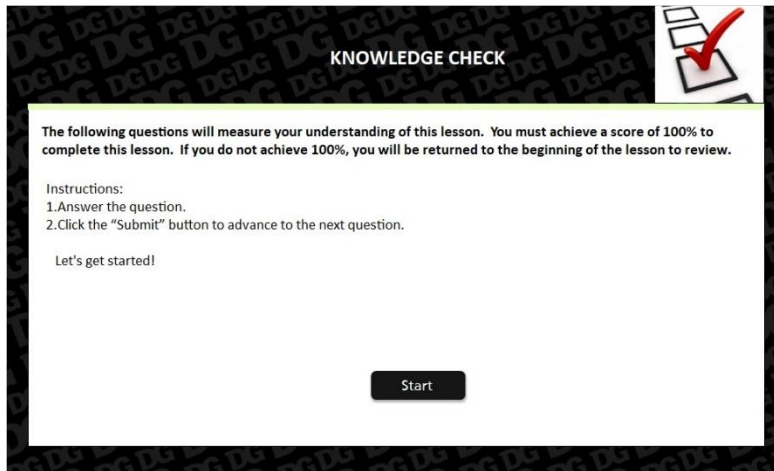
Notes:

The Workflow & Reports section links directly to the four major functions of ATLAS. The four major functions that are launched from this section are:

1. Pre-Schedule Employee Maintenance
2. Schedule Editing and Finalization
3. Time and Attendance Management
4. Payroll Finalization

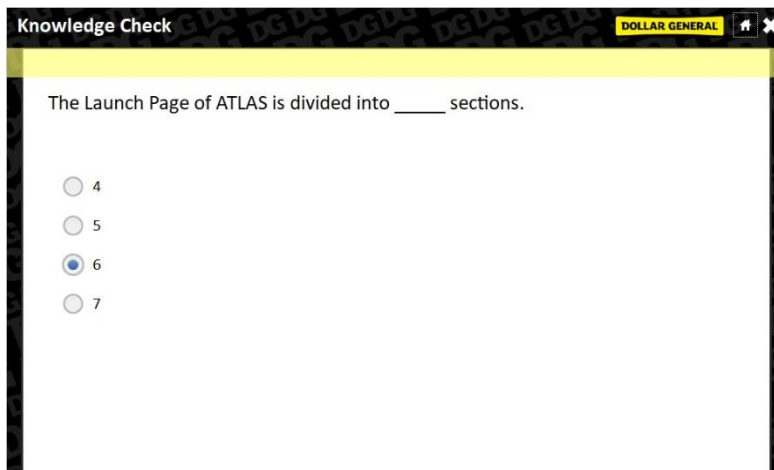
The Payroll Flash Report provides visibility as to whether your store is within your budgeted hours and dollars, and can be accessed by selecting either the **Daily Timecard Review** button or the **Reports** button and selecting the **Payroll Flash** tab.

3.11 Knowledge Check



3.12 The Launch Page of ATLAS is divided into _____ sections.

(Multiple Choice, 10 points, 1 attempt permitted)

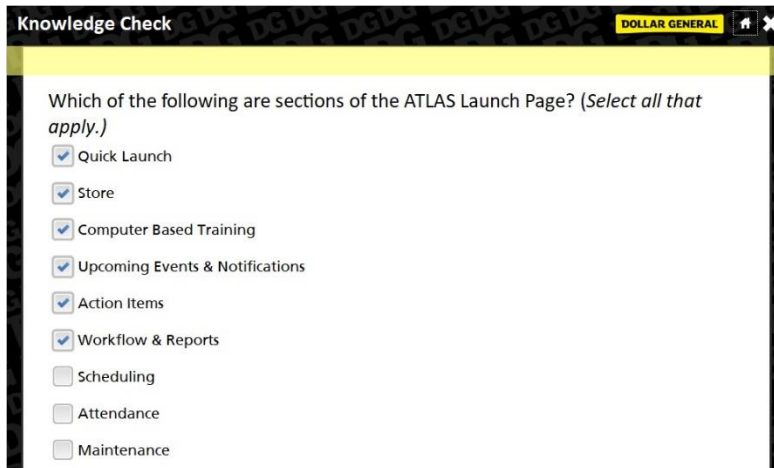


Correct	Choice
	4
	5
X	6
	7

3.13 Which of the following are sections of the ATLAS Launch Page?

(Select all that apply.)

(Multiple Response, 10 points, 1 attempt permitted)



Knowledge Check

DOLLAR GENERAL

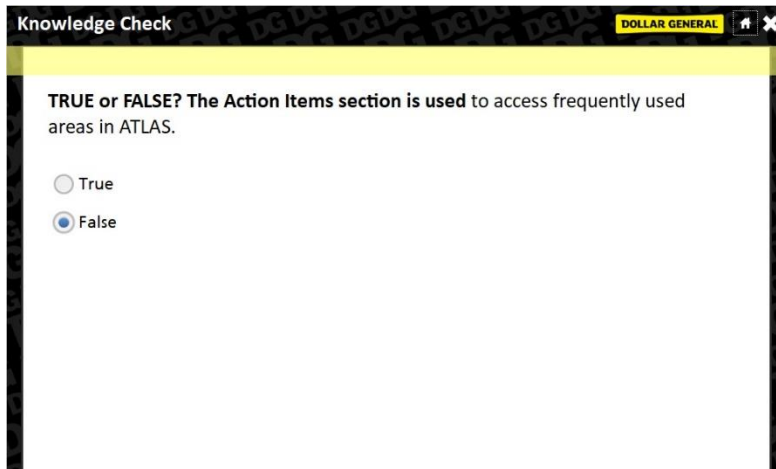
Which of the following are sections of the ATLAS Launch Page? (Select all that apply.)

- ☒ Quick Launch
- ☒ Store
- ☒ Computer Based Training
- ☒ Upcoming Events & Notifications
- ☒ Action Items
- ☒ Workflow & Reports
- ☐ Scheduling
- ☐ Attendance
- ☐ Maintenance

Correct	Choice
X	Quick Launch
X	Store
X	Computer Based Training
X	Upcoming Events & Notifications
X	Action Items
X	Workflow & Reports
	Scheduling
	Attendance
	Maintenance

3.14 TRUE or FALSE? The Action Items section is used to access frequently used areas in ATLAS.

(True/False, 10 points, 1 attempt permitted)



Knowledge Check

DOLLAR GENERAL

TRUE or FALSE? The Action Items section is used to access frequently used areas in ATLAS.

☐ True

☒ False

Correct	Choice
	True
X	False

3.15 Which section of the Launch page would you go to in order to view your store's truck day?

(Multiple Choice, 10 points, 1 attempt permitted)

Knowledge Check
DOLLAR GENERAL

Which section of the Launch page would you go to in order to view your store's truck day?

☒ Store
☐ Quick Launch
☐ Action Items
☐ Workflow & Reports

Correct	Choice
X	Store
	Quick Launch
	Action Items
	Workflow & Reports

3.16 ATLAS Launch Page- Results Slide

(Results Slide, 0 points, 1 attempt permitted)

DOLLAR GENERAL

Results

Your Score:

%Results1.ScorePercent%% (%Results1.ScorePoints% points)

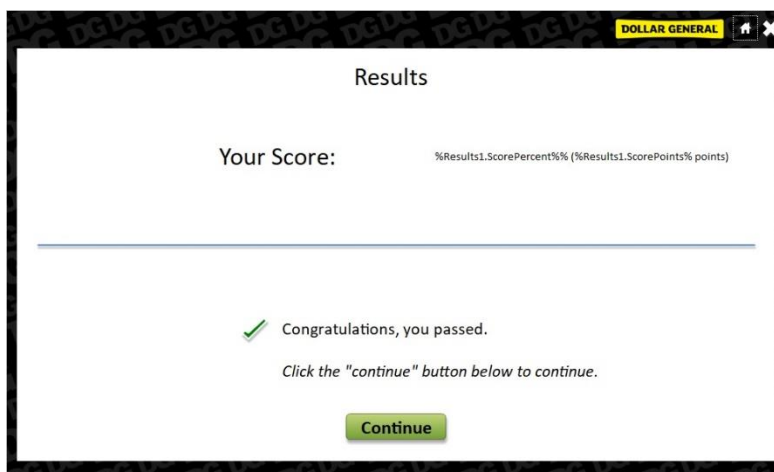
Results for
3.12 The Launch Page of ATLAS is divided into _____ sections.
3.13 Which of the following are sections of the ATLAS Launch Page? (Select all that apply.)
3.14 TRUE or FALSE? The Action Items section is used to access frequently used areas in ATLAS.
3.15 Which section of the Launch page would you go to in order to view your store's truck day?

Result slide properties

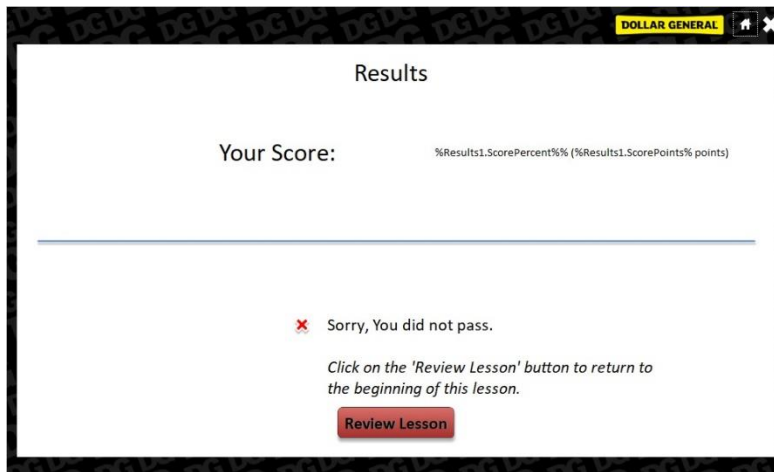
Passing 100%

Score

Success (Slide Layer)

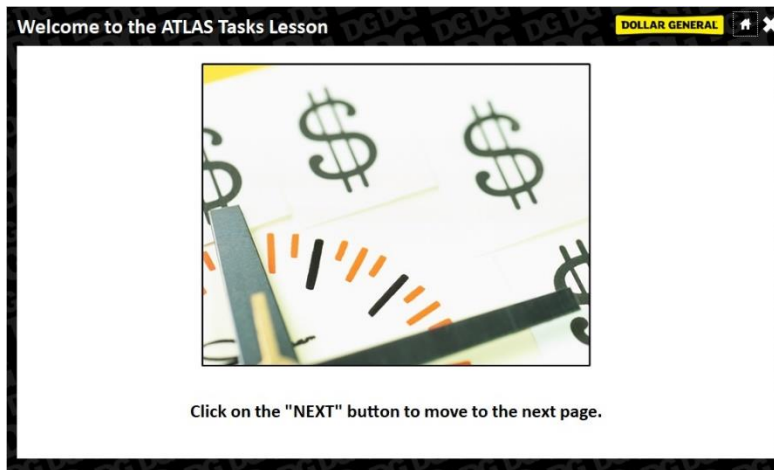


Failure (Slide Layer)



4. Scheduling

4.1 Welcome to the ATLAS Tasks Lesson



Notes:

Click on the "Next" button to move to the next page.



4.2 Introduction to Lesson 2

What to Expect...

Welcome to the ATLAS Scheduling lesson.

The following topics are included in this lesson:

- Pre-Schedule Employee Maintenance
- Schedule Planning
- Schedule Scores
- Daily Timecard Reviews
- Payroll Finalization
- When to Start Scheduling
- Daily ATLAS Responsibilities



This lesson will take you approximately 15 minutes to complete.

DOLLAR GENERAL

Notes:

Welcome to the ATLAS Scheduling lesson.

The following topics are included in this lesson:

- Pre-Schedule Employee Maintenance
- Schedule Planning
- Schedule Scores
- Daily Timecard Reviews
- Payroll Finalization
- When to Start Scheduling
- Daily ATLAS Responsibilities

This lesson will take you approximately 20 minutes to complete.

4.3 Pre-Schedule Employee Maintenance

The screenshot shows a window titled "Pre-Schedule Employee Maintenance" with a "DOLLAR GENERAL" logo in the top right corner. The window contains the following text:

Pre-Schedule Employee Maintenance should be completed in ATLAS prior to the schedule being created. Responsibilities include:

- Updating employee productivity ratings.
- Updating employee availability.
- Adding employee requests for time off (whether full or partial days).

Pre-Schedule Employee Maintenance should be completed no later than the end-of-day on Monday to help ensure your weekly schedules are accurate.

The **Pre-Schedule Employee Maintenance** button can be found in the Workflow & Reports section of the ATLAS Launch Page.

Below the text is a "Workflow & Reports:" section containing four yellow buttons: "Pre-Schedule Employee Maintenance" (highlighted with a red border), "Daily Timecard Review", "Schedule Planning 01/10/2015-01/16/2015", and "Reports".

Notes:

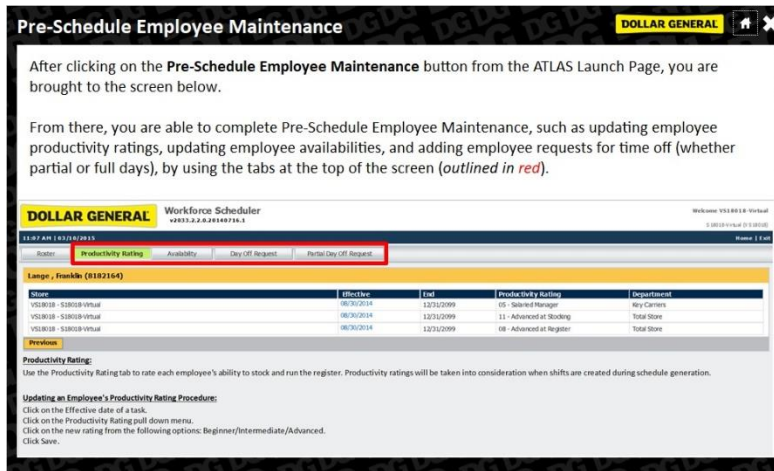
Pre-Schedule Employee Maintenance should be completed in ATLAS prior to the schedule being created. Responsibilities include:

- Updating employee productivity ratings.
- Updating employee availability.
- Adding employee requests for time off (whether full or partial days).
-

Pre-Schedule Employee Maintenance should be completed no later than the end-of-day on Monday to help ensure your weekly schedules are accurate.

The **Pre-Schedule Employee Maintenance** button can be found in the Workflow & Reports section of the ATLAS Launch Page.

4.4 Pre-Schedule Employee Maintenance

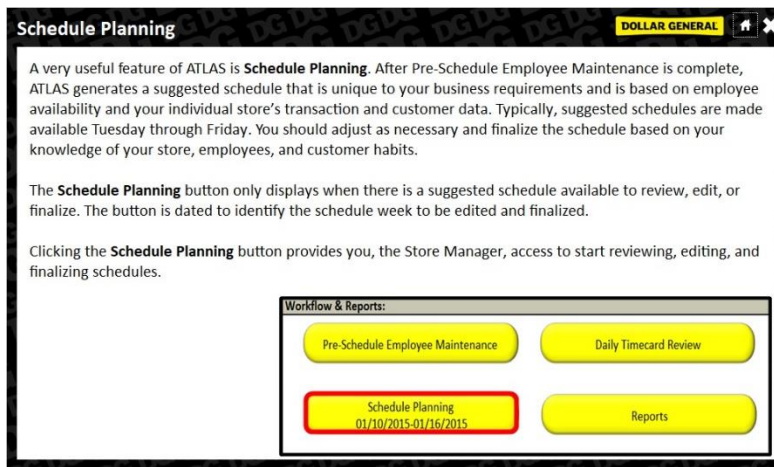


Notes:

After clicking on the **Pre-Schedule Employee Maintenance** button from the ATLAS Launch Page, you are brought to the screen below.

From there, you are able to complete Pre-Schedule Employee Maintenance, such as updating employee productivity ratings, updating employee availabilities, and adding employee requests for time off (whether partial or full days), by using the tabs at the top of the screen (*outlined in red*).

4.5 Schedule Planning



Notes:

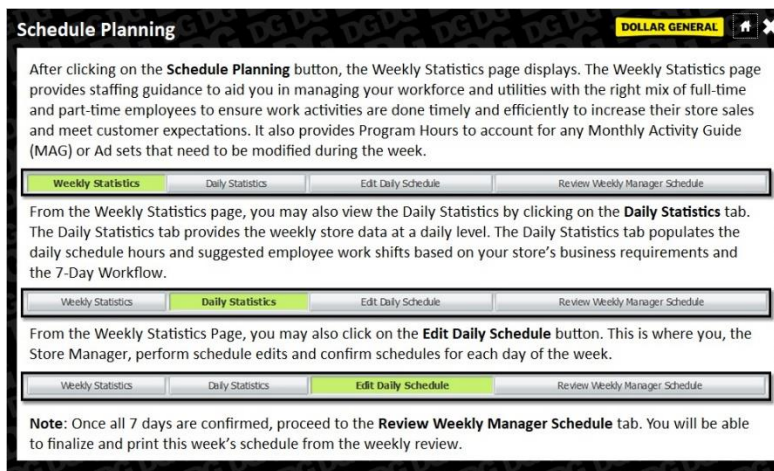
A very useful feature of ATLAS is **Schedule Planning**. After Pre-Schedule Employee Maintenance is complete, ATLAS

generates a suggested schedule that is unique to your business requirements and is based on employee availability and your individual store's transaction and customer data. Typically, suggested schedules are made available Tuesday through Friday. You should adjust as necessary and finalize the schedule based on your knowledge of your store, employees, and customer habits.

The **Schedule Planning** button only displays when there is a suggested schedule available to review, edit, or finalize. The button is dated to identify the schedule week to be edited and finalized.

Clicking the **Schedule Planning** button provides you, the Store Manager, access to start reviewing, editing, and finalizing schedules.

4.6 Schedule Planning



Notes:

After clicking on the **Schedule Planning** button, the Weekly Statistics page displays. The Weekly Statistics page provides staffing guidance to aid you in managing your workforce and utilities with the right mix of full-time and part-time employees to ensure work activities are done timely and efficiently to increase their store sales and meet customer expectations. It also provides Program Hours to account for any Monthly Activity Guide (MAG) or Ad sets that need to be modified during the week.

From the Weekly Statistics page, you may also view the Daily Statistics by clicking on the **Daily Statistics** tab. The Daily Statistics tab provides the weekly store data at a daily level. The Daily Statistics tab populates the daily schedule hours and suggested employee work shifts based on your store's business requirements and the 7-Day Workflow.

From the Weekly Statistics Page, you may also click on the **Edit Daily Schedule** button. This is where you, the Store Manager, perform schedule edits and confirm schedules for each day of the week.

Note: Once all 7 days are confirmed, proceed to the **Review Weekly Manager Schedule** tab. You will be able to

finalize and print this week's schedule from the weekly review.

4.7 Schedule Scores

Schedule Scores

DOLLAR GENERAL

Prior to scheduling, it is important to understand schedule scores. Schedule scores indicate how well you are creating a schedule that allows you to best manage your people, your store's workload, and the 7-Day Workflow. It is your personal score card for how well you are managing the 7-Day Workflow and work load.

Schedule scores can be broken down daily or weekly. Daily Schedule scores can be found by clicking the **Schedule Planning** button in the Workflow & Reports section of the ATLAS Launch Page, and then clicking on the **Edit Daily Schedule** tab.

The Weekly Schedule Scores can be found by clicking the **Schedule Planning** button in the Workflow & Reports section of the ATLAS Launch Page, and then clicking on the **Review Weekly Manager Schedule** tab.

Daily Schedule Score

Weekly Schedule Score

Click to enlarge each image.

Notes:

Prior to scheduling, it is important to understand schedule scores. Schedule scores indicate how well you are creating a schedule that allows you to best manage your people, your store's workload, and the 7-Day Workflow. It is your personal score card for how well you are managing the 7-Day Workflow and work load.

Schedule scores can be broken down daily or weekly. Daily Schedule scores can be found by clicking the **Schedule Planning** button in the Workflow & Reports section of the ATLAS Launch Page, and then clicking on the **Edit Daily Schedule** tab.

The Weekly Schedule Scores can be found by clicking the **Schedule Planning** button in the Workflow & Reports section of the ATLAS Launch Page, and then clicking on the **Review Weekly Manager Schedule** tab.

Click to enlarge each image.

Daily Schedule Score (Slide Layer)

DOLLAR GENERAL

Daily Schedule Scores
(outlined in red)

Weekly Statistics | Daily Statistics | **Edit Daily Schedule** | Review Weekly Manager Schedule

Manager Schedule
01/03 Sat (13) | 01/04 Sun (14) | 01/05 Mon (15) | 01/06 Tue (16) | 01/07 Wed (1) | 01/08 Thu (11)

Daily Schedule: Saturday 01/03/2015

Summary	Hours	01/03 Sat	01/04 Sun	01/05 Mon	01/06 Tue	01/07 Wed	01/08 Thu	01/09 Fri	01/10 Sat	01/11 Sun	01/12 Mon	01/13 Tue	01/14 Wed	01/15 Thu	01/16 Fri	01/17 Sat	01/18 Sun	01/19 Mon	01/20 Tue	01/21 Wed	01/22 Thu	01/23 Fri	01/24 Sat	01/25 Sun	01/26 Mon	01/27 Tue	01/28 Wed	01/29 Thu	01/30 Fri	01/31 Sat	02/01 Sun	02/02 Mon	02/03 Tue	02/04 Wed	02/05 Thu	02/06 Fri	02/07 Sat	02/08 Sun	02/09 Mon	02/10 Tue	02/11 Wed	02/12 Thu	02/13 Fri	02/14 Sat	02/15 Sun	02/16 Mon	02/17 Tue	02/18 Wed	02/19 Thu	02/20 Fri	02/21 Sat	02/22 Sun	02/23 Mon	02/24 Tue	02/25 Wed	02/26 Thu	02/27 Fri	02/28 Sat	02/29 Sun	03/01 Mon	03/02 Tue	03/03 Wed	03/04 Thu	03/05 Fri	03/06 Sat	03/07 Sun	03/08 Mon	03/09 Tue	03/10 Wed	03/11 Thu	03/12 Fri	03/13 Sat	03/14 Sun	03/15 Mon	03/16 Tue	03/17 Wed	03/18 Thu	03/19 Fri	03/20 Sat	03/21 Sun	03/22 Mon	03/23 Tue	03/24 Wed	03/25 Thu	03/26 Fri	03/27 Sat	03/28 Sun	03/29 Mon	03/30 Tue	03/31 Wed	04/01 Thu	04/02 Fri	04/03 Sat	04/04 Sun	04/05 Mon	04/06 Tue	04/07 Wed	04/08 Thu	04/09 Fri	04/10 Sat	04/11 Sun	04/12 Mon	04/13 Tue	04/14 Wed	04/15 Thu	04/16 Fri	04/17 Sat	04/18 Sun	04/19 Mon	04/20 Tue	04/21 Wed	04/22 Thu	04/23 Fri	04/24 Sat	04/25 Sun	04/26 Mon	04/27 Tue	04/28 Wed	04/29 Thu	04/30 Fri	05/01 Sat	05/02 Sun	05/03 Mon	05/04 Tue	05/05 Wed	05/06 Thu	05/07 Fri	05/08 Sat	05/09 Sun	05/10 Mon	05/11 Tue	05/12 Wed	05/13 Thu	05/14 Fri	05/15 Sat	05/16 Sun	05/17 Mon	05/18 Tue	05/19 Wed	05/20 Thu	05/21 Fri	05/22 Sat	05/23 Sun	05/24 Mon	05/25 Tue	05/26 Wed	05/27 Thu	05/28 Fri	05/29 Sat	05/30 Sun	05/31 Mon	06/01 Tue	06/02 Wed	06/03 Thu	06/04 Fri	06/05 Sat	06/06 Sun	06/07 Mon	06/08 Tue	06/09 Wed	06/10 Thu	06/11 Fri	06/12 Sat	06/13 Sun	06/14 Mon	06/15 Tue	06/16 Wed	06/17 Thu	06/18 Fri	06/19 Sat	06/20 Sun	06/21 Mon	06/22 Tue	06/23 Wed	06/24 Thu	06/25 Fri	06/26 Sat	06/27 Sun	06/28 Mon	06/29 Tue	06/30 Wed	07/01 Thu	07/02 Fri	07/03 Sat	07/04 Sun	07/05 Mon	07/06 Tue	07/07 Wed	07/08 Thu	07/09 Fri	07/10 Sat	07/11 Sun	07/12 Mon	07/13 Tue	07/14 Wed	07/15 Thu	07/16 Fri	07/17 Sat	07/18 Sun	07/19 Mon	07/20 Tue	07/21 Wed	07/22 Thu	07/23 Fri	07/24 Sat	07/25 Sun	07/26 Mon	07/27 Tue	07/28 Wed	07/29 Thu	07/30 Fri	07/31 Sat	08/01 Sun	08/02 Mon	08/03 Tue	08/04 Wed	08/05 Thu	08/06 Fri	08/07 Sat	08/08 Sun	08/09 Mon	08/10 Tue	08/11 Wed	08/12 Thu	08/13 Fri	08/14 Sat	08/15 Sun	08/16 Mon	08/17 Tue	08/18 Wed	08/19 Thu	08/20 Fri	08/21 Sat	08/22 Sun	08/23 Mon	08/24 Tue	08/25 Wed	08/26 Thu	08/27 Fri	08/28 Sat	08/29 Sun	08/30 Mon	08/31 Tue	09/01 Wed	09/02 Thu	09/03 Fri	09/04 Sat	09/05 Sun	09/06 Mon	09/07 Tue	09/08 Wed	09/09 Thu	09/10 Fri	09/11 Sat	09/12 Sun	09/13 Mon	09/14 Tue	09/15 Wed	09/16 Thu	09/17 Fri	09/18 Sat	09/19 Sun	09/20 Mon	09/21 Tue	09/22 Wed	09/23 Thu	09/24 Fri	09/25 Sat	09/26 Sun	09/27 Mon	09/28 Tue	09/29 Wed	09/30 Thu	10/01 Fri	10/02 Sat	10/03 Sun	10/04 Mon	10/05 Tue	10/06 Wed	10/07 Thu	10/08 Fri	10/09 Sat	10/10 Sun	10/11 Mon	10/12 Tue	10/13 Wed	10/14 Thu	10/15 Fri	10/16 Sat	10/17 Sun	10/18 Mon	10/19 Tue	10/20 Wed	10/21 Thu	10/22 Fri	10/23 Sat	10/24 Sun	10/25 Mon	10/26 Tue	10/27 Wed	10/28 Thu	10/29 Fri	10/30 Sat	10/31 Sun	11/01 Mon	11/02 Tue	11/03 Wed	11/04 Thu	11/05 Fri	11/06 Sat	11/07 Sun	11/08 Mon	11/09 Tue	11/10 Wed	11/11 Thu	11/12 Fri	11/13 Sat	11/14 Sun	11/15 Mon	11/16 Tue	11/17 Wed	11/18 Thu	11/19 Fri	11/20 Sat	11/21 Sun	11/22 Mon	11/23 Tue	11/24 Wed	11/25 Thu	11/26 Fri	11/27 Sat	11/28 Sun	11/29 Mon	11/30 Tue	12/01 Wed	12/02 Thu	12/03 Fri	12/04 Sat	12/05 Sun	12/06 Mon	12/07 Tue	12/08 Wed	12/09 Thu	12/10 Fri	12/11 Sat	12/12 Sun	12/13 Mon	12/14 Tue	12/15 Wed	12/16 Thu	12/17 Fri	12/18 Sat	12/19 Sun	12/20 Mon	12/21 Tue	12/22 Wed	12/23 Thu	12/24 Fri	12/25 Sat	12/26 Sun	12/27 Mon	12/28 Tue	12/29 Wed	12/30 Thu	12/31 Fri	01/01 Sat	01/02 Sun	01/03 Mon	01/04 Tue	01/05 Wed	01/06 Thu	01/07 Fri	01/08 Sat	01/09 Sun	01/10 Mon	01/11 Tue	01/12 Wed	01/13 Thu	01/14 Fri	01/15 Sat	01/16 Sun	01/17 Mon	01/18 Tue	01/19 Wed	01/20 Thu	01/21 Fri	01/22 Sat	01/23 Sun	01/24 Mon	01/25 Tue	01/26 Wed	01/27 Thu	01/28 Fri	01/29 Sat	01/30 Sun	01/31 Mon	02/01 Tue	02/02 Wed	02/03 Thu	02/04 Fri	02/05 Sat	02/06 Sun	02/07 Mon	02/08 Tue	02/09 Wed	02/10 Thu	02/11 Fri	02/12 Sat	02/13 Sun	02/14 Mon	02/15 Tue	02/16 Wed	02/17 Thu	02/18 Fri	02/19 Sat	02/20 Sun	02/21 Mon	02/22 Tue	02/23 Wed	02/24 Thu	02/25 Fri	02/26 Sat	02/27 Sun	02/28 Mon	02/29 Tue	03/01 Wed	03/02 Thu	03/03 Fri	03/04 Sat	03/05 Sun	03/06 Mon	03/07 Tue	03/08 Wed	03/09 Thu	03/10 Fri	03/11 Sat	03/12 Sun	03/13 Mon	03/14 Tue	03/15 Wed	03/16 Thu	03/17 Fri	03/18 Sat	03/19 Sun	03/20 Mon	03/21 Tue	03/22 Wed	03/23 Thu	03/24 Fri	03/25 Sat	03/26 Sun	03/27 Mon	03/28 Tue	03/29 Wed	03/30 Thu	03/31 Fri	04/01 Sat	04/02 Sun	04/03 Mon	04/04 Tue	04/05 Wed	04/06 Thu	04/07 Fri	04/08 Sat	04/09 Sun	04/10 Mon	04/11 Tue	04/12 Wed	04/13 Thu	04/14 Fri	04/15 Sat	04/16 Sun	04/17 Mon	04/18 Tue	04/19 Wed	04/20 Thu	04/21 Fri	04/22 Sat	04/23 Sun	04/24 Mon	04/25 Tue	04/26 Wed	04/27 Thu	04/28 Fri	04/29 Sat	04/30 Sun	05/01 Mon	05/02 Tue	05/03 Wed	05/04 Thu	05/05 Fri	05/06 Sat	05/07 Sun	05/08 Mon	05/09 Tue	05/10 Wed	05/11 Thu	05/12 Fri	05/13 Sat	05/14 Sun	05/15 Mon	05/16 Tue	05/17 Wed	05/18 Thu	05/19 Fri	05/20 Sat	05/21 Sun	05/22 Mon	05/23 Tue	05/24 Wed	05/25 Thu	05/26 Fri	05/27 Sat	05/28 Sun	05/29 Mon	05/30 Tue	05/31 Wed	06/01 Thu	06/02 Fri	06/03 Sat	06/04 Sun	06/05 Mon	06/06 Tue	06/07 Wed	06/08 Thu	06/09 Fri	06/10 Sat	06/11 Sun	06/12 Mon	06/13 Tue	06/14 Wed	06/15 Thu	06/16 Fri	06/17 Sat	06/18 Sun	06/19 Mon	06/20 Tue	06/21 Wed	06/22 Thu	06/23 Fri	06/24 Sat	06/25 Sun	06/26 Mon	06/27 Tue	06/28 Wed	06/29 Thu	06/30 Fri	07/01 Sat	07/02 Sun	07/03 Mon	07/04 Tue	07/05 Wed	07/06 Thu	07/07 Fri	07/08 Sat	07/09 Sun	07/10 Mon	07/11 Tue	07/12 Wed	07/13 Thu	07/14 Fri	07/15 Sat	07/16 Sun	07/17 Mon	07/18 Tue	07/19 Wed	07/20 Thu	07/21 Fri	07/22 Sat	07/23 Sun	07/24 Mon	07/25 Tue	07/26 Wed	07/27 Thu	07/28 Fri	07/29 Sat	07/30 Sun	07/31 Mon	08/01 Tue	08/02 Wed	08/03 Thu	08/04 Fri	08/05 Sat	08/06 Sun	08/07 Mon	08/08 Tue	08/09 Wed	08/10 Thu	08/11 Fri	08/12 Sat	08/13 Sun	08/14 Mon	08/15 Tue	08/16 Wed	08/17 Thu	08/18 Fri	08/19 Sat	08/20 Sun	08/21 Mon	08/22 Tue	08/23 Wed	08/24 Thu	08/25 Fri	08/26 Sat	08/27 Sun	08/28 Mon	08/29 Tue	08/30 Wed	08/31 Thu	09/01 Fri	09/02 Sat	09/03 Sun	09/04 Mon	09/05 Tue	09/06 Wed	09/07 Thu	09/08 Fri	09/09 Sat	09/10 Sun	09/11 Mon	09/12 Tue	09/13 Wed	09/14 Thu	09/15 Fri	09/16 Sat	09/17 Sun	09/18 Mon	09/19 Tue	09/20 Wed	09/21 Thu	09/22 Fri	09/23 Sat	09/24 Sun	09/25 Mon	09/26 Tue	09/27 Wed	09/28 Thu	09/29 Fri	09/30 Sat	10/01 Sun	10/02 Mon	10/03 Tue	10/04 Wed	10/05 Thu	10/06 Fri	10/07 Sat	10/08 Sun	10/09 Mon	10/10 Tue	10/11 Wed	10/12 Thu	10/13 Fri	10/14 Sat	10/15 Sun	10/16 Mon	10/17 Tue	10/18 Wed	10/19 Thu	10/20 Fri	10/21 Sat	10/22 Sun	10/23 Mon	10/24 Tue	10/25 Wed	10/26 Thu	10/27 Fri	10/28 Sat	10/29 Sun	10/30 Mon	10/31 Tue	11/01 Wed	11/02 Thu	11/03 Fri	11/04 Sat	11/05 Sun	11/06 Mon	11/07 Tue	11/08 Wed	11/09 Thu	11/10 Fri	11/11 Sat	11/12 Sun	11/13 Mon	11/14 Tue	11/15 Wed	11/16 Thu	11/17 Fri	11/18 Sat	11/19 Sun	11/20 Mon	11/21 Tue	11/22 Wed	11/23 Thu	11/24 Fri	11/25 Sat	11/26 Sun	11/27 Mon	11/28 Tue	11/29 Wed	11/30 Thu	12/01 Fri	12/02 Sat	12/03 Sun	12/04 Mon	12/05 Tue	12/06 Wed	12/07 Thu	12/08 Fri	12/09 Sat	12/10 Sun	12/11 Mon	12/12 Tue	12/13 Wed	12/14 Thu	12/15 Fri	12/16 Sat	12/17 Sun	12/18 Mon	12/19 Tue	12/20 Wed	12/21 Thu	12/22 Fri	12/23 Sat	12/24 Sun	12/25 Mon	12/26 Tue	12/27 Wed	12/28 Thu	12/29 Fri	12/30 Sat	12/31 Sun	01/01 Mon	01/02 Tue	01/03 Wed	01/04 Thu	01/05 Fri	01/06 Sat	01/07 Sun	01/08 Mon	01/09 Tue	01/10 Wed	01/11 Thu	01/12 Fri	01/13 Sat	01/14 Sun	01/15 Mon	01/16 Tue	01/17 Wed	01/18 Thu	01/19 Fri	01/20 Sat	01/21 Sun	01/22 Mon	01/23 Tue	01/24 Wed	01/25 Thu	01/26 Fri	01/27 Sat	01/28 Sun	01/29 Mon	01/30 Tue	01/31 Wed	02/01 Thu	02/02 Fri	02/03 Sat	02/04 Sun	02/05 Mon	02/06 Tue	02/07 Wed	02/08 Thu	02/09 Fri	02/10 Sat	02/11 Sun	02/12 Mon	02/13 Tue	02/14 Wed	02/15 Thu	02/16 Fri	02/17 Sat	02/18 Sun	02/19 Mon	02/20 Tue	02/21 Wed	02/22 Thu	02/23 Fri	02/24 Sat	02/25 Sun	02/26 Mon	02/27 Tue	02/28 Wed	02/29 Thu	03/01 Fri	03/02 Sat	03/03 Sun	03/04 Mon	03/05 Tue	03/06 Wed	03/07 Thu	03/08 Fri	03/09 Sat	03/10 Sun	03/11 Mon	03/12 Tue	03/13 Wed	03/14 Thu	03/15 Fri	03/16 Sat	03/17 Sun	03/18 Mon	03/19 Tue	03/20 Wed	03/21 Thu	03/22 Fri	03/23 Sat	03/24 Sun	03/25 Mon	03/26 Tue	03/27 Wed	03/28 Thu	03/29 Fri	03/30 Sat	03/31 Sun	04/01 Mon	04/02 Tue	04/03 Wed	04/04 Thu	04/05 Fri	04/06 Sat	04/07 Sun	04/08 Mon	04/09 Tue	04/10 Wed	04/11 Thu	04/12 Fri	04/13 Sat	04/14 Sun	04/15 Mon	04/16 Tue	04/17 Wed	04/18 Thu	04/19 Fri	04/20 Sat	04/21 Sun	04/22 Mon	04/23 Tue	04/24 Wed	04/25 Thu	04/26 Fri	04/27 Sat	04/28 Sun	04/29 Mon	04/30 Tue	05/01 Wed	05/02 Thu	05/03 Fri	05/04 Sat	05/05 Sun	05/06 Mon	05/07 Tue	05/08 Wed	05/09 Thu	05/10 Fri	05/11 Sat	05/12 Sun	05/13 Mon	05/14 Tue	05/15 Wed	05/16 Thu	05/17 Fri	05/18 Sat	05/19 Sun	05/20 Mon	05/21 Tue	05/22 Wed	05/23 Thu	05/24 Fri	05/25 Sat	05/26 Sun	05/27 Mon	05/28 Tue	05/29 Wed	05/30 Thu	05/31 Fri	06/01 Sat	06/02 Sun	06/03 Mon	06/04 Tue	06/05 Wed	06/06 Thu	06/07 Fri	06/08 Sat	06/09 Sun	06/10 Mon	06/11 Tue	06/12 Wed	06/13 Thu	06/14 Fri	06/15 Sat	06/16 Sun	06/17 Mon	06/18 Tue	06/19 Wed	06/20 Thu	06/21 Fri	06/22 Sat	06/23 Sun	06/24 Mon	06/25 Tue	06/26 Wed	06/27 Thu	06/28 Fri	06/29 Sat	06/30 Sun	07/01 Mon	07/02 Tue	07/03 Wed	07/04 Thu	07/05 Fri	07/06 Sat	07/07 Sun	07/08 Mon	07/09 Tue	07/10 Wed	07/11 Thu	07/12 Fri	07/13 Sat	07/14 Sun	07/15 Mon	07/16 Tue	07/17 Wed	07/18 Thu	07/19 Fri	07/20 Sat	07/21 Sun	07/22 Mon	07/23 Tue	07/24 Wed	07/25 Thu	07/26 Fri	07/27 Sat	07/28 Sun	07/29 Mon	07/30 Tue	07/31 Wed	08/01 Thu	08/02 Fri	08/03 Sat	08/04 Sun	08/05 Mon	08/06 Tue	08/07 Wed	08/08 Thu	08/09 Fri	08/10 Sat	08/11 Sun	08/12 Mon	08/13 Tue	08/14 Wed	08/15 Thu	08/16 Fri	08/17 Sat	08/18 Sun	08/19 Mon	08/20 Tue	08/21 Wed	08/22 Thu	08/23 Fri	08/24 Sat	08/25 Sun	08/26 Mon	08/27 Tue	08/28 Wed	08/29 Thu	08/30 Fri	08/31 Sat	09/01 Sun	09/02 Mon	09/03 Tue	09/04 Wed	09/05 Thu	09/06 Fri	09/07 Sat	09/08 Sun	09/09 Mon	09/10 Tue	09/11 Wed	09/12 Thu	09/13 Fri	09/14 Sat	09/15 Sun	09/16 Mon	09/17 Tue	09/18 Wed	09/19 Thu	09/20 Fri	09/21 Sat	09/22 Sun	09/23 Mon	09/24 Tue	09/25 Wed	09/26 Thu	09/27 Fri	09/28 Sat	09/29 Sun	09/30 Mon	10/01 Tue	10/02 Wed	10/03 Thu	10/04 Fri	10/05 Sat	10/06 Sun	10/07 Mon	10/08 Tue	10/09 Wed	10/10 Thu	10/11 Fri	10/12 Sat	10/13 Sun	10/14 Mon	10/15 Tue	10/16 Wed	10/17 Thu	10/18 Fri	10/19 Sat	10/20 Sun	10/21 Mon	10/22 Tue	10/23 Wed	10/24 Thu	10/25 Fri	10/26 Sat	10/27 Sun	10/28 Mon	10/29 Tue	10/30 Wed	10/31 Thu	11/01 Fri	11/02 Sat	11/03 Sun	11/04 Mon	11/05 Tue	11/06 Wed	11/07 Thu	11/08 Fri	11/09 Sat	11/10 Sun	11/11 Mon	11/12 Tue	11/13 Wed	11/14 Thu	11/15 Fri	11/16 Sat	11/17 Sun	11/18 Mon	11/19 Tue	11/20 Wed	11/21 Thu	11/22 Fri	11/23 Sat	11/24 Sun	11/25 Mon	11/26 Tue	11/27 Wed	11/28 Thu	11/29 Fri	11/30 Sat	12/01 Sun	12/02 Mon	12/03 Tue	12/04 Wed	12/05 Thu	12/06 Fri	12/07 Sat	12/08 Sun	12/09 Mon	12/10 Tue	12/11 Wed	12/12 Thu	12/13 Fri	12/14 Sat	12/15 Sun	12/16 Mon	12/17 Tue	12/18 Wed	12/19 Thu	12/20 Fri	12/21 Sat	12/22 Sun	12/23 Mon	12/24 Tue	12/25 Wed	12/26 Thu	12/27 Fri	12/28 Sat	12/29 Sun	12/30 Mon	12/31 Tue	01/01 Wed	01/02 Thu	01/03 Fri	01/04 Sat	01/05 Sun	01/06 Mon	01/07 Tue	0
---------	-------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	---

4.8 Daily Timecard Review

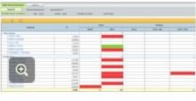
Daily Timecard Review

DOLLAR GENERAL

The Daily Timecard Review should be completed in ATLAS every day. You will be able to access individual employee timecards to review. You should review your employee's timecards every day to ensure they are timely and accurately paid for all time worked.

The **Daily Timecard Review** button can be found in the Workflow & Reports section of the ATLAS Launch Page. After clicking on the **Daily Timecard Review** button on the ATLAS Launch Page, you are taken to the **Weekly Punch Exceptions** tab.

The **Weekly Punch Exceptions** tab displays all employees and flags employees that currently have an issue with their timecard. Employees who have an issue with their timecard are highlighted in red. To research the issue, click on the employee's name to view detailed information on the employee's timecard. After you have reviewed and taken the necessary steps to address the issue, the employee's name will change to green. You should never make modifications to an employee's timecard that does not reflect an employee's actual time worked or that would adversely impact an employee's pay.



Click to view an enlarged image of the Weekly Punch Exceptions screen.

Workflow & Reports:

Pre-Schedule Employee Maintenance

Daily Timecard Review

Schedule Planning
01/10/2015-01/16/2015

Reports

Notes:

The Daily Timecard Review should be completed in ATLAS every day. You will be able to access individual employee timecards to review. You should review your employee's timecards every day to ensure they are timely and accurately paid for all time worked.

The **Daily Timecard Review** button can be found in the Workflow & Reports section of the ATLAS Launch Page. After clicking on the **Daily Timecard Review** button on the ATLAS Launch Page, you are taken to the **Weekly Punch Exceptions** tab.

The **Weekly Punch Exceptions** tab displays all employees and flags employees that currently have an issue with their timecard. Employees who have an issue with their timecard are highlighted in red. To research the issue, click on the employee's name to view detailed information on the employee's timecard. After you have reviewed and taken the necessary steps to address the issue, the employee's name will change to green. You should never make modifications to an employee's timecard that does not reflect an employee's actual time worked or that would adversely impact an employee's pay.

Click to view an enlarged image of the Weekly Punch Exceptions screen.

4.9 Daily Timecard Review

Daily Timecard Review DOLLAR GENERAL

Additionally, while in the **Daily Timecard Review** tab, you can click on the **Schedule Vs. Actual** tab to view an employee's schedule next to his or her actual clock in and clock out information. This tool aids you, the Store Manager, in determining whether employees are adhering to schedules including absenteeism, tardiness, meal breaks, and other compliance areas.

Daily Timecard Review DOLLAR GENERAL

Reports: Timecard Maintenance Approaching OT **Schedule Vs. Actual** Payroll Flash

Weekly Punch Exceptions Daily - Hours Weekly - Labor

Employee	ID	Type	Sat 01/10	Sun 01/11	Mon 01/12	Tue 01/13
Employee - [Name]	1325468	Sch		07:45 A - 03:00 P (8.75)		07:00 A - 12:30 P (5.50)
		Act		07:45 A - 03:00 P (8.75)		07:00 A - 12:45 P (5.75)
Employee - [Name]	1390175	Sch	03:00 P - 11:30 P (7.50)	03:00 P - 11:30 P (7.50)		
		Act	03:00 P - 11:30 P (8.00)	03:00 P - 11:30 P (8.00)	00:00 A - 00:15 A (0.25)	
Employee - [Name]	646346	Sch	05:00 A - 05:00 A (0.00)			
		Act	05:00 A - 05:00 A (0.00)			
Employee - [Name]	3807130	Sch	07:00 A - 03:00 P (7.00)			
		Act	07:00 A - 03:15 P (7.25)		03:00 P - 06:00 P (3.00)	

Notes:

Additionally, while in the **Daily Timecard Review** tab, you can click on the **Schedule Vs. Actual** tab to view an employee's schedule next to his or her actual clock in and clock out information. This tool aids you, the Store Manager, in determining whether employees are adhering to schedules including absenteeism, tardiness, meal breaks, and other compliance areas.

4.10 Daily Timecard Review

Daily Timecard Review DOLLAR GENERAL

Moreover, the **Payroll Flash Report** tab can also be found in the **Daily Timecard Review** tab.


The **Payroll Flash Report** enables you, as the Store Manager, to manage your payroll everyday. This tool provides the ability to help you predict your payroll. It provides visibility as to whether your store is within budget.

It combines the weeks actuals with the remaining schedule providing the payroll projection for the week. The accuracy of the schedule in ATLAS is important, because this schedule directly affects the payroll projection numbers.

The Payroll Flash Report includes:

- Budget adjustments which can include, among other things, Worker's Comp hours, training hours, and budgeted hours.
- Information indicating if employees are approaching overtime and/or missing punches.

Move your cursor over the image to view an enlarged image of the Payroll Flash Report.



Notes:

Moreover, the **Payroll Flash Report** tab can also be found in the **Daily Timecard Review** tab.

The **Payroll Flash Report** enables you, as the Store Manager, to manage your payroll everyday. This tool provides

the ability to help you predict your payroll. It provides visibility as to whether your store is within budget.

It combines the weeks actuals with the remaining schedule providing the payroll projection for the week. The accuracy of the schedule in ATLAS is important, because this schedule directly affects the payroll projection numbers.

The Payroll Flash Report includes:

- Budget adjustments which can include, among other things, Worker's Comp hours, training hours, and budgeted hours.
- Information indicating if employees are approaching overtime and/or missing punches.

Move your cursor over the image to view an enlarged image of the Payroll Flash Report.

Payroll Flash Report Image (Slide Layer)

The screenshot displays the 'Payroll Flash' report within a software interface. The top navigation bar includes tabs for 'Daily Timesheet Review', 'Reports', 'Timecard Maintenance', 'Approaching OT', 'Weekly Punch Exceptions', 'Daily - Hours', 'Weekly - Labor', 'Schedule vs Actual', and 'Payroll Flash'. The 'Payroll Flash' tab is selected. Below the navigation bar, the report header shows 'Store: 00000000000000000000', 'District: 00000000', 'Region: 00000000', and 'As of Date: 03/13/2013 03:06 AM'. The main table lists employees with columns for Status, Total Hrs, Appro. OT, Appro. FT, Avg. Hrs, Mixed Punches, Mixed Hrs, Other Alerts, Mgr Edits, and a grid of dates from Sat 03/07 to Fri 03/13. The table includes rows for 'Store Manager', 'Employees', and 'Total Store Hours'. Below the table, a summary section shows 'Total Store Hours' as 140.25, 'Total Hrs' as 3.75, 'Appro. OT' as 13, and 'Appro. FT' as 20. It also displays 'Total Hrs' as 24.75, 'Total Hrs' as 24.25, 'Total Hrs' as 24.00, 'Total Hrs' as 22.50, 'Total Hrs' as 22.00, 'Total Hrs' as 21.50, 'Total Hrs' as 21.00, 'Total Hrs' as 20.50, 'Total Hrs' as 20.00, 'Total Hrs' as 19.50, 'Total Hrs' as 19.00, 'Total Hrs' as 18.50, 'Total Hrs' as 18.00, 'Total Hrs' as 17.50, 'Total Hrs' as 17.00, 'Total Hrs' as 16.50, 'Total Hrs' as 16.00, 'Total Hrs' as 15.50, 'Total Hrs' as 15.00, 'Total Hrs' as 14.50, 'Total Hrs' as 14.00, 'Total Hrs' as 13.50, 'Total Hrs' as 13.00, 'Total Hrs' as 12.50, 'Total Hrs' as 12.00, 'Total Hrs' as 11.50, 'Total Hrs' as 11.00, 'Total Hrs' as 10.50, 'Total Hrs' as 10.00, 'Total Hrs' as 9.50, 'Total Hrs' as 9.00, 'Total Hrs' as 8.50, 'Total Hrs' as 8.00, 'Total Hrs' as 7.50, 'Total Hrs' as 7.00, 'Total Hrs' as 6.50, 'Total Hrs' as 6.00, 'Total Hrs' as 5.50, 'Total Hrs' as 5.00, 'Total Hrs' as 4.50, 'Total Hrs' as 4.00, 'Total Hrs' as 3.50, 'Total Hrs' as 3.00, 'Total Hrs' as 2.50, 'Total Hrs' as 2.00, 'Total Hrs' as 1.50, 'Total Hrs' as 1.00, 'Total Hrs' as 0.50, 'Total Hrs' as 0.00. The bottom section contains a 'Dollar General Meal Policy' and a 'Dollar General OT Policy'.

Employee	Status	Total Hrs	Appro. OT	Appro. FT	Avg. Hrs	Mixed Punches	Mixed Hrs	Other Alerts	Mgr Edits	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13
Store Manager	FT									0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employees										8.25	6.50	7.75	6.50	6.50	6.50	7.00
Timothy Williams	FT	43.75	28.00	3.75	0.00	0	3	5	0	8.25	6.50	7.75	6.50	6.50	6.50	7.00
Timothy Williams	FT	20.00	20.00	0.00	0.00	0	1	2	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Timothy Williams	FT	37.00	34.50	0.00	5.50	22.50	0	3	3	7.25	6.50	6.75	6.50	6.00	6.00	5.00
Timothy Williams	FT	38.50	34.00	0.00	7.75	17.00	0	3	5	9.25	8.50	8.75	8.00	6.75	5.50	5.00
Timothy Williams	FT	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Timothy Williams	FT	0.00	0.00	0.00	0.00	23.45	0	3	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Store Hours		140.25	3.75	13.25	24.75	0	13	20	0	24.75	21.50	24.25	21.00	22.50	22.00	21.00
Store Hours		140.25														
Dollar General		0.00	2.00	2.00												
Appro. OT		142.25	1.00	4.00												
Appro. FT		\$1992.00	\$1953.87	\$38.13												

Dollar General Meal Policy
Unless otherwise required by law, Dollar General requires that employees be given a minimum of one 30-minute unpaid, uninterrupted meal period (typically toward the middle of an employee's shift) for shifts greater than or equal to scheduled hours but less than 8 hours worked in a day and for scheduled shifts equal to or greater than 8 hours, a one hour unpaid meal period (at least 30 minutes of which must be uninterrupted) must be provided. Store managers or key carriers (in the absence of the store manager) determine the time of the meal period. Where state law differs from Dollar General policy, Dollar General will follow the specific state law. If there are any questions regarding the meal period requirements in a particular case, contact the district manager or the Employee Response Center (ERC) at 1-800-237-4314, option 3.

Appro. OT
"Approaching OT" calculates hours of OT for an employee if hours worked WTD + remaining hours scheduled will result in OT.

Schedule Score
"Schedule Score" indicates how well the Store Manager's created schedule aligns with suggested schedule. The schedule created by the Store Manager may not always align with the suggested schedule, so each Store Manager must create a schedule that best meets the needs of his/her store.

Mixed Punches
"Mixed Punches" denotes the number of incomplete shifts requiring Store Manager editing (e.g. employee fails to clock in/out at end of shift). Store Managers who do not edit these punches timely will under report current week payroll. Store Managers will not be able to release payroll until these punches are edited and complete.

Mixed Meals
"Mixed Meals" denotes the number of worked shifts that qualified for a meal break, but for which meal time punches were not recorded. Review meal period policy with Store Managers to ensure that they understand the policy and applicable law.

Other Alerts
"Other Alerts" are counts of time punches that do not align with the schedule created by the Store Manager. These include early/late clock in, early/late clock out, unscheduled shift and unscheduled absence. These situations are the Store Manager's responsibility to manage, but may reveal trends that suggest the need for coaching of the Store Manager regarding his/her role in enforcing company policy.

Manager Edits
"Manager Edits" are employee time punches that have been edited or manually recorded by the Store Manager. Payroll modifications by the Store Manager should be few and infrequent. Frequent edits suggest the need to review the wage/hour policy with the Store Manager to ensure employees are paid for all hours worked.

4.11 Payroll Finalization


Payroll Finalization

DOLLAR GENERAL

Finalizing payroll is important and must be completed in ATLAS to ensure your employees are accurately and timely paid. Payroll must be finalized before noon on Saturday.

To finalize payroll, click on the **Payroll Finalization** button in the Workflow & Reports section of the ATLAS Launch Page. The **Payroll Finalization** and the **Payroll Week** button are only visible after the schedule has been finalized and all errors and alerts have been resolved.

Once the **Payroll Finalization** button is clicked, a payroll release check is initiated. This is the last step of the payroll finalization process. Results of the release check are then displayed. This final check displays any alerts around issues that could impact pay (e.g., missed time clock punches). If warnings are displayed, you must research to determine why the warning is displayed and take corrective action before the finalization procedure can be completed. It is your responsibility to ensure your employees are paid for all time worked. You should never make modifications to an employee's timecard that do not reflect an employee's actual time worked or that could adversely impact an employee's pay.



Notes:

Finalizing payroll is important and must be completed in ATLAS to ensure your employees are accurately and timely paid. Payroll must be finalized before noon on Saturday.

To finalize payroll, click on the **Payroll Finalization** button in the Workflow & Reports section of the ATLAS Launch Page. The **Payroll Finalization** and the **Payroll Week** button are only visible after the schedule has been finalized and all errors and alerts have been resolved.

Once the **Payroll Finalization** button is clicked, a payroll release check is initiated. This is the last step of the payroll finalization process. Results of the release check are then displayed. This final check displays any alerts around issues that could impact pay (e.g., missed time clock punches). If warnings are displayed, you must research to determine why the warning is displayed and take corrective action before the finalization procedure can be completed. It is your responsibility to ensure your employees are paid for all time worked. You should never make modifications to an employee's timecard that do not reflect an employee's actual time worked or that could adversely impact an employee's pay.

4.12 When to Start Scheduling

When to Start Scheduling DOLLAR GENERAL

Drag the slider down for an overview of when to start scheduling.

	S	S	M	T	W	T	F
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30	31	1

	S	S	M	T	W	T	F
27	2	3	4	5	6	7	8
28	9	10	11	12	13	14	15
29	16	17	18	19	20	21	22
30	23	24	25	26	27	28	29

Notes:

Drag the slider down for an overview of when to start scheduling.

Fiscal Week 24 (Slide Layer)

When to Start Scheduling DOLLAR GENERAL

Drag the slider down for an overview of when to start scheduling.

	S	S	M	T	W	T	F
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30	31	1

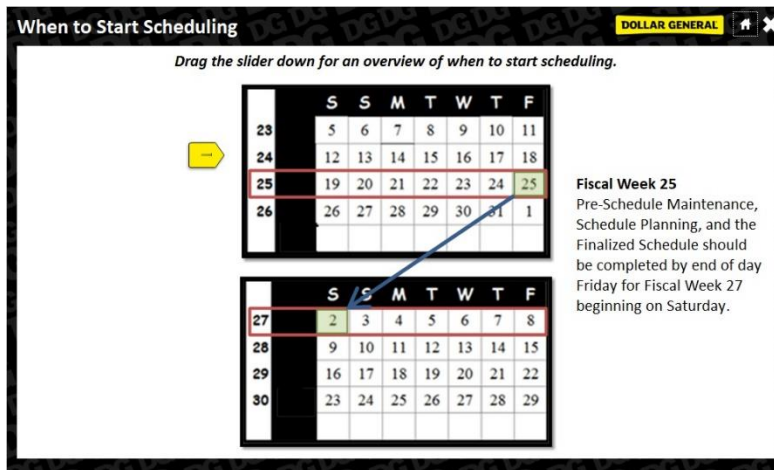
	S	S	M	T	W	T	F
27	2	3	4	5	6	7	8
28	9	10	11	12	13	14	15
29	16	17	18	19	20	21	22
30	23	24	25	26	27	28	29

Fiscal Week 24
Pre-Schedule Maintenance, Schedule Planning, and the Finalized Schedule should be completed end of day Friday for Fiscal Week 26 beginning on Saturday.

Fiscal Week 25 (Slide Layer)

When to Start Scheduling DOLLAR GENERAL

Drag the slider down for an overview of when to start scheduling.



	S	S	M	T	W	T	F
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30	31	1

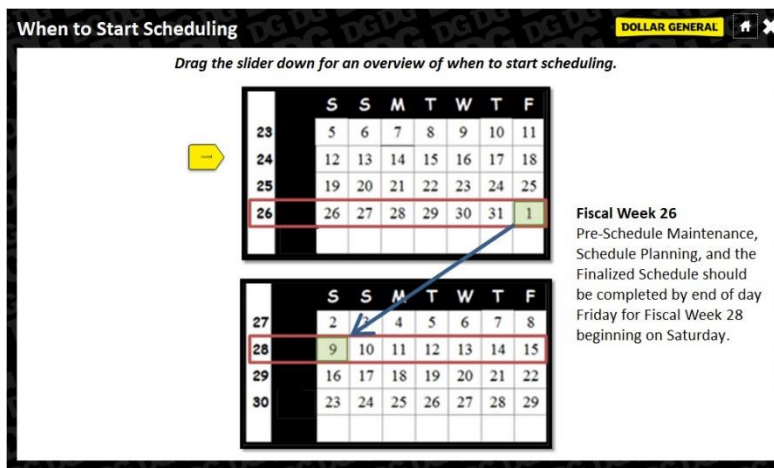
Fiscal Week 25
Pre-Schedule Maintenance, Schedule Planning, and the Finalized Schedule should be completed by end of day Friday for Fiscal Week 27 beginning on Saturday.

	S	S	M	T	W	T	F
27	2	3	4	5	6	7	8
28	9	10	11	12	13	14	15
29	16	17	18	19	20	21	22
30	23	24	25	26	27	28	29

Fiscal Week 26 (Slide Layer)

When to Start Scheduling DOLLAR GENERAL

Drag the slider down for an overview of when to start scheduling.



	S	S	M	T	W	T	F
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30	31	1

Fiscal Week 26
Pre-Schedule Maintenance, Schedule Planning, and the Finalized Schedule should be completed by end of day Friday for Fiscal Week 28 beginning on Saturday.

	S	S	M	T	W	T	F
27	2	3	4	5	6	7	8
28	9	10	11	12	13	14	15
29	16	17	18	19	20	21	22
30	23	24	25	26	27	28	29

Fiscal Week 27 (Slide Layer)

When to Start Scheduling DOLLAR GENERAL

Drag the slider down for an overview of when to start scheduling.

Fiscal Week 27
Pre-Schedule Maintenance, Schedule Planning, and the Finalized Schedule should be completed by end of day Friday for Fiscal Week 29 beginning on Saturday.

	S	S	M	T	W	T	F
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30	31	1

	S	S	M	T	W	T	F
27	2	3	4	5	6	7	8
28	9	10	11	12	13	14	15
29	16	17	18	19	20	21	22
30	23	24	25	26	27	28	29

4.13 Daily ATLAS Responsibilities

Daily ATLAS Responsibilities DOLLAR GENERAL

Drag the slider to view the activities designated for each day of the fiscal week.

Daily Sat Sun Mon Tues Wed Thur Fri

Notes:

Let's take a moment to review the daily responsibilities in ATLAS. Drag the slider to view the activities designated for each day of the fiscal week.

Daily (Slide Layer)

Daily ATLAS Responsibilities

DOLLAR GENERAL

Complete Daily

- Review timecard warnings and make any necessary timecard edits to ensure accuracy and that employees are paid for all time worked. Remember: timecard edits should be very few, if any, and should never adversely affect an employee's pay.
- Focus on reviewing the timecards and coaching employees on issues and alerts.

Daily

Sat

Sun

Mon

Tues

Wed

Thur

Fri

Drag the slider to view the activities designated for each day of the fiscal week.

Saturday (Slide Layer)

Daily ATLAS Responsibilities

DOLLAR GENERAL

Complete on Saturday

Finalize payroll by 12:00 PM for the prior fiscal week pay period ending on Friday.

Most stores that do not finalize payroll have a missed punch. Perform the following to ensure payroll is finalized, correct, and on time:

- Review all timecard warnings. All employee warnings will change to green after they have been reviewed and resolved to the extent necessary.
- Resolve all missed punches.
- Input the SM weekly salary flag at all times even if on vacation.
- Add all vacation, funeral, and jury duty time using special pay key.

All issues must be resolved before payroll can be finalized.

	S	M	T	W	T	F
23	1	6	7	8	9	10
24	12	13	14	15	16	17
25	18	19	20	21	22	23
26	24	25	26	27	28	29
27	30	31	1	2	3	4

Click to enlarge image.

Daily

Sat

Sun

Mon

Tues

Wed

Thur

Fri

Drag the slider to view the activities designated for each day of the fiscal week.

Sunday (Slide Layer)

Daily ATLAS Responsibilities

DOLLAR GENERAL

Complete on Sunday

Begin working on the schedule within two weeks prior to the actual fiscal week.

Begin performing pre-schedule maintenance for the fiscal week 2 weeks out:

- Update employee productivity ratings.
- Update employee availability.
- Add employee partial day off requests.
- Add employee full day off requests.

These activities should be completed no later than end of day on Monday to impact the schedule generated on Tuesday.

	S	S	M	T	W	T	F
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30	31	1	2	3	4

Click to enlarge image.

Daily

Sat

Sun

Mon

Tues

Wed

Thur

Fri

Drag the slider to view the activities designated for each day of the fiscal week.

Monday (Slide Layer)

Daily ATLAS Responsibilities

DOLLAR GENERAL

Complete on Monday

Add any additional pre-schedule maintenance updates.

Review all daily time cards and review time card alerts and take the appropriate action.

	S	S	M	T	W	T	F
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30	31	1	2	3	4

Click to enlarge image.

Daily

Sat

Sun

Mon

Tues

Wed

Thur

Fri

Drag the slider to view the activities designated for each day of the fiscal week.

Tuesday (Slide Layer)

Daily ATLAS Responsibilities

DOLLAR GENERAL

Complete on Tuesday

Begin reviewing and editing, as needed, the system generated schedule and work on finalizing the schedule.

S	S	M	T	W	T	F
1	4	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Click to enlarge image.

Daily

Sat

Sun

Mon

Tues

Wed

Thur

Fri

Drag the slider to view the activities designated for each day of the fiscal week.

Wednesday (Slide Layer)

Daily ATLAS Responsibilities

DOLLAR GENERAL

Complete on Wednesday

Set aside time to finalize the week ahead schedule between Wednesday and Friday and post the finalized schedule by Friday.

S	S	M	T	W	T	F
1	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Click to enlarge image.

Daily

Sat

Sun

Mon

Tues

Wed

Thur

Fri

Drag the slider to view the activities designated for each day of the fiscal week.

Thursday (Slide Layer)

Daily ATLAS Responsibilities

DOLLAR GENERAL

Complete on Thursday

Set aside time to finalize the week ahead schedule between Wednesday and Friday and post the finalized schedule by Friday.

	S	S	M	T	W	T	F
23	1	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30	31	1

Click to enlarge image.

Daily

Sat

Sun

Mon

Tues

Wed

Thur

Fri

Drag the slider to view the activities designated for each day of the fiscal week.

Friday (Slide Layer)

Daily ATLAS Responsibilities

DOLLAR GENERAL

Complete on Friday

Finalize the two week out schedule by Friday. The Store Manager, can continue to make edits to the finalized schedule as the business or employee needs change.

Print and post the finalized schedule.

	S	S	M	T	W	T	F
23	1	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30	31	1

Click to enlarge image.

Daily

Sat

Sun

Mon

Tues

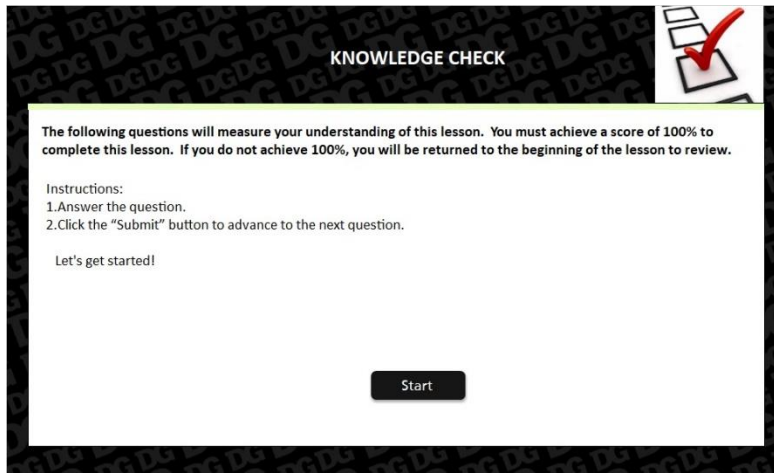
Wed

Thur

Fri

Drag the slider to view the activities designated for each day of the fiscal week.

4.14 Knowledge Check



KNOWLEDGE CHECK

The following questions will measure your understanding of this lesson. You must achieve a score of 100% to complete this lesson. If you do not achieve 100%, you will be returned to the beginning of the lesson to review.

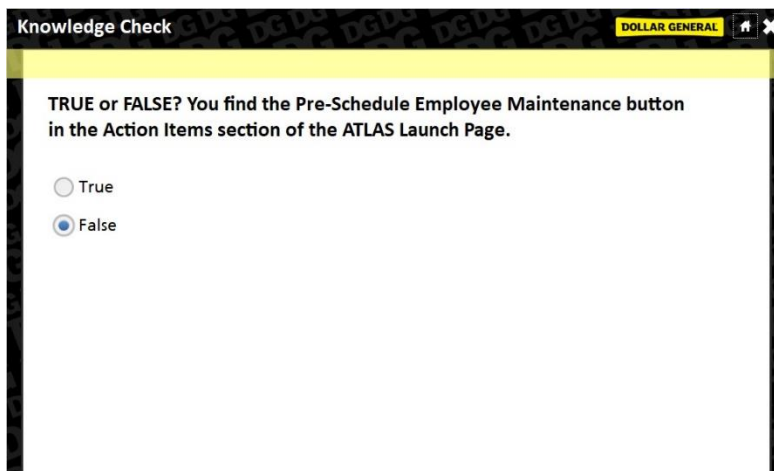
Instructions:
1. Answer the question.
2. Click the "Submit" button to advance to the next question.

Let's get started!

Start

4.15 TRUE or FALSE? You find the Pre-Schedule Employee Maintenance button in the Action Items section of the ATLAS Launch Page.

(True/False, 10 points, 1 attempt permitted)



Knowledge Check DOLLAR GENERAL

TRUE or FALSE? You find the Pre-Schedule Employee Maintenance button in the Action Items section of the ATLAS Launch Page.

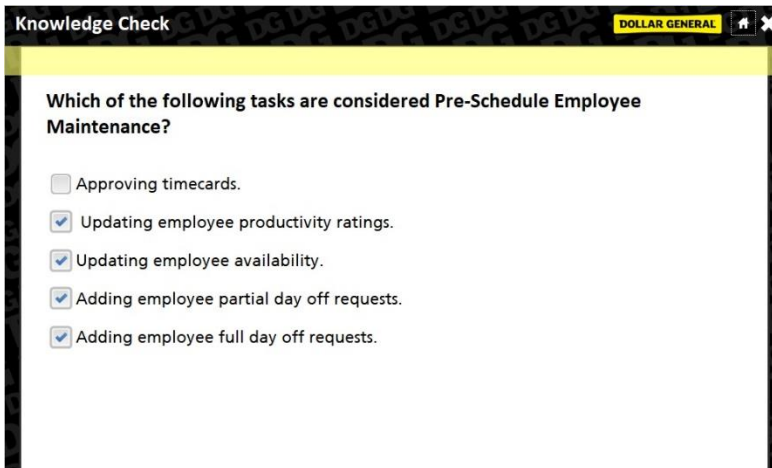
☐ True

☒ False

Correct	Choice
	True
X	False

4.16 Which of the following tasks are considered Pre-Schedule Employee Maintenance?

(Multiple Response, 10 points, 1 attempt permitted)



Knowledge Check

DOLLAR GENERAL

Which of the following tasks are considered Pre-Schedule Employee Maintenance?

- ☐ Approving timecards.
- ☒ Updating employee productivity ratings.
- ☒ Updating employee availability.
- ☒ Adding employee partial day off requests.
- ☒ Adding employee full day off requests.

Correct	Choice
	Approving timecards.
X	Updating employee productivity ratings.
X	Updating employee availability.
X	Adding employee partial day off requests.
X	Adding employee full day off requests.

4.17 If it is fiscal week 32, what fiscal week should you begin scheduling for?

(Multiple Choice, 10 points, 1 attempt permitted)

Knowledge Check
DOLLAR GENERAL

If it is fiscal week 32, what fiscal week should you begin scheduling for?

☐ Fiscal week 32
☐ Fiscal week 33
☒ Fiscal week 34
☐ Fiscal week 35

Correct	Choice
	Fiscal week 32
	Fiscal week 33
X	Fiscal week 34
	Fiscal week 35

4.18 TRUE or FALSE: The Schedule Planning button only displays if there is an ATLAS suggested schedule to review and finalize.

(True/False, 10 points, 1 attempt permitted)

Knowledge Check

DOLLAR GENERAL

TRUE or FALSE: The Schedule Planning button only displays if there is an ATLAS suggested schedule to review and finalize.

☒ True

☐ False

Correct	Choice
X	True
	False

Notes:

4.19 Match each ATLAS function to its correct description. (Drag each description to its function.)

(Matching Drag-and-Drop, 10 points, 1 attempt permitted)

Knowledge Check
DOLLAR GENERAL

Match each ATLAS function to its correct description. (Drag each description to its function.)

Function	Description
Schedule Planning	Edit the store's schedule.
Daily Timecard Review	Review punch exceptions.
Pre-Schedule Employee Maintenance	Update employee availability.
Payroll Finalization	Complete by noon on Saturdays.

Correct	Choice
Schedule Planning	Edit the store's schedule.
Daily Timecard Review	Review punch exceptions.
Pre-Schedule Employee Maintenance	Update employee availability.
Payroll Finalization	Complete by noon on Saturdays.

4.20 ATLAS Tasks- Results Slide

(Results Slide, 0 points, 1 attempt permitted)

DOLLAR GENERAL

Results

Your Score:

%Results2.ScorePercent%% (%Results2.ScorePoints% points)

Results for
4.15 TRUE or FALSE? You find the Pre-Schedule Employee Maintenance button in the Action Items section of the ATLAS Launch Page.
4.16 Which of the following tasks are considered Pre-Schedule Employee Maintenance?
4.17 If it is fiscal week 32, what fiscal week should you begin scheduling for?
4.18 TRUE or FALSE: The Schedule Planning button only displays if there is an ATLAS suggested schedule to review and finalize.
4.19 Match each ATLAS function to its correct description. (Drag each description to its function.)

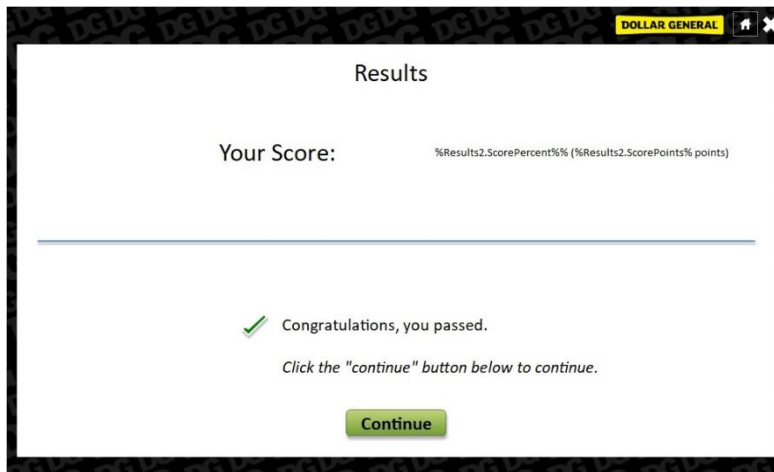
Result slide properties

Passing

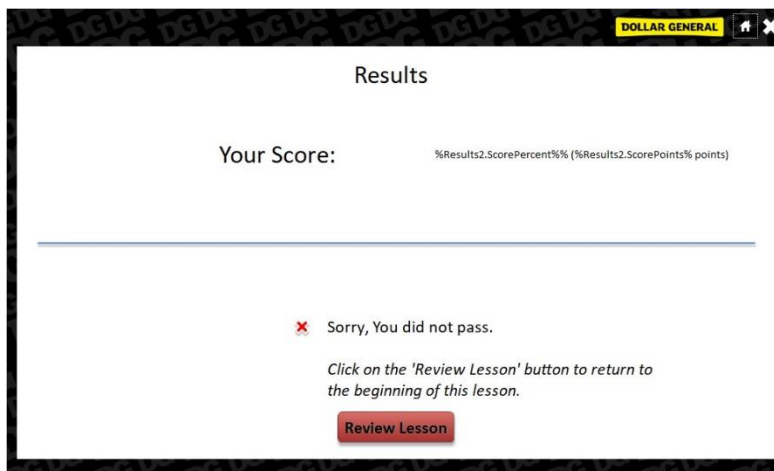
100%

Score

Success (Slide Layer)



Failure (Slide Layer)




5. 7-Day Workflow

5.1 Welcome to the 7-Day Workflow Lesson

Welcome to the 7-Day Workflow Lesson

DOLLAR GENERAL



Click on the "NEXT" button to move to the next page.

Notes:

Click on the "Next" button to move to the next page.

5.2 What to Expect...



What to Expect...

DOLLAR GENERAL

Welcome to the 7-Day Workflow lesson.

The following topics are included in this lesson:

- Managing ATLAS activities and the 7-Day Workflow



This lesson will take you approximately 10 minutes to complete.

Notes:

Welcome to the 7-Day Workflow lesson.

The following topics are included in this lesson:

- Managing ATLAS activities and the 7-Day Workflow

This lesson will take you approximately 15 minutes to complete.

5.3 ATLAS and the 7-Day Workflow



Notes:

Staffing impacts scheduling and your store performance. ATLAS helps you manage your store's workload and staffing needs to avoid staffing situations that negatively impact your store performance and create positive results.

An **under staffed** store may not have enough labor to allow you to ensure executing the 7-Day Workflow activities, allow you the ability to grant requests for time off, increase overtime, and increase your employee turnover.

An **over staffed store** may not enable employees to get enough hours, potentially lower employee morale, increase employee turnover, and create difficulty in managing budget requirements.

A **store scheduled with too many restrictions** on employee availability (e.g., employees not able to work certain times or days), may not have enough labor available to work shifts when you need them which can impact your store's productivity and sales.

A store **scheduled to manage the 7-Day Workflow** produces positive benefits that may include: a clean and organized backroom, better inventory management, Perpetual Inventory Accuracy, employee productivity and accountability, happier employees and lower turnover, stocked shelves, better sales, and Monthly Activity Guides set

on time for each season.

under staffed (Slide Layer)

ATLAS and the 7-Day Workflow DOLLAR GENERAL

Staffing impacts scheduling and your store performance. ATLAS helps you manage your store's workload and staffing needs to avoid staffing situations that negatively impact your store performance and create positive results.

Under Staffed	Scheduled with too many restrictions
Over Staffed	Scheduled to manage the 7-Day Workflow

Under Staffed

- Fall behind on stocking and recovery.
- Limited ability to grant request for time off.
- Planograms may not get completed timely.
- Increased overtime.
- Higher employee turnover.

over staffed (Slide Layer)

ATLAS and the 7-Day Workflow DOLLAR GENERAL

Staffing impacts scheduling and your store performance. ATLAS helps you manage your store's workload and staffing needs to avoid staffing situations that negatively impact your store performance and create positive results.

Under Staffed	Scheduled with too many restrictions
Over Staffed	Scheduled to manage the 7-Day Workflow

Over Staffed

- People won't be able to get enough hours.
- Potential for lower morale, higher employee turnover.
- Difficulty managing budget requirements.

Scheduled with restrictions (Slide Layer)

ATLAS and the 7-Day Workflow DOLLAR GENERAL

Staffing impacts scheduling and your store performance. ATLAS helps you manage your store's workload and staffing needs to avoid staffing situations that negatively impact your store performance and create positive results.

Under Staffed	Scheduled with too many restrictions
Over Staffed	Scheduled to manage the 7-Day Workflow

Scheduled with too many restrictions on employee availability.

- Not enough employees available to work shifts according to workload.
- Work won't get completed on time.

Scheduled according to 7-Day WF (Slide Layer)

ATLAS and the 7-Day Workflow DOLLAR GENERAL

Staffing impacts scheduling and your store performance. ATLAS helps you manage your store's workload and staffing needs to avoid staffing situations that negatively impact your store performance and create positive results.

Under Staffed	Scheduled with too many restrictions
Over Staffed	Scheduled to manage the 7-Day Workflow

Scheduled to Manage the 7-Day Workflow

Benefits may include:

- Clean and organized backroom
- Better inventory management
- Perpetual Inventory Accuracy
- Employee productivity and accountability
- Lower shrink
- Happier employees and lower turnover
- Stocked Shelves
- Increased Sales
- Monthly Activity Guides set on time for each season
- Increased customer satisfaction

5.4 ATLAS Activities and the 7-Day Workflow

ATLAS Activities and the 7-Day Workflow DOLLAR GENERAL

ATLAS follows the 7-Day Workflow and Dollar General Standard Operating Procedures. According to the current 7-Day Workflow (posted on the Communication Center), below are activities that you should ensure are completed on each day of the week. Click on the image below for a closer view of how an ATLAS-suggested schedule helps Store Managers organize and manage work for the store.

Core/Back-Stocking

- T** Truck Day
Check sales, registers, & cashiers until close
- T+1**
Restock core rollbacks and all sales until close or complete
- T+2**
End core stock with goal to complete by 12 a.m.
T+2 - T+6 activities
- T+3**
Manage data and order supplies when unstocking, MAU, & seasonal
Process damages
T+2 - T+6 activities
- T+4**
Check inventory back stock core
T+2 - T+6 activities
- T+5**
Final & PB, restock MAG
T+2 - T+6 activities
Close inventory 3 p.m. to close
- T+6**
Scan all data (DM in morning)
Scan & adjust shipping team items (DM in afternoon)
T+2 - T+6 activities

Non-Core/Restocking

Everyday

- Restock register area by 8 a.m.
- First 30 items all day

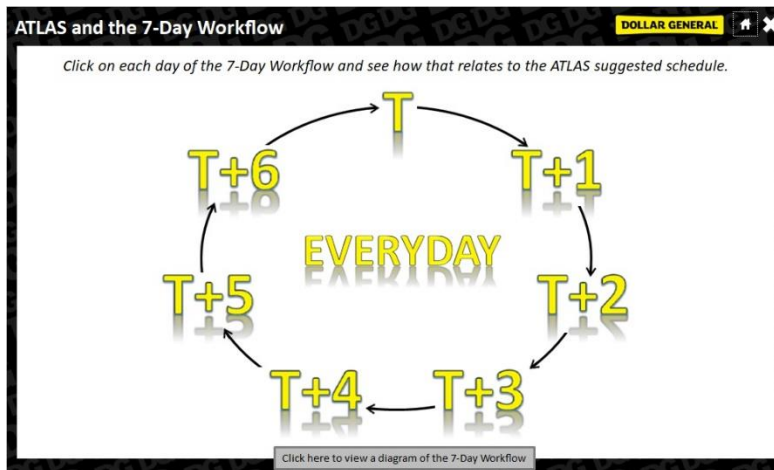
T+2 - T+6 Activities

- Check stock/shelves - 3 p.m. to 5 p.m.
- Fill and restock 3 p.m. to 5 p.m. (Food, Paper, & Chemical)
- Paper ordered from vendor
- Closing inventory 3 p.m. to close

Notes:

ATLAS follows the 7-Day Workflow and Dollar General Standard Operating Procedures. According to the current 7-Day Workflow (posted on the Communication Center), below are activities that you should ensure are completed on each day of the week. Click on the image below for a closer view of how an ATLAS-suggested schedule helps Store Managers organize and manage work for the store.

5.5 ATLAS and the 7-Day Workflow



Notes:

Main Layer Narration: Click on each day of the 7-Day Workflow, including "Everyday," and see how that relates to the ATLAS suggested schedule.

Everyday Layer Narration: Store Manager and key carrier scheduled times should overlap to ensure certain tasks can be complete and there is appropriate coverage for meal breaks. Note the two highlighted areas on the schedule.

Store Managers should ensure their employees complete the following each day:

Every Day

- Balance impulse area by 9:00AM
- First 30 feet - all day

T2-T6 Activities

- Down Stock Sky Shelves from 1pm to 3pm
- Fill and restock from 3pm to 5pm (Food, Paper & Chemical)
- Paper worked from ledge
- Closing recover 5pm to close
- PM Cleaning tasks
- Tobacco counts
- Restock & recover food, chemical & paper
- Make the bank run taking the deposit
- Retrieve carts

Note that this list can be found on the Launch Page in the Computer Based Training section when selecting the ATLAS 7-Day Workflow Training link.

Truck Day Layer Narration: After the truck arrives, Store Managers should have their employees begin stocking totes, toppers, and rolltainers along with the regular daily activities including:

- Restocking and recovering food, chemical & paper
-

T+1 Narration: On T+1 the Store Manager leads the stocking kick-off meeting. Whether your store stocks at open or 2 hours prior to open, stocking will continue until close to ensure the store is customer ready.

-

The Store Manager assigns an employee to stock core rolltainers and new totes until close or until completion. The Store Manager works transitional totes or delegates to the Assistant Store Manager.

-

The Store Manager assigns daily tasks to a scheduled employee to:

- Restock and recover food, chemicals, and paper.
-

T+2 Narration: T+2 day focuses on completing core stocking and Store Managers should ensure the following are complete:

- Core rolltainer stocking, with a goal to complete by 11am.
- SM works transitional totes or delegates to ASM.
- Daily Tasks: (SM assigns tasks to a scheduled employee)
- Restock & recover food, chemical, and paper
-

T+3 Narration: T+3 day focuses on completing non-core stocking and daily activities. Store Managers should also order any necessary store supplies. Store Managers should ensure the following are complete.

Activities include:

- Setting the Monthly Activity Guide (MAG) and/or Planograms (POG).
- Restocking and recovering Monthly Activity sets.
- The Store Manager processes damages and assigns daily tasks to a scheduled employee including the following:
 - Restock and recover food, chemicals, and paper.

T+4 Narration: T+4 is dedicated to restocking. This includes stocking all core overstock uboats. The Store Manager should determine the root cause of overstock and correct PIA issues with the HHT.

Store Manager assigns daily tasks to a scheduled employee to perform the following:

- Restock and recover food, chemicals, and paper
-

T+5 Narration: T+5 activities revolve around Find and Fill and product rotation.

The Store Manager assigns daily tasks to a scheduled employee including:

- Restock & recover food, chemical & paper

T+6 Narration: On T+6 the Store Manager completes On Hand Adjustments and completes the Apparel Checklist.

The Store Manager assigns daily tasks to a scheduled employee including:

- Restock & recover food, chemical & paper

Everyday Tasks

Everyday

1. Balance Impulse area by 9 a.m.
2. First 30 feet– All day

DOLLAR GENERAL

06/28 Sat (T)
06/29 Sun (T)
06/30 Mon (T)
07/01 Tue (T)
07/02 Wed (T)
07/03 Thu (T)

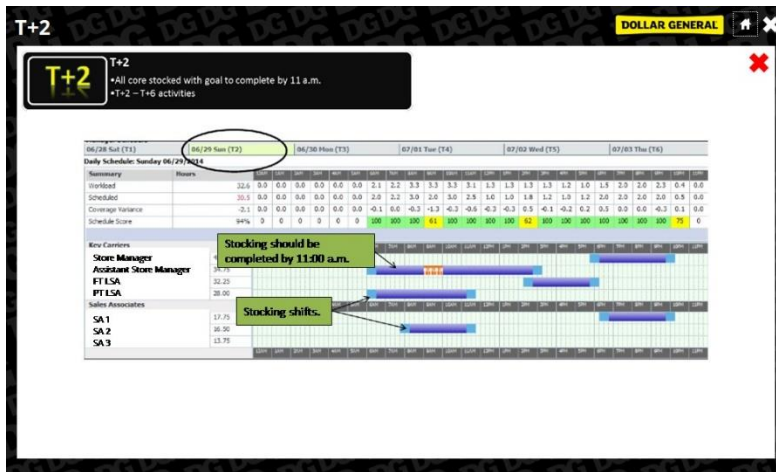
Daily Schedule Saturday 06/28/2014

Summary	Hours	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Workload		20.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.2	1.4	1.4	1.4	1.7	1.4	1.4								
Scheduled		20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.2	1.0	1.0	1.0	1.0	1.0	1.5								
Coverage Variance		-0.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-0.4	-0.4	-0.4	-0.7	-0.4	0.1								
Schedule Score		93%	0	0	0	0	0	0	0	100	100	100	100	100	100	100								

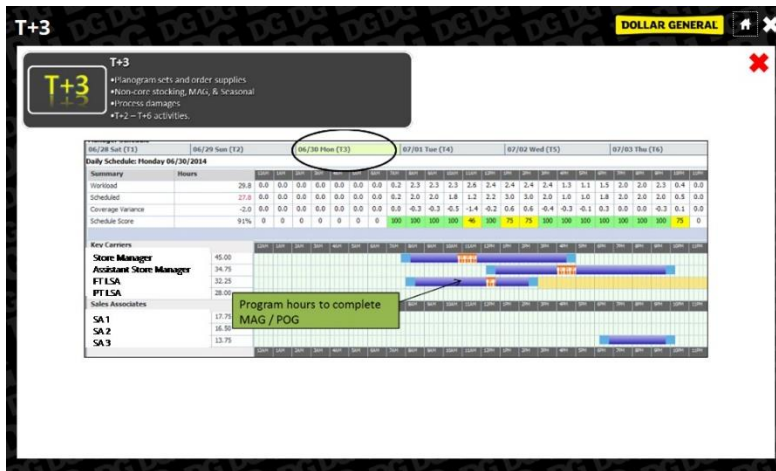
Store Manager or Key Carrier overlay provides time to complete daily tasks and provide appropriate coverage for meal breaks.

[illegible]

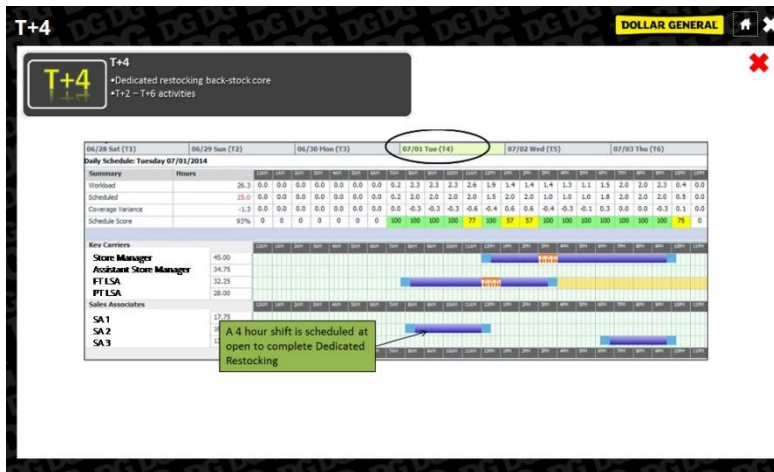
T+2 (Slide Layer)



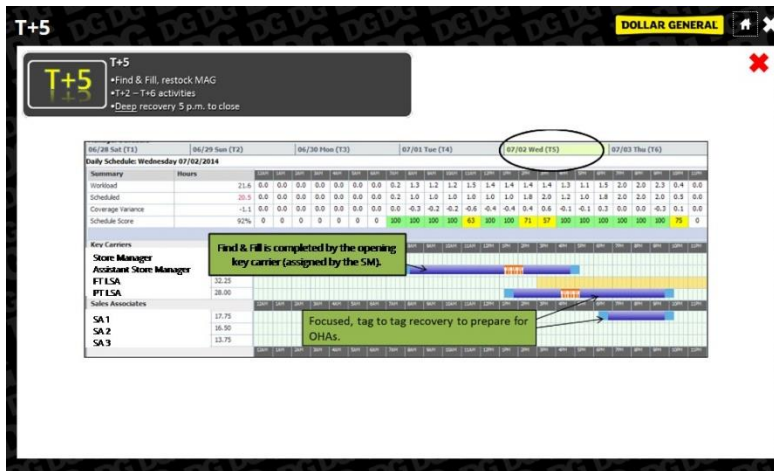
T+3 (Slide Layer)



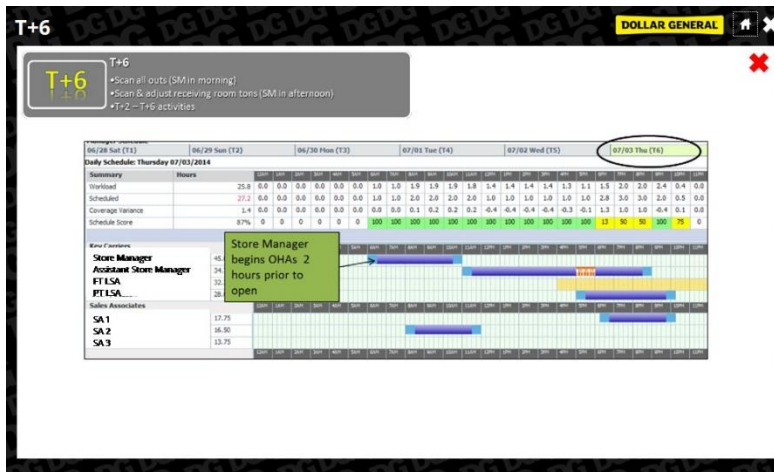
T+4 (Slide Layer)



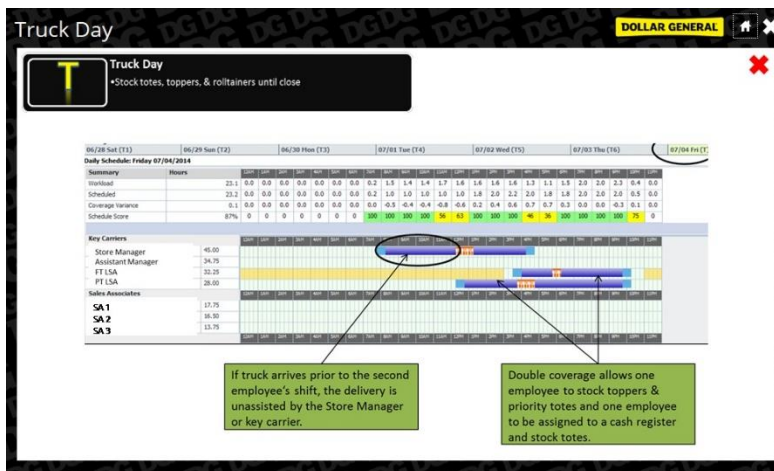
T+5 (Slide Layer)



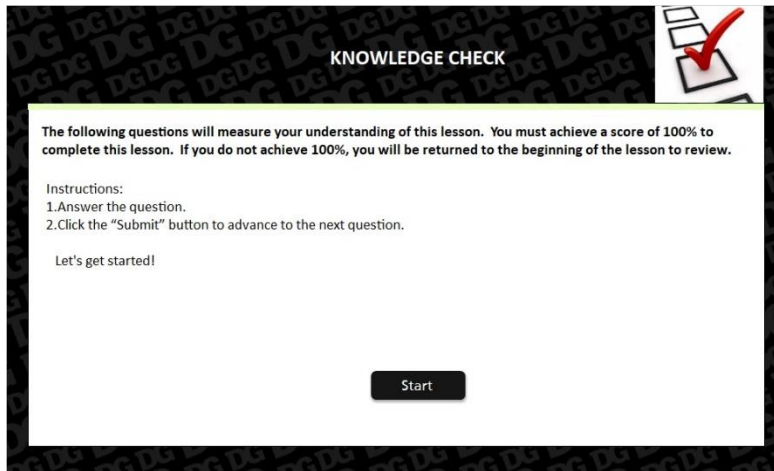
T+6 (Slide Layer)



Truck Day (Slide Layer)



5.6 Knowledge Check



KNOWLEDGE CHECK

The following questions will measure your understanding of this lesson. You must achieve a score of 100% to complete this lesson. If you do not achieve 100%, you will be returned to the beginning of the lesson to review.

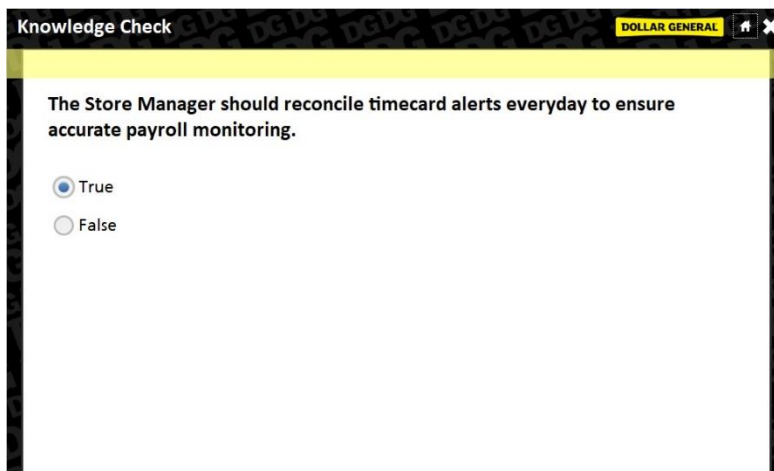
Instructions:
1. Answer the question.
2. Click the "Submit" button to advance to the next question.

Let's get started!

Start

5.7 The Store Manager should reconcile timecard alerts everyday to ensure accurate payroll monitoring.

(True/False, 10 points, 1 attempt permitted)



Knowledge Check **DOLLAR GENERAL**

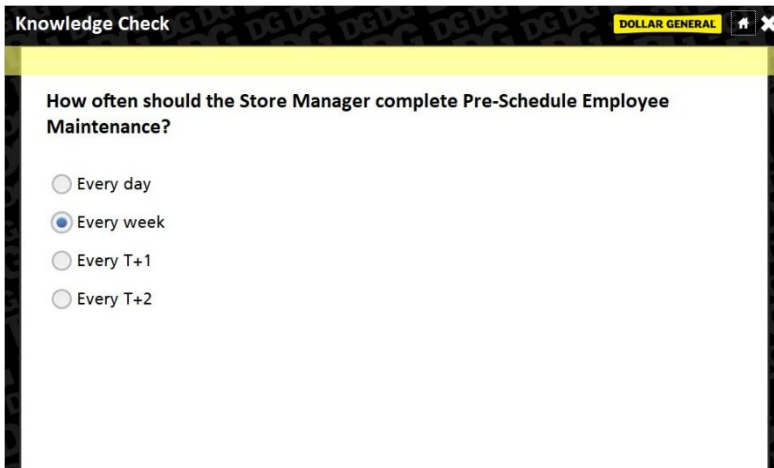
The Store Manager should reconcile timecard alerts everyday to ensure accurate payroll monitoring.

☒ True
☐ False

Correct	Choice
X	True
	False

5.8 How often should the Store Manager complete Pre-Schedule Employee Maintenance?

(Multiple Choice, 10 points, 1 attempt permitted)



Knowledge Check

DOLLAR GENERAL

How often should the Store Manager complete Pre-Schedule Employee Maintenance?

- ☐ Every day
- ☒ Every week
- ☐ Every T+1
- ☐ Every T+2

Correct	Choice
	Every day
X	Every week
	Every T+1
	Every T+2

5.9 Payroll should be finalized by _____ at _____.

(Multiple Choice, 10 points, 1 attempt permitted)

Knowledge Check

DOLLAR GENERAL

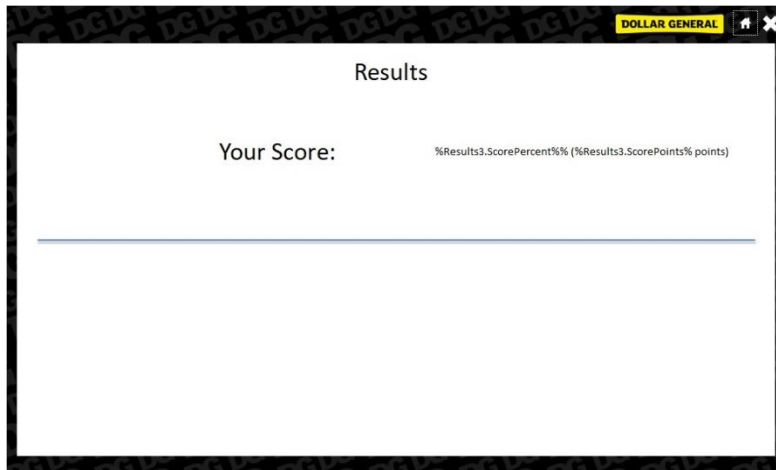
Payroll should be finalized by ____ at ____.

- ☐ Thursday, close
- ☐ Friday, noon
- ☐ Friday, close
- ☒ Saturday, noon
- ☐ Saturday, close

Correct	Choice
	Thursday, close
	Friday, noon
	Friday, close
X	Saturday, noon
	Saturday, close

5.10 7-Day Workflow- Results Slide

(Results Slide, 0 points, 1 attempt permitted)



Results for
5.7 The Store Manager should reconcile timecard alerts everyday to ensure accurate payroll monitoring.
5.8 How often should the Store Manager complete Pre-Schedule Employee Maintenance?
5.9 Payroll should be finalized by ____ at ____.

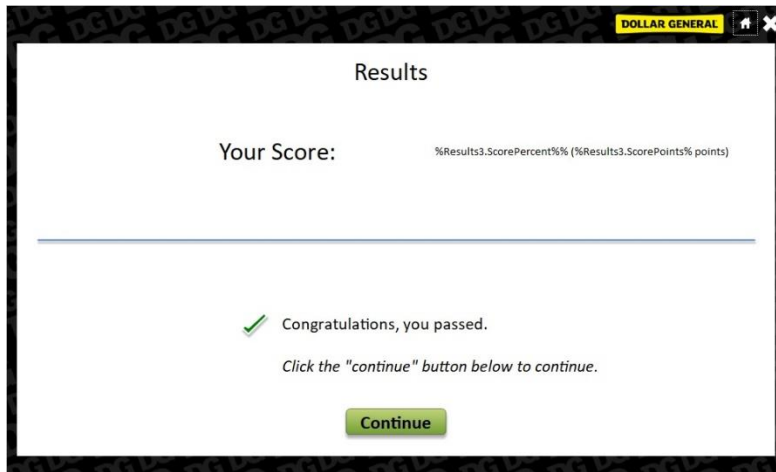
Result slide properties

Passing 100%

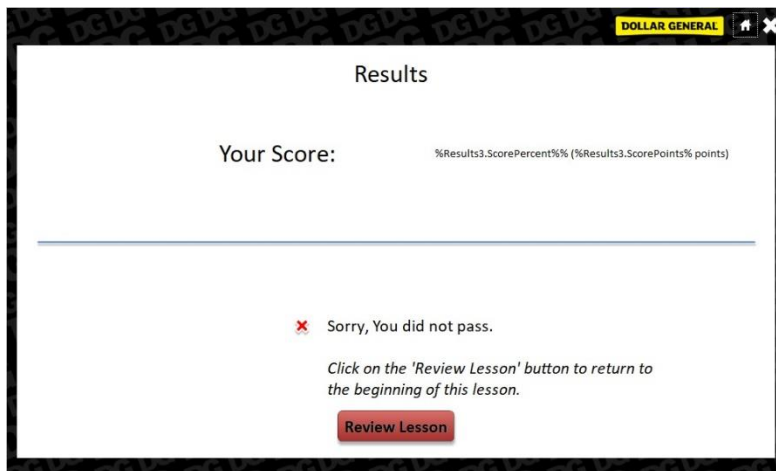
Score

Notes:

Success (Slide Layer)

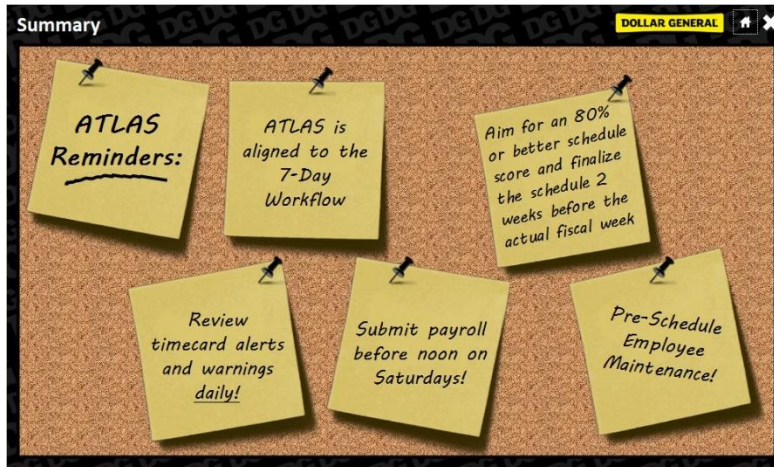


Failure (Slide Layer)



6. Summary

6.1 Summary



Notes:

It's important for you to ensure your employees work the schedule you finalize. Using ATLAS is a helpful tool to manage employee work hours to match the needs of your business.

Remember, ATLAS is aligned to the 7-Day Workflow.

Aim for 80% or better for your schedule score and finalize the schedule two weeks before the actual fiscal week.

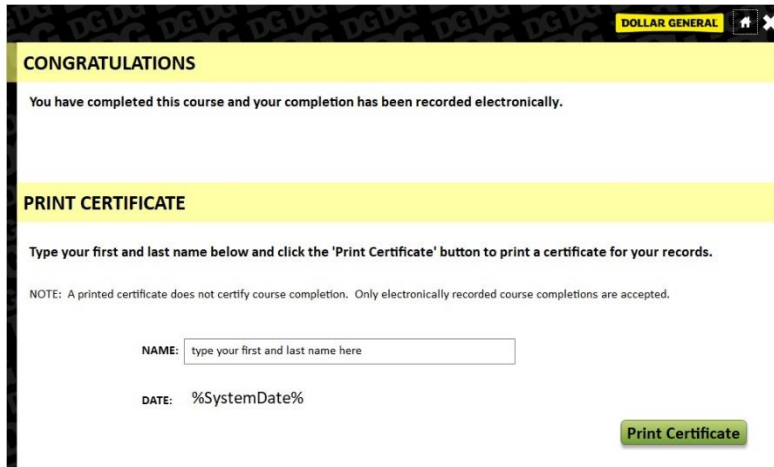
Review timecard alerts and warnings on a daily basis and take corrective action, if needed. It is your responsibility to ensure your employees are paid timely and accurately for all time worked.

Submit payroll before noon on Saturday.

Pre-Schedule Employee Maintenance is important to ensure your ATLAS suggested schedule is accurate.

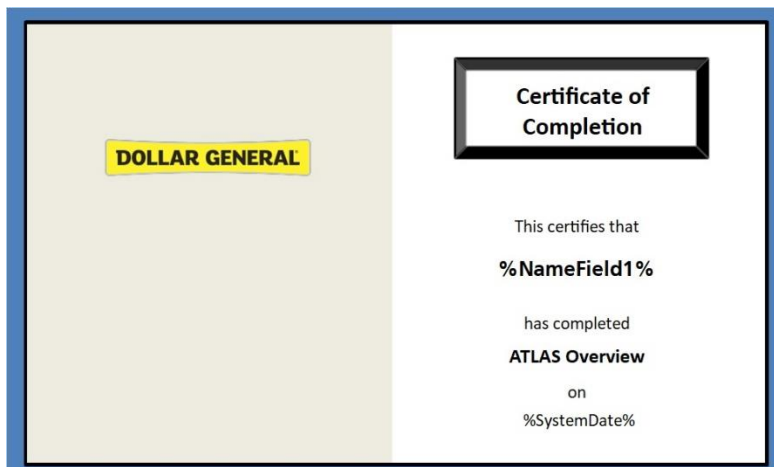
7. Certification

7.1 Congratulations and Print



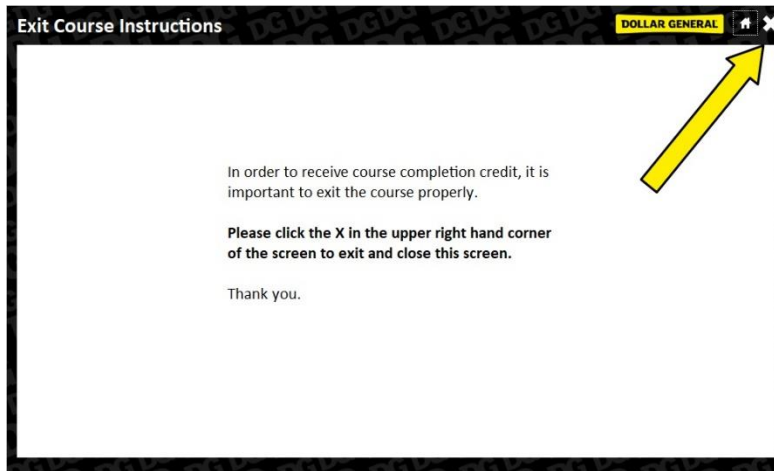
The screenshot shows a web interface with a dark header bar containing the text 'DOLLAR GENERAL' and a close button. Below the header, a yellow banner reads 'CONGRATULATIONS'. The main content area has a white background and contains the following text: 'You have completed this course and your completion has been recorded electronically.' Below this, another yellow banner reads 'PRINT CERTIFICATE'. The main content area then contains the text: 'Type your first and last name below and click the 'Print Certificate' button to print a certificate for your records.' Below this, a note states: 'NOTE: A printed certificate does not certify course completion. Only electronically recorded course completions are accepted.' There are two input fields: 'NAME: type your first and last name here' and 'DATE: %SystemDate%'. A green 'Print Certificate' button is located at the bottom right.

7.2 Certificate



The screenshot shows a certificate template with a blue border. On the left, there is a large beige rectangular area with a yellow 'DOLLAR GENERAL' logo. On the right, there is a white rectangular area with a black border. Inside this white area, the text reads: 'Certificate of Completion', 'This certifies that', '%NameField1%', 'has completed', 'ATLAS Overview', 'on', and '%SystemDate%'. The text is centered and uses a serif font.

7.3 Exit Course Instructions



8. Menu

8.1 Menu

