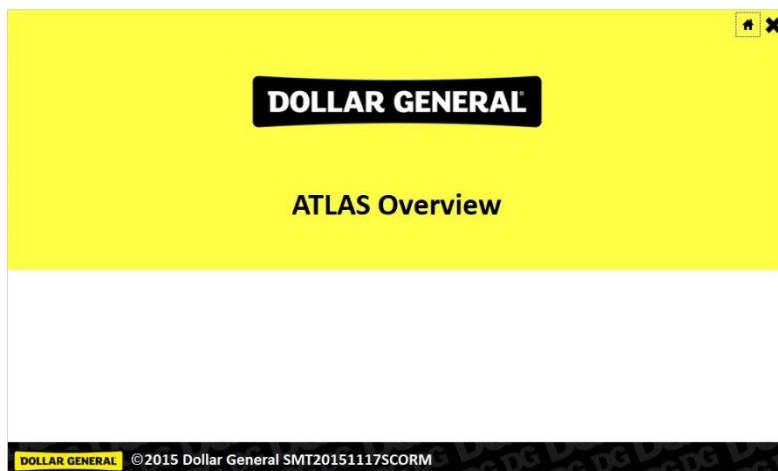


# ATLAS Overview (35)

## 1. Introduction

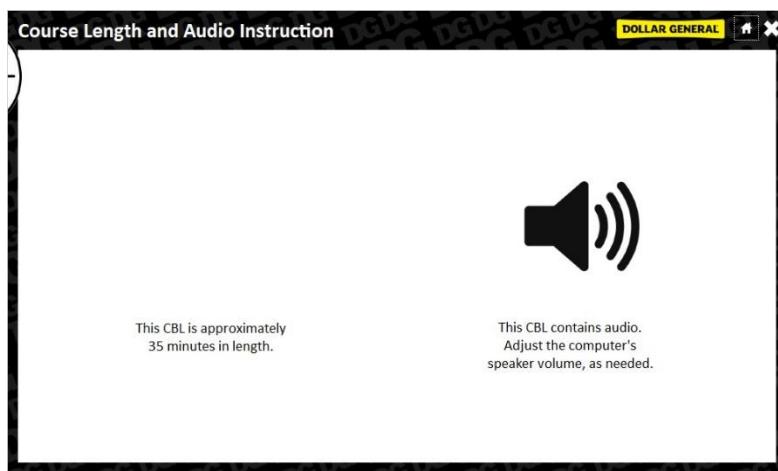
### 1.1 Home



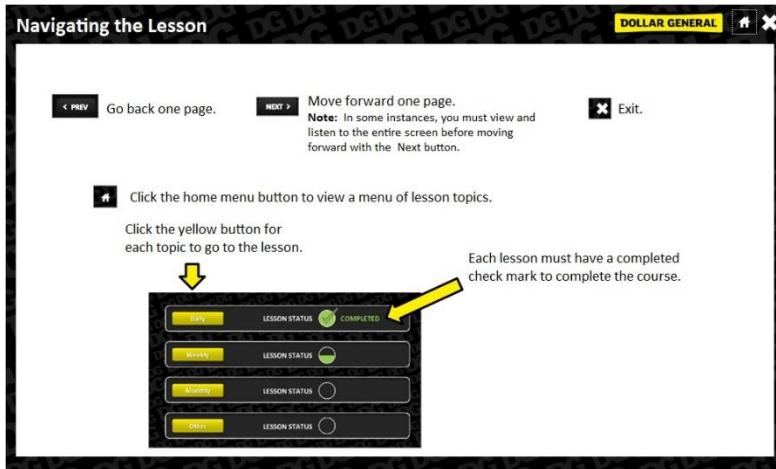
#### Notes:

ATLAS Overview

### 1.2 Course Length and Audio Instruction

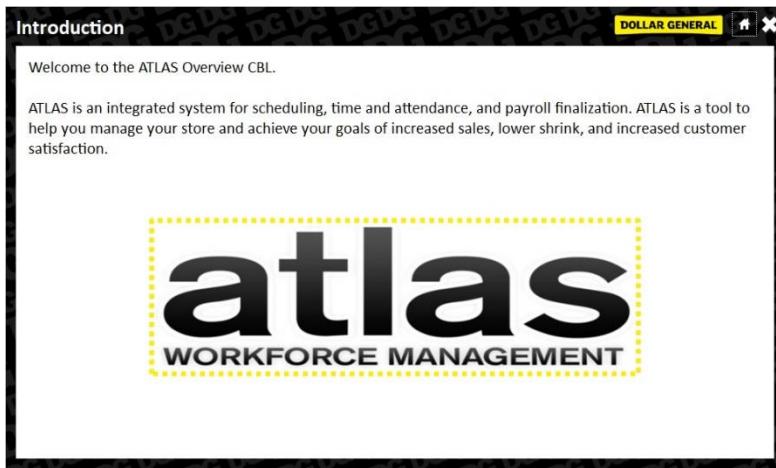


## 1.3 Navigating the Lesson



## 2. Overview

### 2.1 Introduction

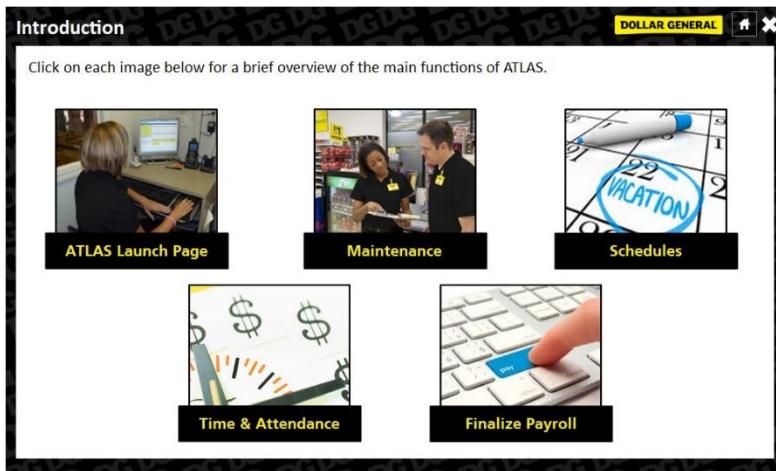


#### Notes:

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.

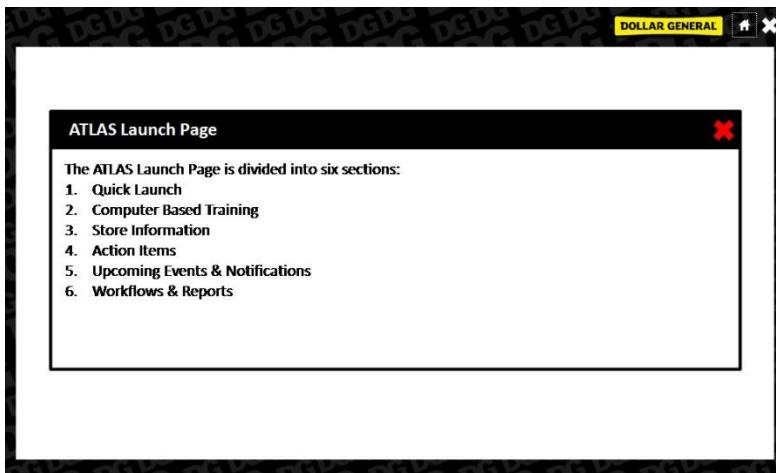
It is important to ensure your employees work hours match the needs of your store. This helps you achieve your sales and customer service levels.

**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

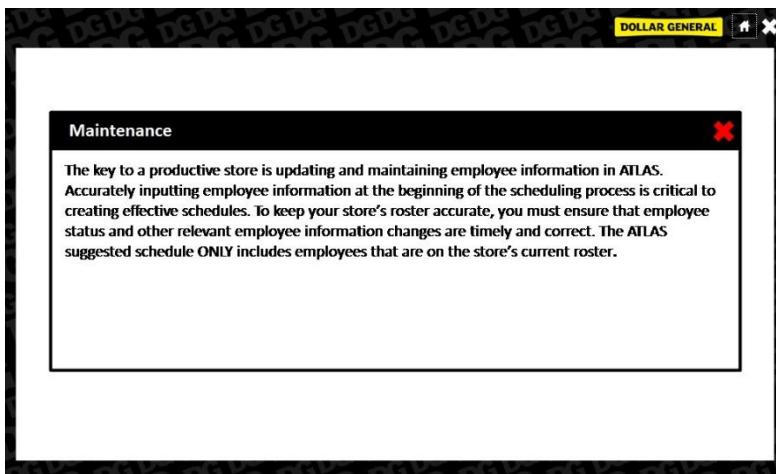
time and attendance issues including absenteeism, tardiness, meal break, compliance, and other issues. Alerts are generated for timecard issues that will help you ensure employees are paid timely and accurately for all time worked.

**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.

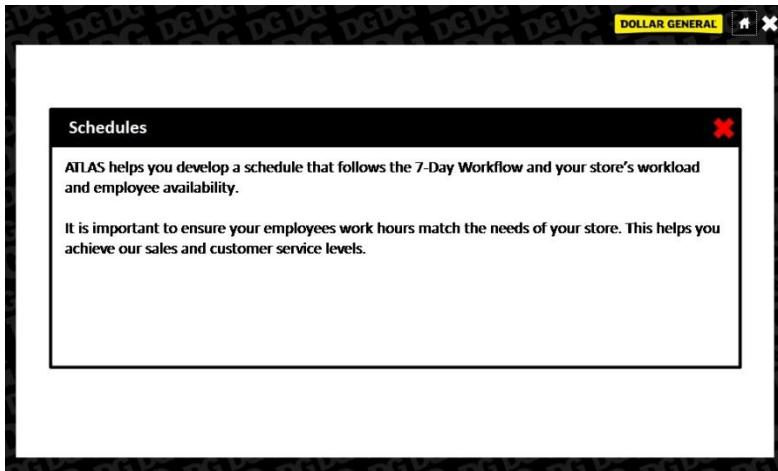
## ATLAS Launch Page (Slide Layer)



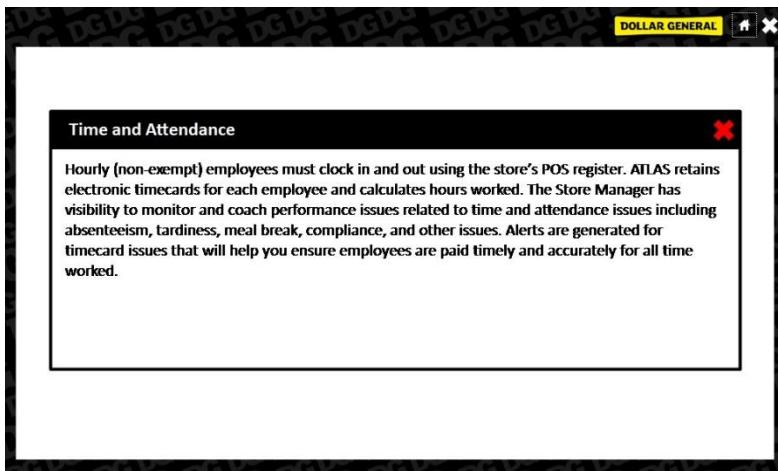
## Maintenance (Slide Layer)



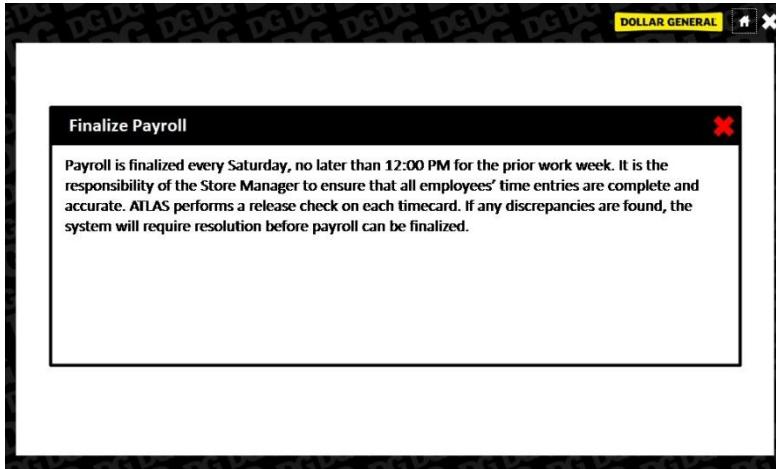
## Schedules (Slide Layer)



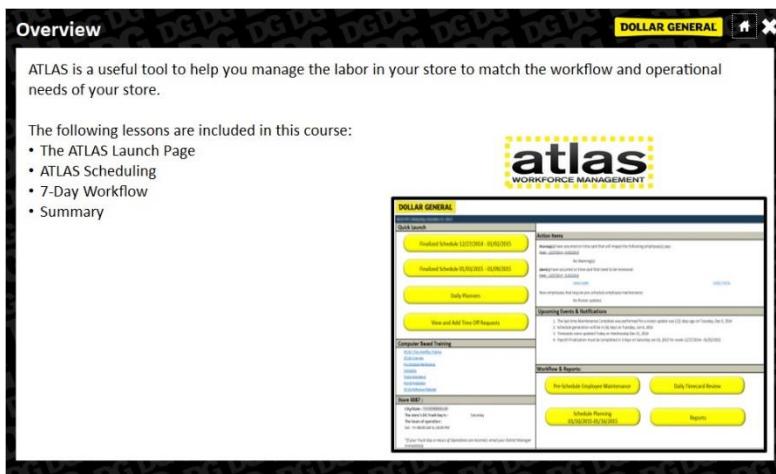
## Time and Attendance (Slide Layer)



## Finalize Payroll (Slide Layer)



## 2.3 Overview



### 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

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...

This lesson will take you approximately 5 minutes to complete.

#### Notes:

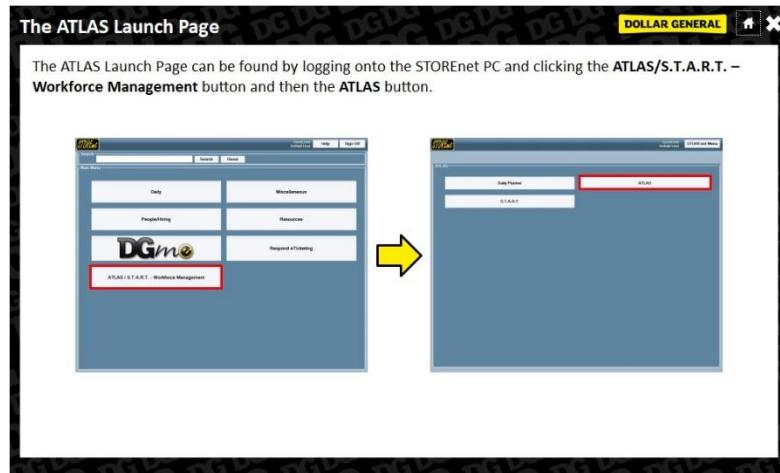
Welcome to the ATLAS Launch Page lesson.

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

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

- Quick Launch
- Action Items
- Computer Based Training
- Store 0087
- Upcoming Events & Notifications
- Workflow & Reports

#### 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

**Quick Launch section:**

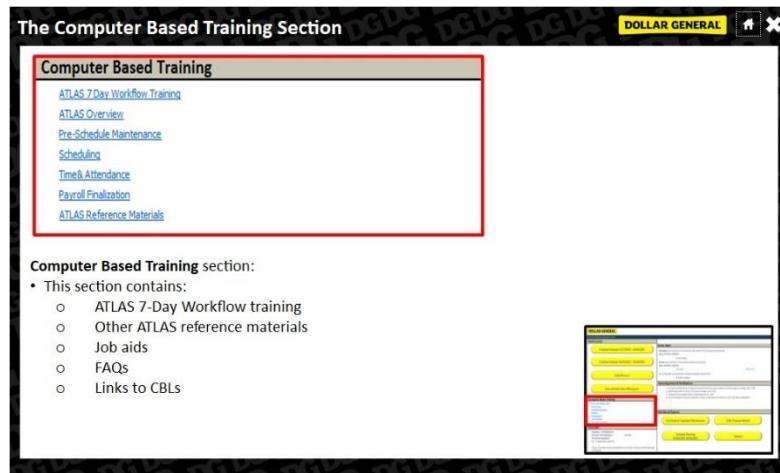
- The Quick Launch area is used to access frequently used areas in ATLAS.
- Includes a maximum of four buttons.
- 1-2 of the buttons provide quick access to edit and print two weeks of Finalized Schedules. Buttons are dated for easy identification of schedule week.
- The **Daily Planners** button is used to open and print the daily planner template.
- The **View and Add Time off Requests** button is used to add, view, or delete an employee's requests for time off.



### 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



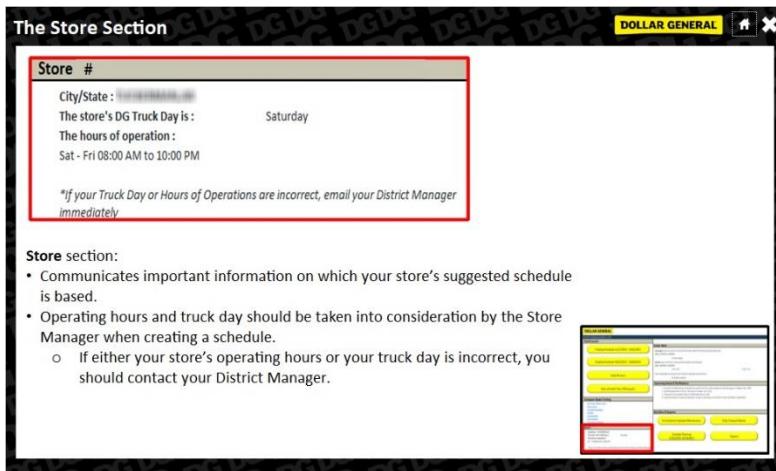
The Computer Based Training section:

- This section contains:
  - ATLAS 7-Day Workflow training
  - Other ATLAS reference materials
  - Job aids
  - FAQs
  - Links to CBLs

### 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



**Store #**

City/State :  The store's DG Truck Day is : Saturday  
The hours of operation : Sat - Fri 08:00 AM to 10:00 PM

*\*If your Truck Day or Hours of Operations are incorrect, email your District Manager immediately*

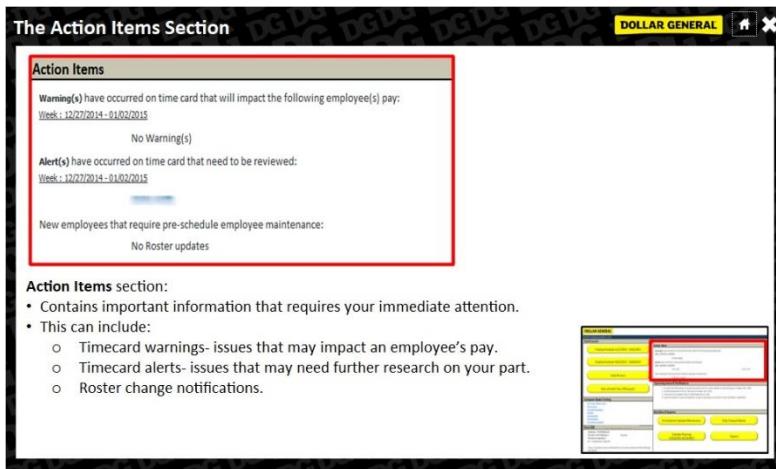
**Store section:**

- 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.

#### 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



**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

New employees that require pre-schedule employee maintenance:  
No Roster updates

**Action Items section:**

- Contains important information that requires your immediate attention.
- This can include:
  - Timecard warnings- issues that may impact an employee's pay.
  - Timecard alerts- issues that may need further research on your part.
  - Roster change notifications.

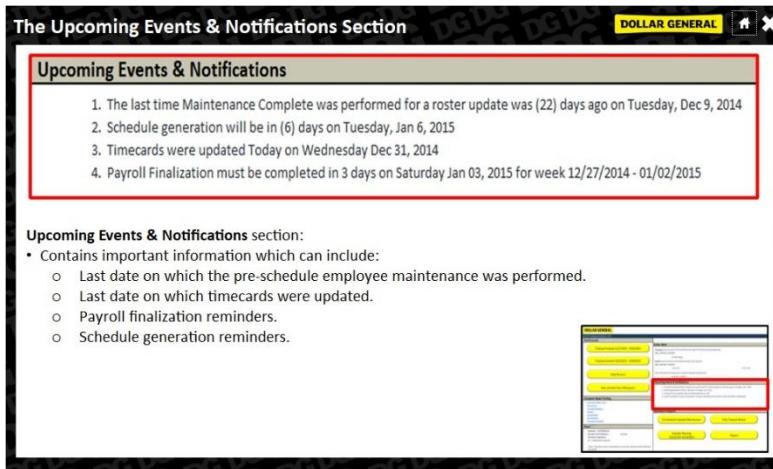
#### Notes:

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**



The Upcoming Events & Notifications Section

**Upcoming Events & Notifications**

1. The last time Maintenance Complete was performed for a roster update was (22) days ago on Tuesday, Dec 9, 2014
2. Schedule generation will be in (6) days on Tuesday, Jan 6, 2015
3. Timecards were updated Today on Wednesday Dec 31, 2014
4. Payroll Finalization must be completed in 3 days on Saturday Jan 03, 2015 for week 12/27/2014 - 01/02/2015

Upcoming Events & Notifications section:  
Contains important information which can include:

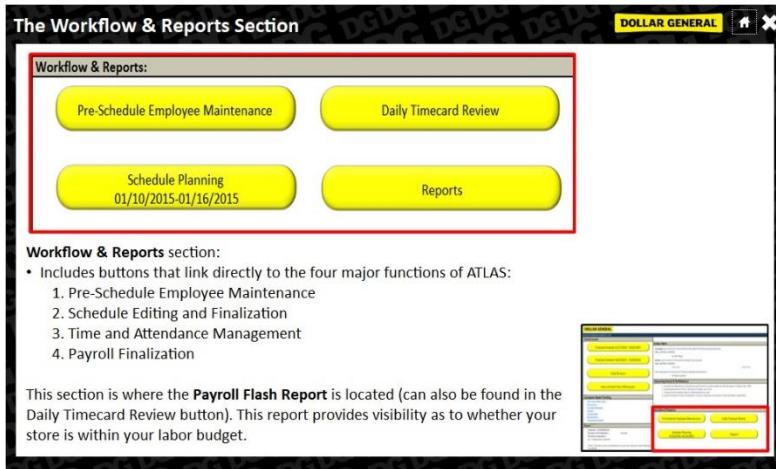
- Last date on which the pre-schedule employee maintenance was performed.
- Last date on which timecards were updated.
- Payroll finalization reminders.
- Schedule generation reminders.

#### **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



**Workflow & Reports:**

- Pre-Schedule Employee Maintenance
- Daily Timecard Review
- Schedule Planning  
01/10/2015-01/16/2015
- Reports

**Workflow & Reports section:**

- Includes buttons that link directly to the four major functions of ATLAS:
  1. Pre-Schedule Employee Maintenance
  2. Schedule Editing and Finalization
  3. Time and Attendance Management
  4. Payroll Finalization

This section is where the **Payroll Flash Report** is located (can also be found in the Daily Timecard Review button). This report provides visibility as to whether your store is within your labor budget.

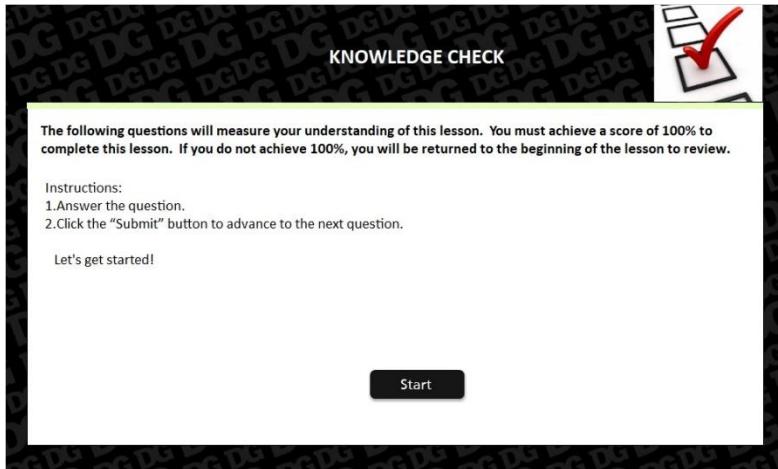
#### Notes:

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



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:

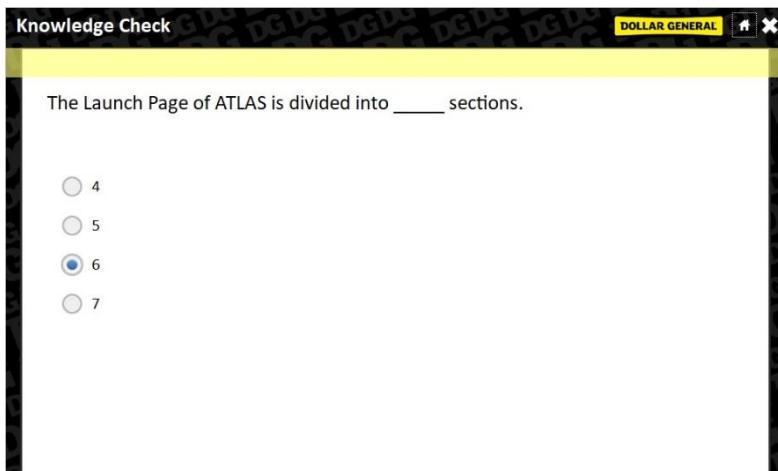
1. Answer the question.
2. Click the "Submit" button to advance to the next question.

Let's get started!

**Start**

### 3.12 The Launch Page of ATLAS is divided into \_\_\_\_\_ sections.

(Multiple Choice, 10 points, 1 attempt permitted)



The Launch Page of ATLAS is divided into \_\_\_\_\_ sections.

4  
 5  
 6  
 7

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

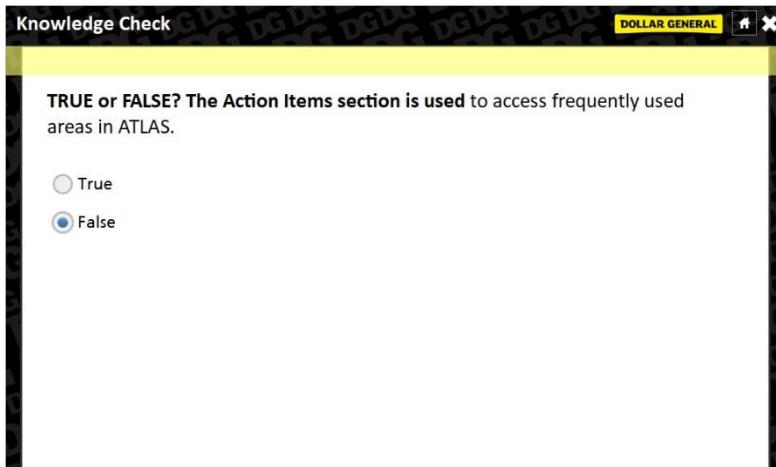
Which of the following are sections of the ATLAS Launch Page? (Select all that apply.)

- 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)



The slide is titled "Knowledge Check" and features the DOLLAR GENERAL logo. The question is: "TRUE or FALSE? The Action Items section is used to access frequently used areas in ATLAS." Below the question are two radio buttons: "True" (unchecked) and "False" (checked).

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)

Results

Your Score: %Results1.ScorePercent%% (%Results1.ScorePoints% points)

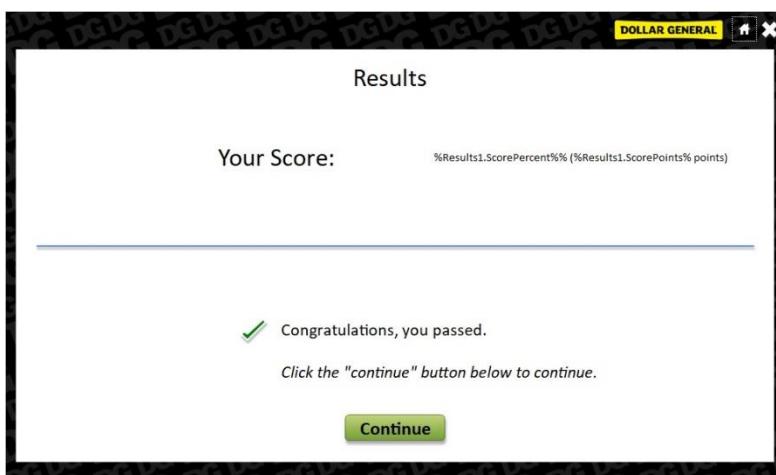
Results for
3.12 The Launch Page of ATLAS is divided into _____ sections.
3.13 Which of the following are sections of the ATLAS Launch Page? (Select all that apply.)
3.14 TRUE or FALSE? The Action Items section is used to access frequently used areas in ATLAS.
3.15 Which section of the Launch page would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

#### Result slide properties

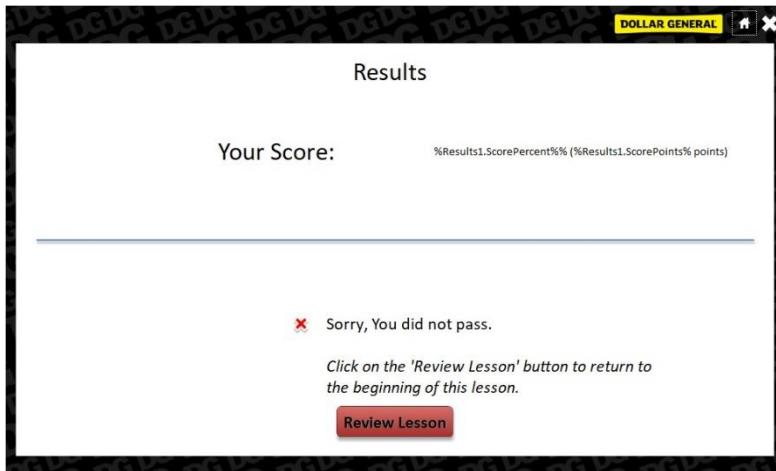
Passing 100%

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.

### Notes:

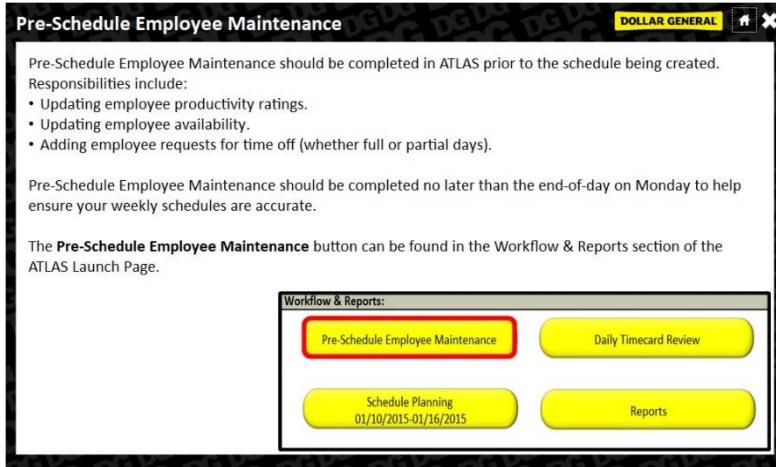
Welcome to the ATLAS Scheduling lesson.

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



### Notes:

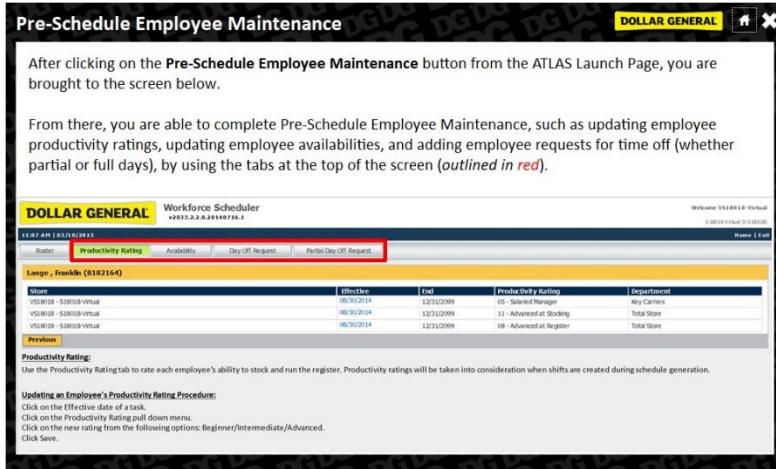
Pre-Schedule Employee Maintenance should be completed in ATLAS prior to the schedule being created. Responsibilities include:

- 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

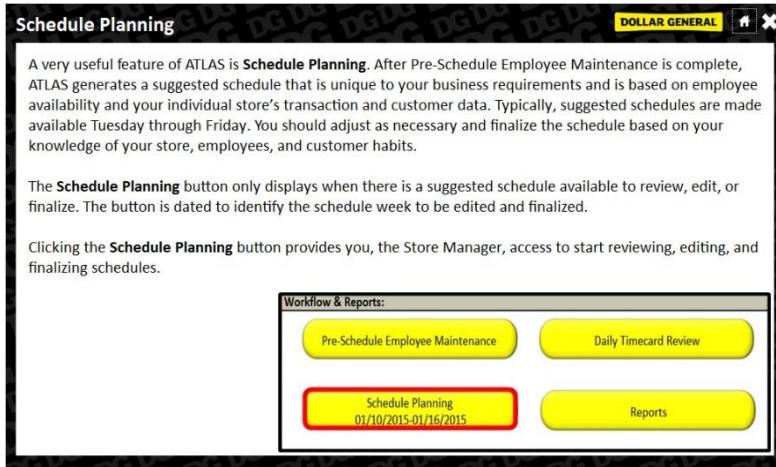


### Notes:

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:

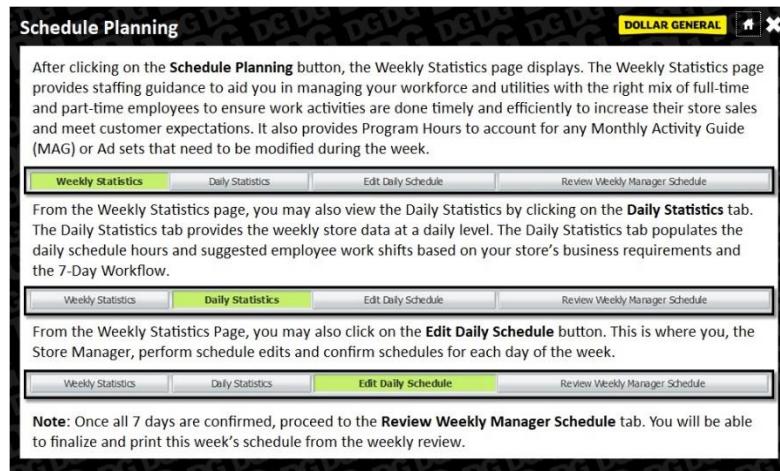
A very useful feature of ATLAS is **Schedule Planning**. After Pre-Schedule Employee Maintenance is complete, ATLAS

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



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.

### 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.

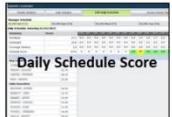
## 4.7 Schedule Scores

**Schedule Scores**

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.*

### Notes:

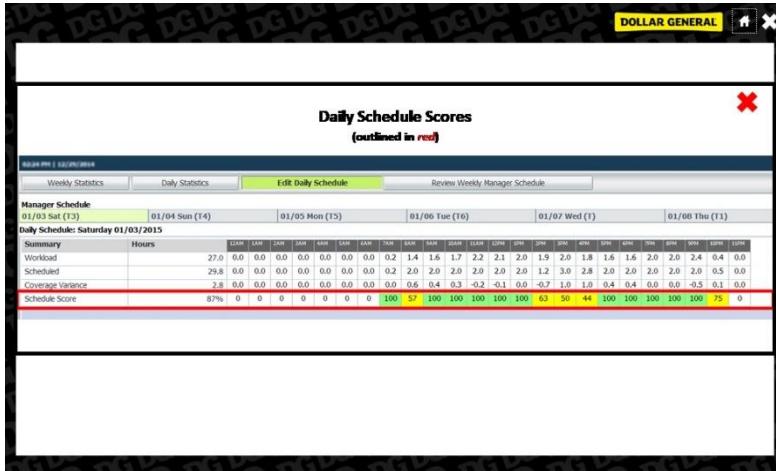
Prior to scheduling, it is important to understand schedule scores. Schedule scores indicate how well you are creating a schedule that allows you to best manage your people, your store's workload, and the 7-Day Workflow. It is your personal score card for how well you are managing the 7-Day Workflow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

01/04 PM | 10:00PM/10:00AM

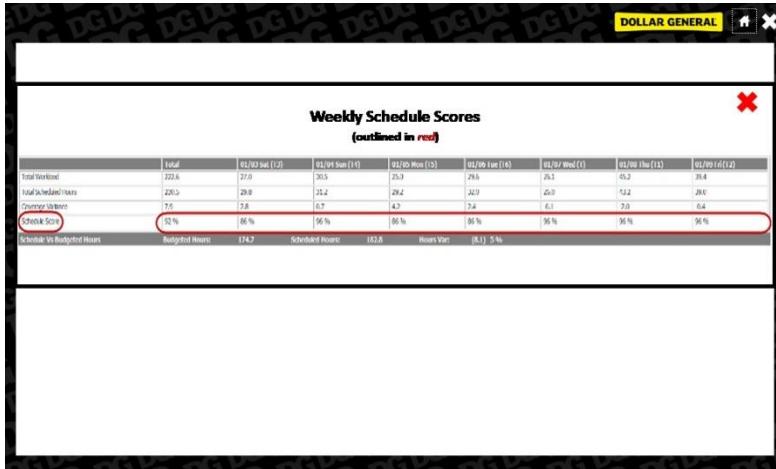
Weekly Statistics Daily Statistics **Edit Daily Schedule** Review Weekly Manager Schedule

Manager Schedule  
01/03 Sat (T3) 01/04 Sun (T4) 01/05 Mon (T5) 01/06 Tue (T6) 01/07 Wed (T1) 01/08 Thu (T2)

Daily Schedule: Saturday 01/03/2015

Summary	Hours	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
Workload	27.0	0.0	0.0	0.0	0.0	0.0	0.0	0.2	1.4	1.6	1.7	2.2	2.1	2.0	1.9	2.0	1.8	1.6	1.6	2.0	2.0	2.4	0.4	0.0
Scheduled	29.8	0.0	0.0	0.0	0.0	0.0	0.0	0.2	2.0	2.0	2.0	2.0	2.0	1.2	3.0	2.8	2.0	2.0	2.0	2.0	2.0	2.0	0.5	0.0
Coverage Variance	2.8	0.0	0.0	0.0	0.0	0.0	0.0	0.6	0.4	0.3	-0.2	-0.1	0.0	-0.7	1.0	1.0	0.4	0.4	0.0	0.0	-0.5	0.1	0.0	
Schedule Score	87%	0	0	0	0	0	0	100	57	100	100	100	100	63	50	44	100	100	100	100	75	0		

## Weekly Schedule Score (Slide Layer)



DOLLAR GENERAL

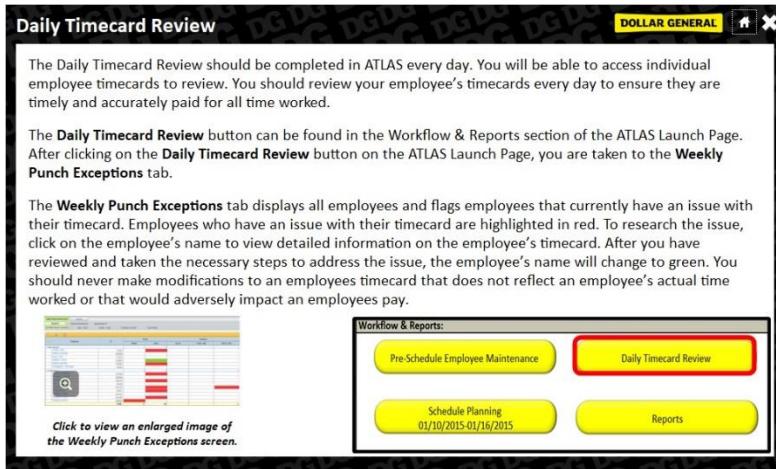
**Weekly Schedule Scores**  
(outlined in red)

01/04 PM | 10:00PM/10:00AM

	Total	01/03 Sat (T3)	01/04 Sun (T4)	01/05 Mon (T5)	01/06 Tue (T6)	01/07 Wed (T1)	01/08 Thu (T2)	01/09 Fri (T3)
Total Workload	335.6	31.0	30.3	26.3	26.3	26.1	31.2	36.4
Total Schedule Hours	220.0	20.9	21.2	29.2	32.7	25.0	13.2	20.6
Percentage Work	7.5%	7.5%	6.7%	4.5%	7.4%	6.1%	2.0%	6.4%
Schedule Score	92%	88%	96%	86%	98%	96%	96%	96%

Schedule Vs Budgeted Hours: Budgeted Hours: 174.7 Scheduled Hours: 182.8 Hours Var: (8.1) -5%

## 4.8 Daily Timecard Review



### Notes:

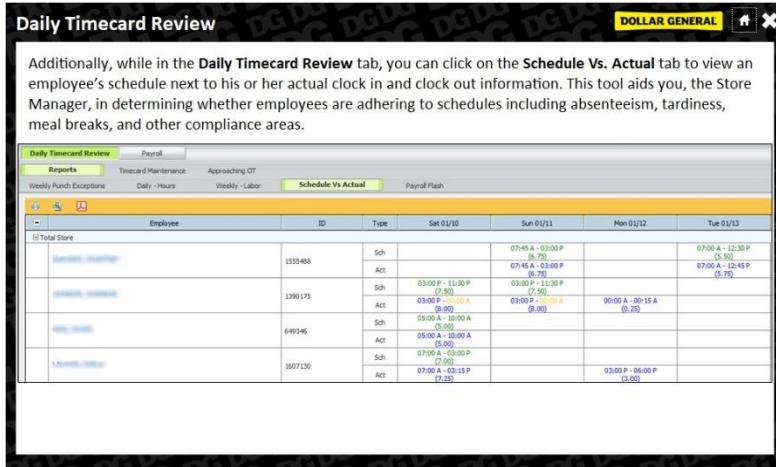
The Daily Timecard Review should be completed in ATLAS every day. You will be able to access individual employee timecards to review. You should review your employee's timecards every day to ensure they are timely and accurately paid for all time worked.

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



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.

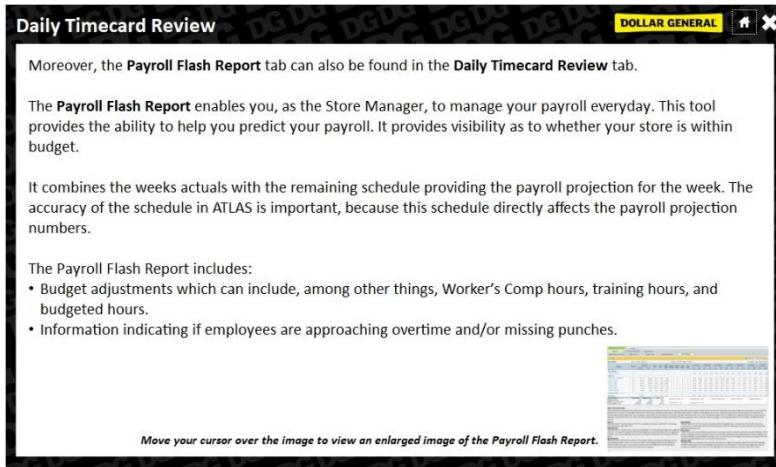
The screenshot shows a table with columns for Employee, ID, Type, and dates (Sat 01/10, Sun 01/11, Mon 01/12, Tue 01/13). The table lists four employees with their respective scheduled and actual clock-in and clock-out times.

Employee	ID	Type	Sat 01/10	Sun 01/11	Mon 01/12	Tue 01/13
Employee 1	1555488	Sch	07:45 A - 03:00 P (6.75)	07:00 A - 12:30 P (5.50)		
Employee 1	1555488	Act		07:45 A - 03:00 P (6.75)	07:00 A - 12:45 P (5.75)	
Employee 2	1390173	Sch	03:00 P - 11:30 P (8.00)	03:00 P - 11:30 P (8.00)		
Employee 2	1390173	Act	03:00 P - 11:30 A (8.00)	03:00 P - 11:30 A (8.00)	00:00 A - 00:15 A (0.25)	
Employee 3	649346	Sch	05:00 A - 06:00 A (1.00)			
Employee 3	649346	Act	05:00 A - 06:00 A (1.00)			
Employee 4	3607130	Sch	07:00 A - 03:00 P (7.25)		03:00 P - 06:00 P (3.00)	
Employee 4	3607130	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



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.

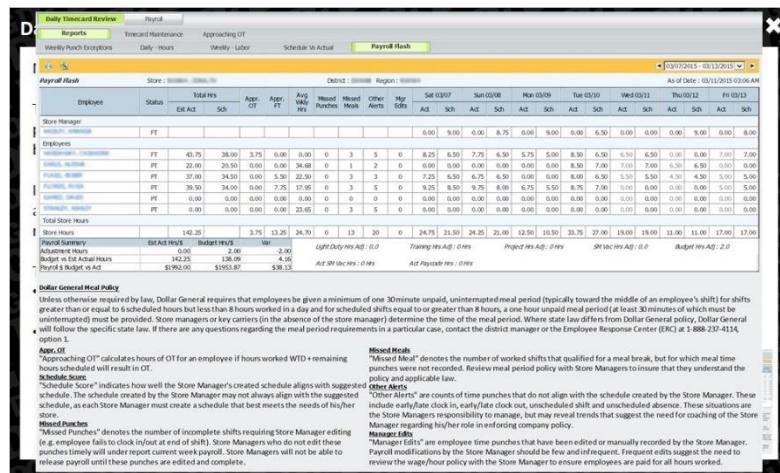
It combines the weeks actuals with the remaining schedule providing the payroll projection for the week. The accuracy of the schedule in ATLAS is important, because this schedule directly affects the payroll projection numbers.

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 shows the Payroll Flash Report interface in ATLAS. The main table displays employee schedules and payroll data for a specific date range. The table includes columns for Employee, Status, Total Hrs, Appr OT, Appr FT, Avg Work Wk, Missed Meals, Other Alerts, and various shift columns (Sat 03/07, Sun 03/08, Mon 03/09, Tue 03/10, Wed 03/11, Thu 03/12, Fri 03/13). The interface also includes a legend for meal periods and a note about meal periods.

**Legend:**

- Light Duty Hrs Adj: 0.0
- Training Hrs Adj: 0.0
- Project Hrs Adj: 0.0
- Shift Vacancy Adj: 0.0
- Budget vs Adj: -2.0
- Act Off Vac Hrs: 0.0
- Act Payroll Hrs: 0.0

**Note:** 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 6 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 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 1-888-237-4114.

## 4.11 Payroll Finalization

**Payroll Finalization**

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 employees timecard that do not reflect an employee's actual time worked or that could adversely impact an employee's pay.



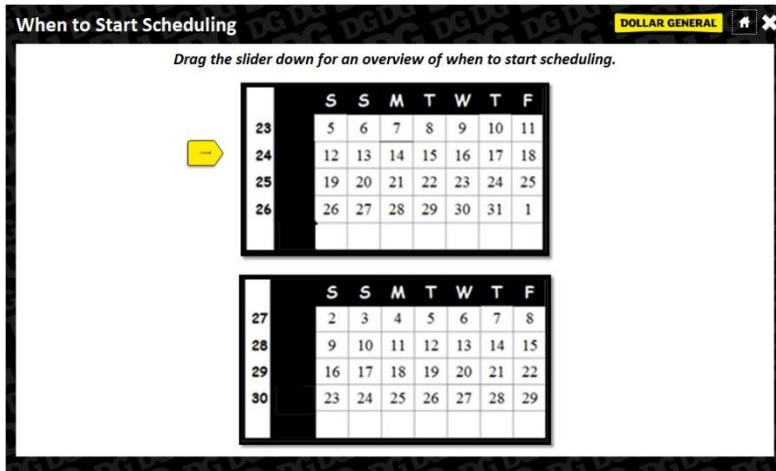
### Notes:

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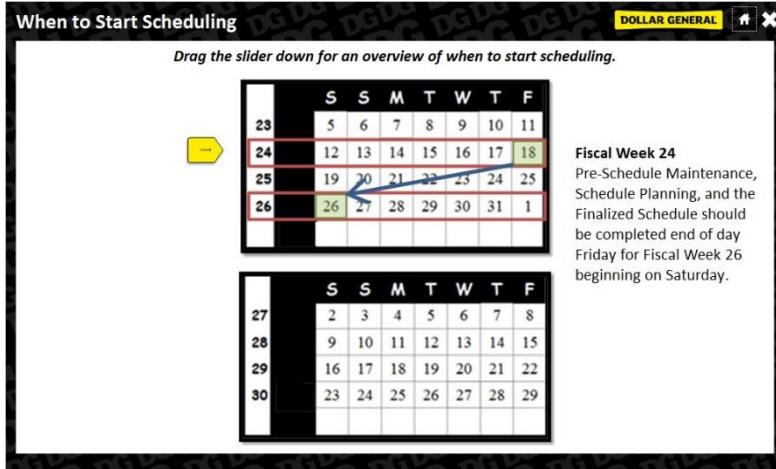
## 4.12 When to Start Scheduling



### Notes:

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

## Fiscal Week 24 (Slide Layer)



## Fiscal Week 25 (Slide Layer)

When to Start Scheduling

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

**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.

## Fiscal Week 26 (Slide Layer)

When to Start Scheduling

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

**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.

## Fiscal Week 27 (Slide Layer)

When to Start Scheduling

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.

### 4.13 Daily ATLAS Responsibilities

Daily ATLAS Responsibilities

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.



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.

*Click to enlarge image.*



S	S	M	T	W	T	F
23	24	25	26	27	28	29
5	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

*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.

*Click to enlarge image.*



S	S	M	T	W	T	F
23	24	25	26	27	28	29
5	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

*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.

[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.

[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.

[Click to enlarge image.](#)



[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.

[Click to enlarge image.](#)



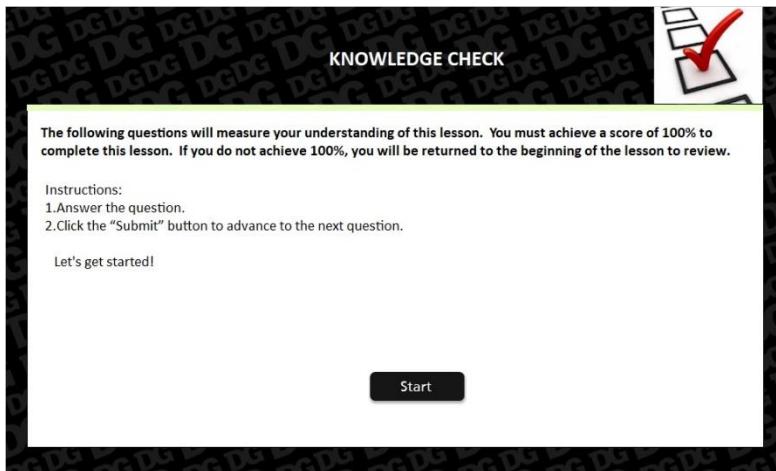
[Click to enlarge image.](#)



**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



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:

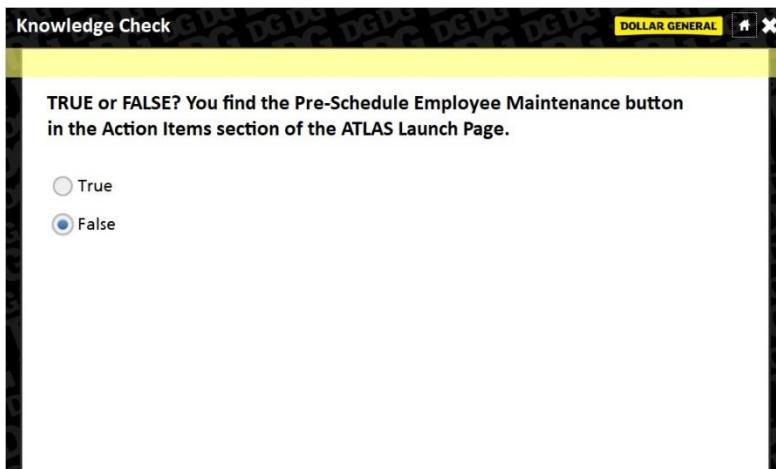
1. Answer the question.
2. Click the "Submit" button to advance to the next question.

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 X

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)

Results

Your Score: %Results2.ScorePercent% (%Results2.ScorePoints% points)

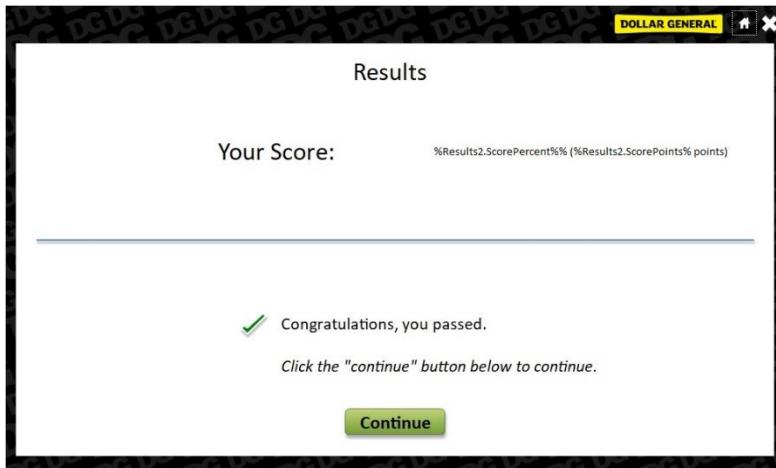
Results for
4.15 TRUE or FALSE? You find the Pre-Schedule Employee Maintenance button in the Action Items section of the ATLAS Launch Page.
4.16 Which of the following tasks are considered Pre-Schedule Employee Maintenance?
4.17 If it is fiscal week 32, what fiscal week should you begin scheduling for?
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

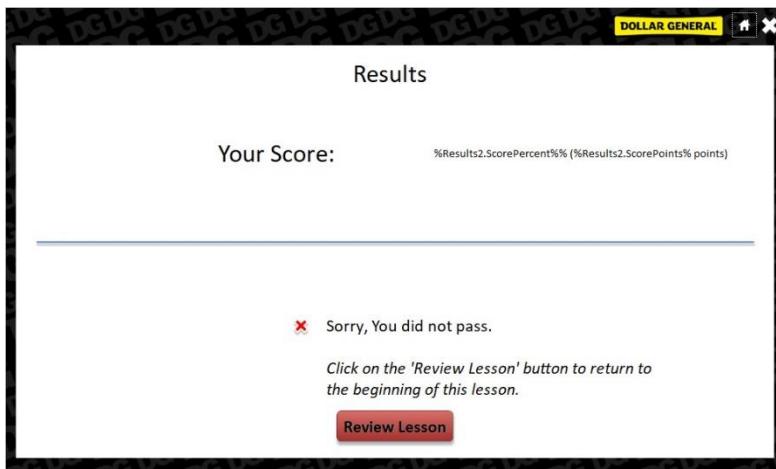
Passing 100%

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



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...

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:

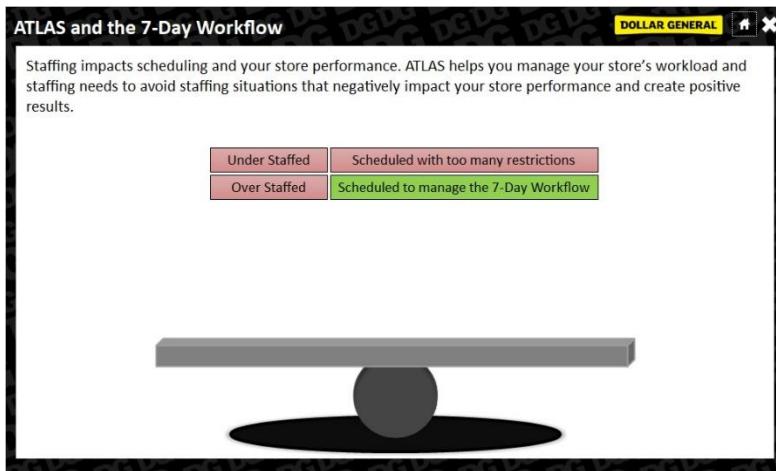
Welcome to the 7-Day Workflow lesson.

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



- 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



- People won't be able to get enough hours.
- Potential to 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.

Truck Day  
Stock totes, displays, & refrigerators until close

Core Truck Stocking

**T+1**  
Stock core refrigerators and all totes until close or complete

**T+2**  
All core stocked with goal to complete by 11 a.m.  
T+2 - T+6 activities

**T+3**  
Inventory and order supplies  
Handle damage, M&G, & Seasonal  
Handle damage  
T+2 - T+6 activities

**T+4**  
Begin restocking back-stock core  
T+2 - T+6 activities

**T+5**  
End & fill restock M&G  
Handle damage  
Close recovery 9 a.m. to close

**T+6**  
Scan all out (DM in morning)  
Scan all adjust receiving room bins (DM in afternoon)  
T+2 - T+6 activities

Non-Core/Restocking

Everyday

**T+2 - T+6 Activities**

1. Balance impulse area by 9 a.m.
2. Handle damage
3. Down stock sky shelves - 1 p.m.
4. Fill and restock 3 p.m. to 5 p.m. (Food, Paper, & Chemical)
5. Closing recovery 5 p.m. to close

Search

### 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

**ATLAS and the 7-Day Workflow**

DOLLAR GENERAL

Click on each day of the 7-Day Workflow and see how that relates to the ATLAS suggested schedule.

EVERYDAY

Click here to view a diagram of 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 (Slide Layer)

**Everyday Tasks**

**Everyday**

1. Balance impulse area by 9 a.m.
2. First 30 feet- All day

Daily Schedule Saturday 06/28/2014

Day	06/28 Sat (T1)	06/29 Sun (T2)	06/30 Mon (T2)	07/01 Tue (T3)	07/02 Wed (T4)	07/03 Thu (T5)
Start	06:00	06:00	06:00	06:00	06:00	06:00
End	22:00	22:00	22:00	22:00	22:00	22:00
Hours	16.00	16.00	16.00	16.00	16.00	16.00
Workload	20.9	0.0	0.0	0.0	0.0	0.0
Scheduled	20.0	0.0	0.0	0.0	0.0	0.0
Coverage Variance	-0.9	0.0	0.0	0.0	0.0	0.0
Schedule Score	91%	0	0	0	0	0

**Key Carriers**

Carrier	Hours
Store Manager	46.50
Assistant Store Manager	37.75
FTLSA	24.00
PTLSA	24.00
Sales Associates	24.00
SA 1	16.75
SA 2	16.00

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

**Closing recovery begins 4 hours prior to close**

## T+1 (Slide Layer)

**T+1**

**T+1** • Stock core rolltainers and all totes until close or complete

Daily Schedule Saturday 06/28/2014

Day	06/28 Sat (T1)	06/29 Sun (T2)	06/30 Mon (T2)	07/01 Tue (T3)	07/02 Wed (T4)	07/03 Thu (T5)
Start	06:00	06:00	06:00	06:00	06:00	06:00
End	22:00	22:00	22:00	22:00	22:00	22:00
Hours	16.00	16.00	16.00	16.00	16.00	16.00
Workload	35.0	0.0	0.0	0.0	0.0	0.0
Scheduled	35.0	0.0	0.0	0.0	0.0	0.0
Coverage Variance	-1.2	0.0	0.0	0.0	0.0	0.0
Schedule Score	88%	0	0	0	0	0

**Key Carriers**

Carrier	Hours
SGD, Inc.	38.00
SA 1	16.75
ASM	32.25
FTLSA	28.00
PTLSA	28.00
SA 2	16.00
SA 3	16.75

**Stocking begins 2 hours prior to open and ends at open**

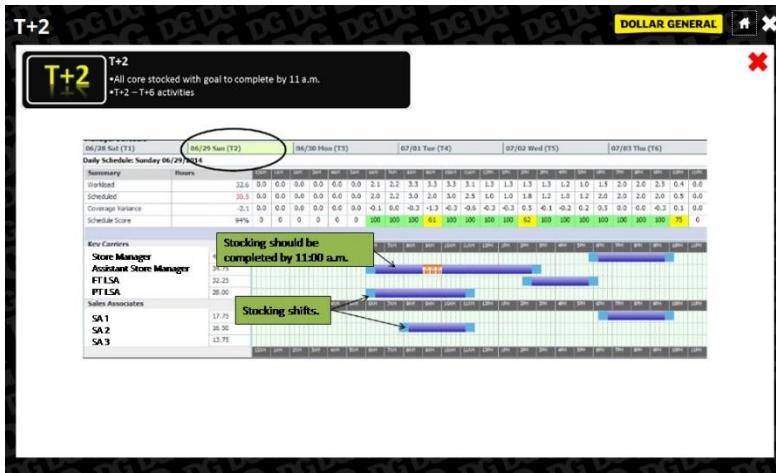
**Stocking begins 2 hours prior to open and goes until close. Stores that stock at open should also stock until close.**

**Store Manager leads the stocking kick-off meeting.**

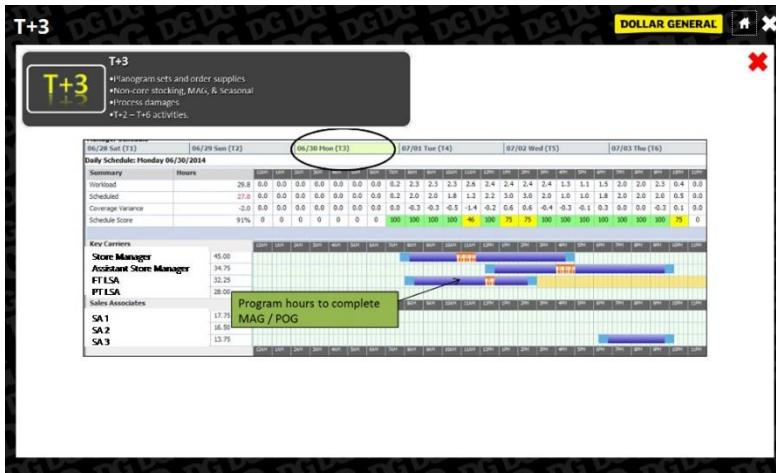
**Tote stocking is a priority task for hourly associates assigned to registers**

**Stocking Shifts**

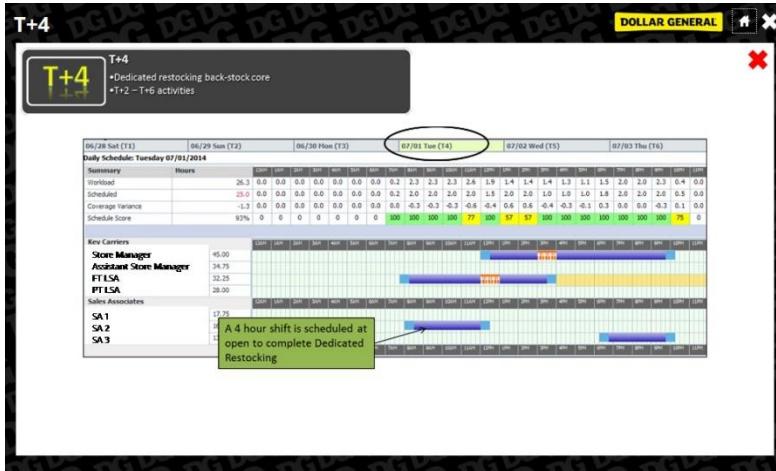
## T+2 (Slide Layer)



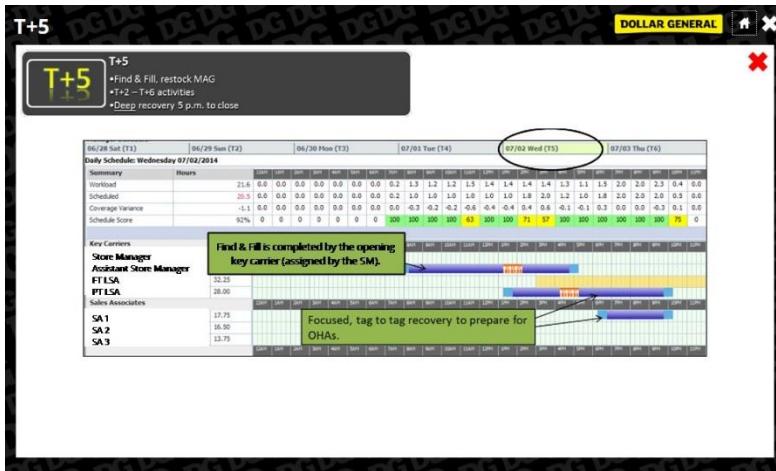
## T+3 (Slide Layer)



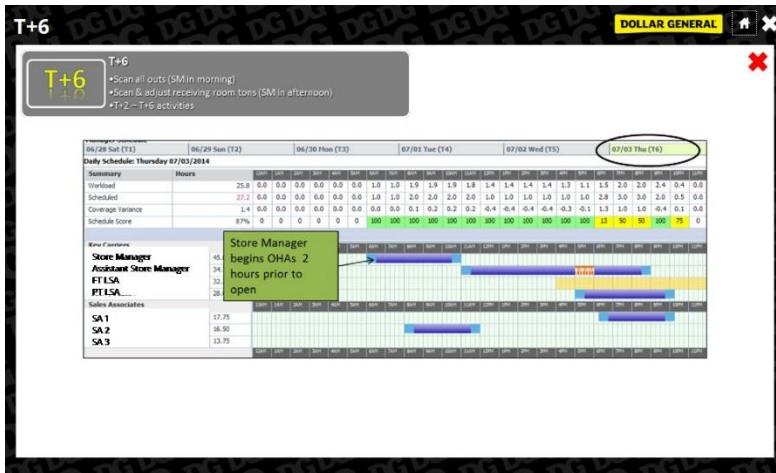
## T+4 (Slide Layer)



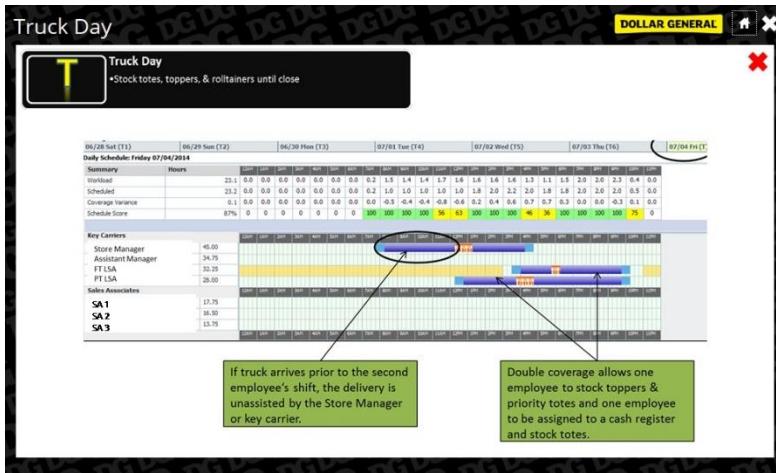
## T+5 (Slide Layer)



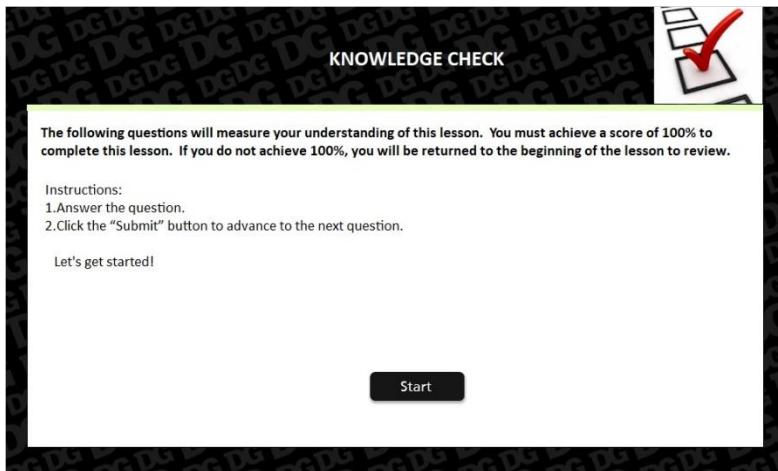
## T+6 (Slide Layer)



## Truck Day (Slide Layer)



## 5.6 Knowledge Check



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:

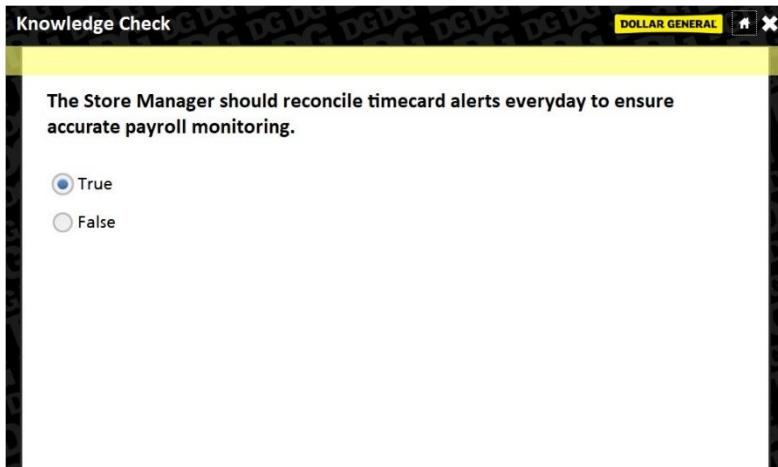
1. Answer the question.
2. Click the "Submit" button to advance to the next question.

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)



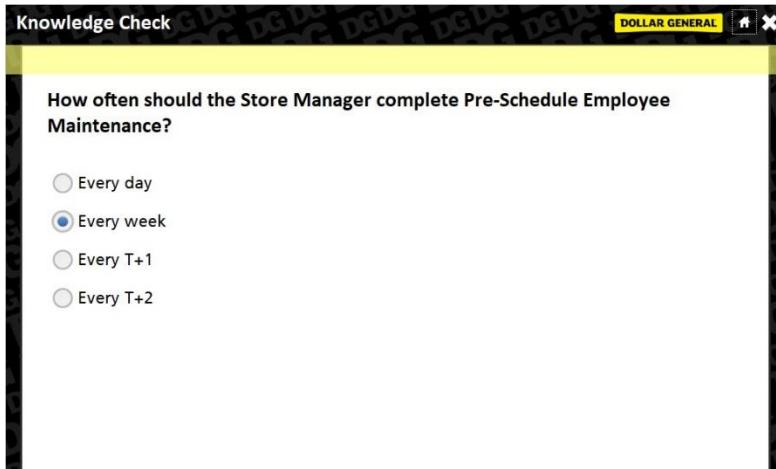
The Store Manager should reconcile timecard alerts everyday to ensure accurate payroll monitoring.

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

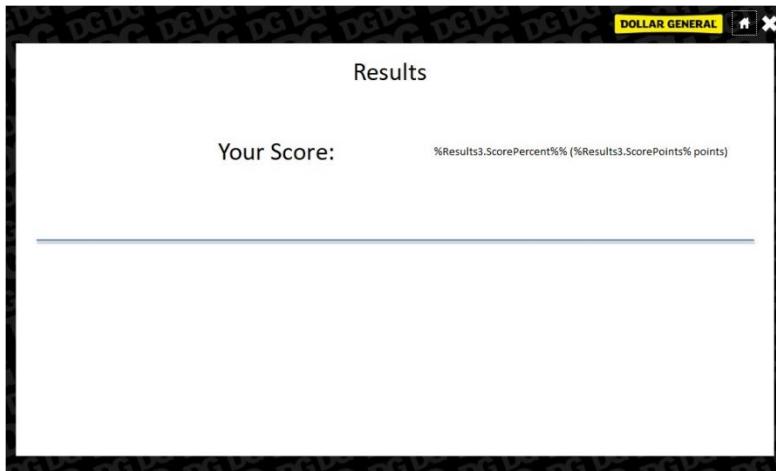
Saturday, noon

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 _____.

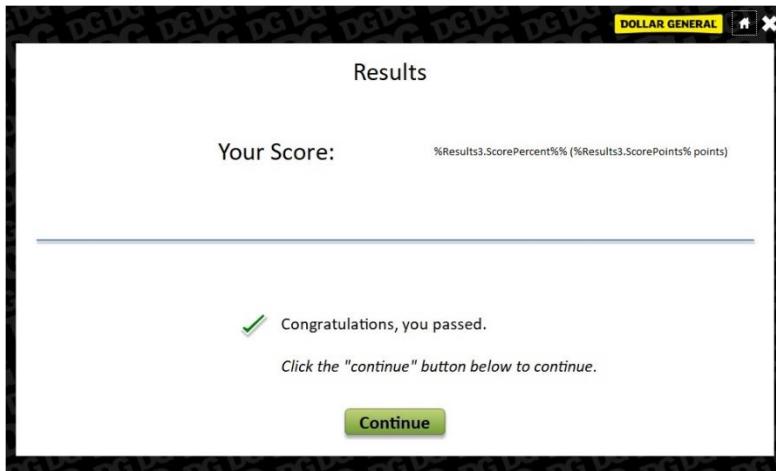
#### Result slide properties

Passing 100%

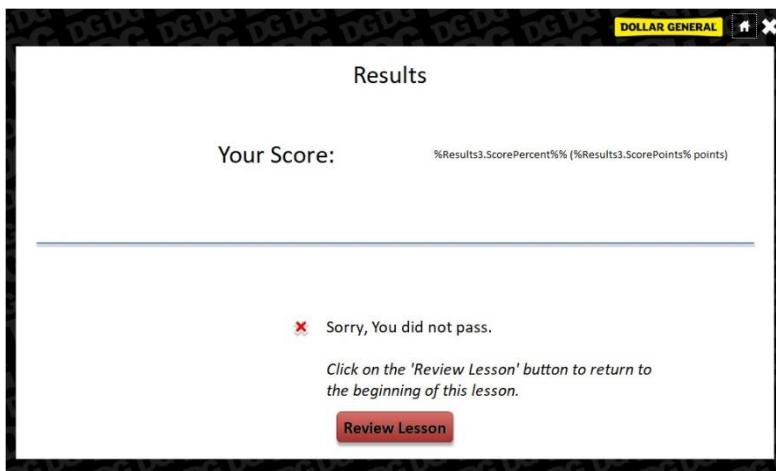
Score

#### Notes:

## Success (Slide Layer)

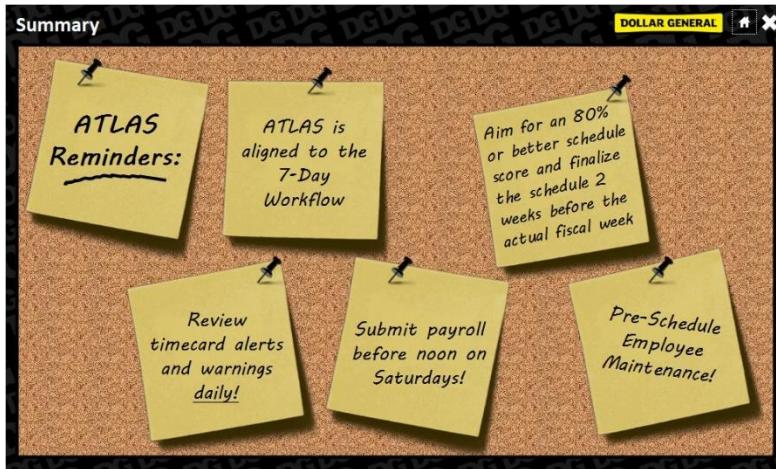


## Failure (Slide Layer)



## 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.

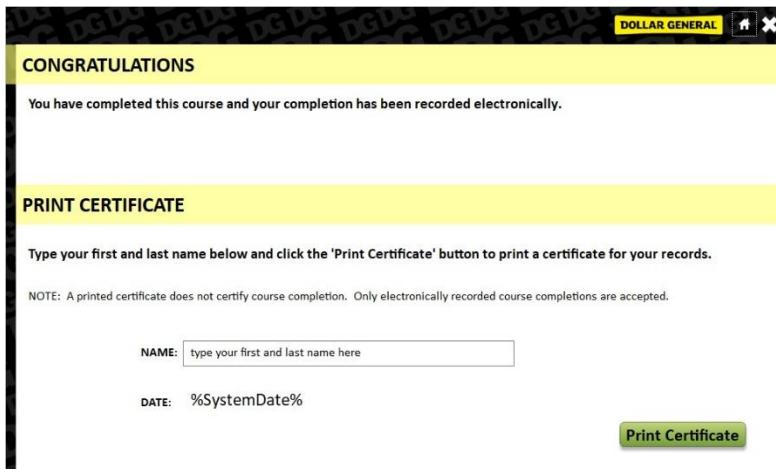
Review timecard alerts and warnings on a daily basis and take corrective action, if needed. It is your responsibility to ensure your employees are paid timely and accurately for all time worked.

Submit payroll before noon on Saturday.

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

## 7. Certification

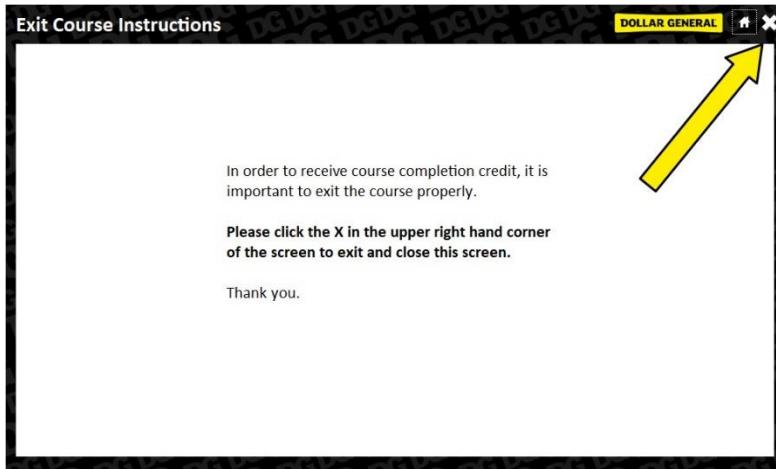
### 7.1 Congratulations and Print



### 7.2 Certificate



## 7.3 Exit Course Instructions



## 8. Menu

### 8.1 Menu

