# ATLAS Overview (35)

1. Introduction

1.1 Home
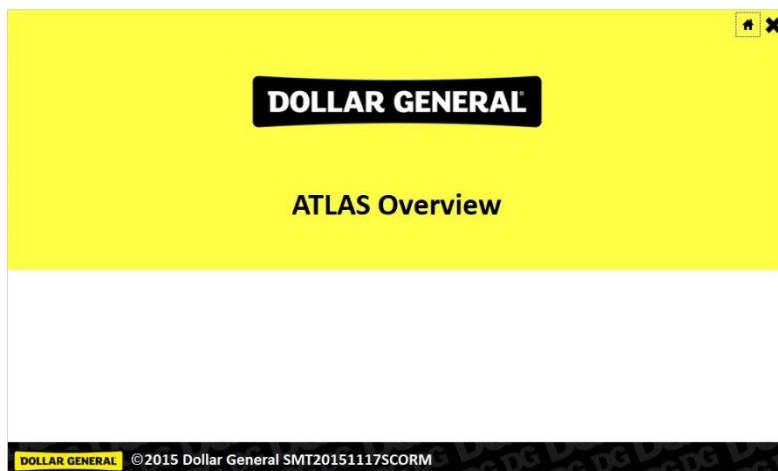
Notes:

ATLAS Overview

### 1.2 Course Length and Audio Instruction
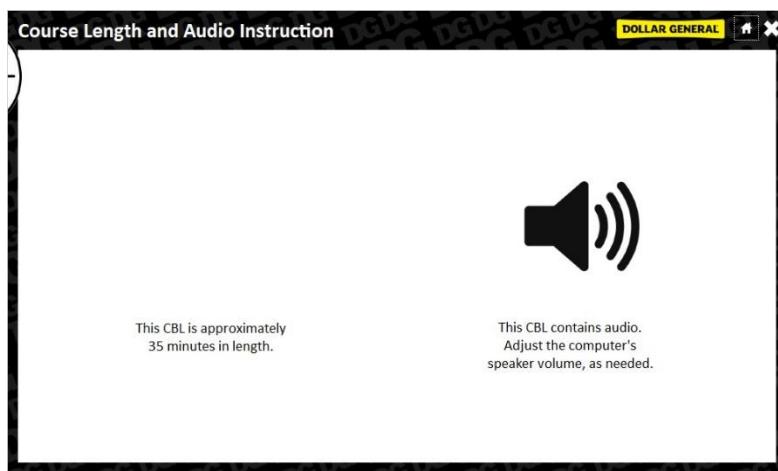
1.3 Navigating the Lesson
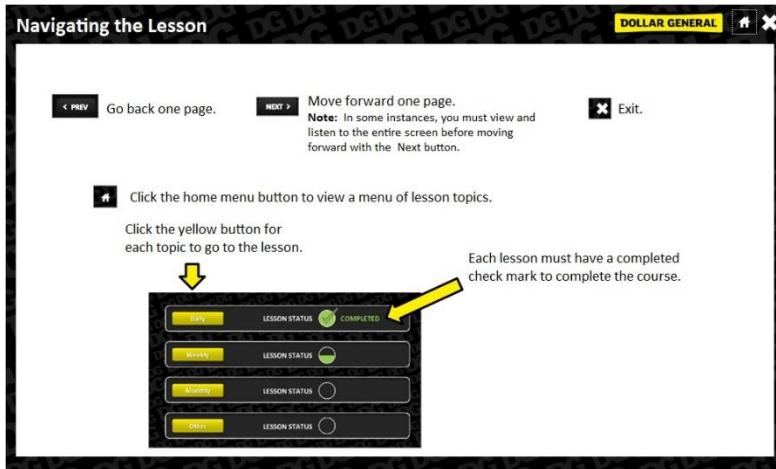

2. Overview

2.1 Introduction
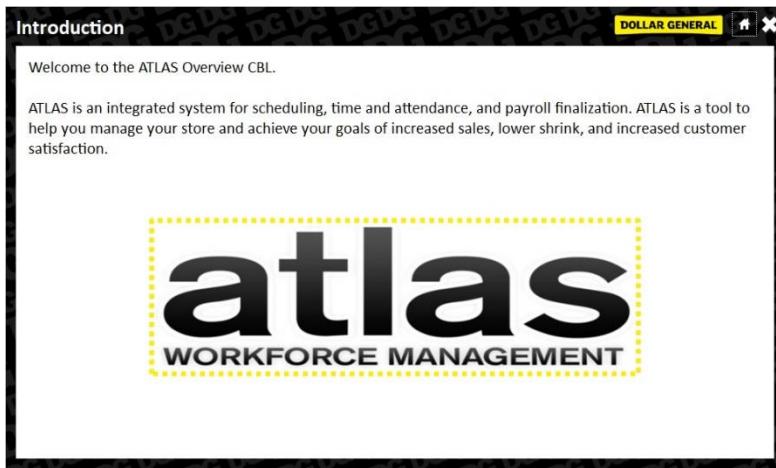
Notes:

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
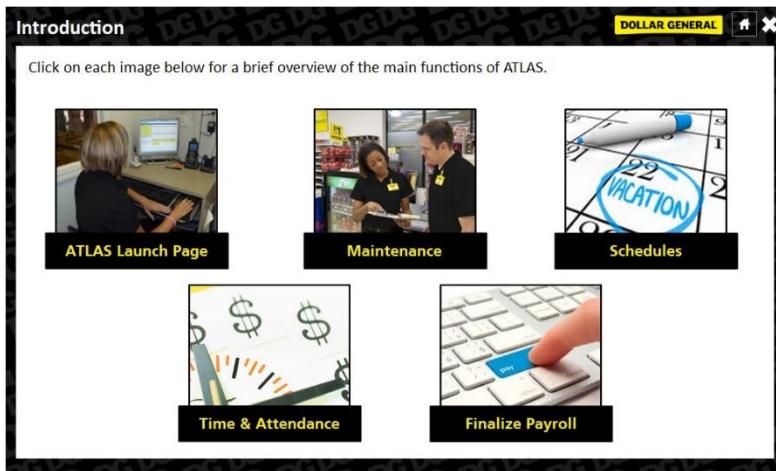
Notes:

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.
N**arration 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.

N**arration 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.
Na**rration 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.

Na**rration 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)

ATLAS Launch Page

The ATLAS Launch Page is divided into six sections:
1. Quick Launch
2. Computer Based Training
3. Store Information
4. Action Items
5. Upcoming Events & Notifications
6. Workflows & Reports
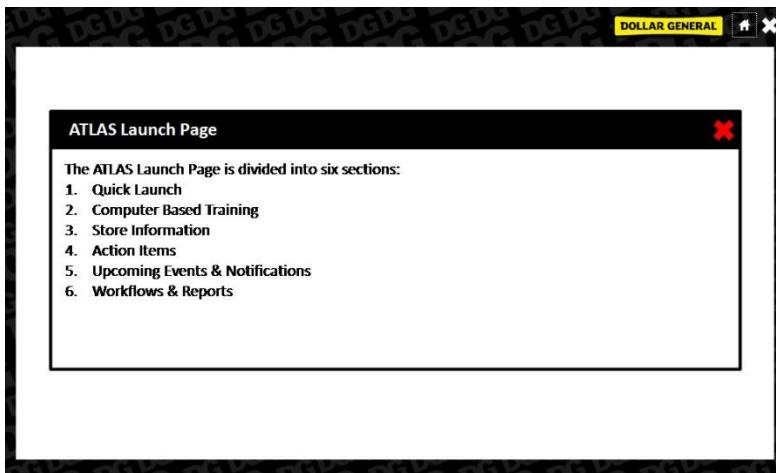
Maintenance (Slide Layer)

Maintenance

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.

Schedules (Slide Layer)

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.
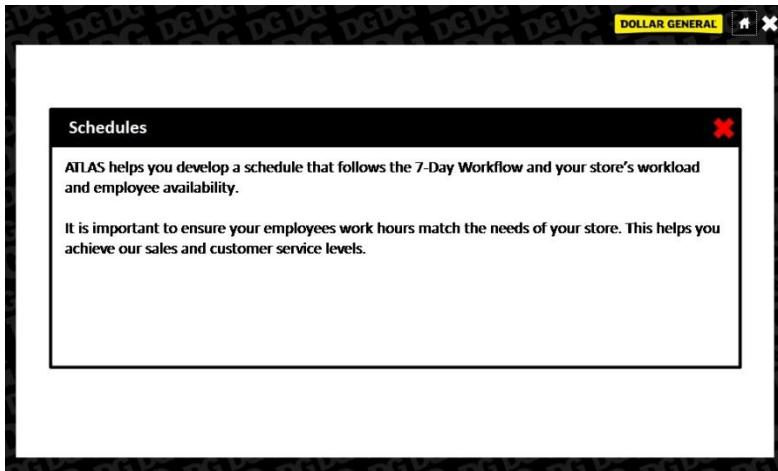
Time and Attendance (Slide Layer)

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)
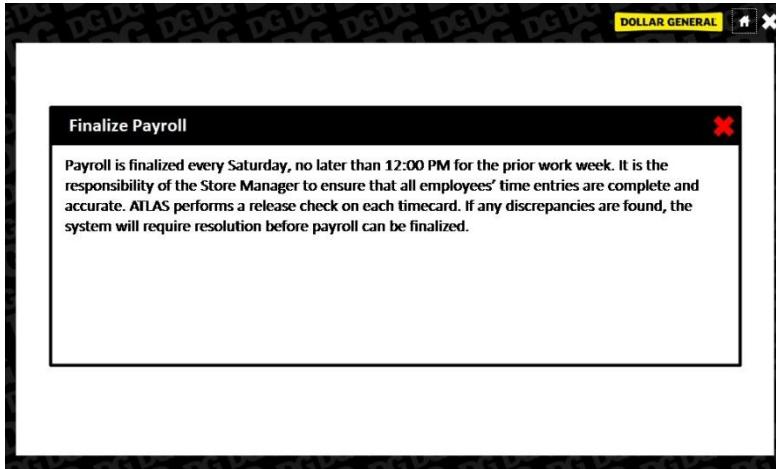
2.3 Overview
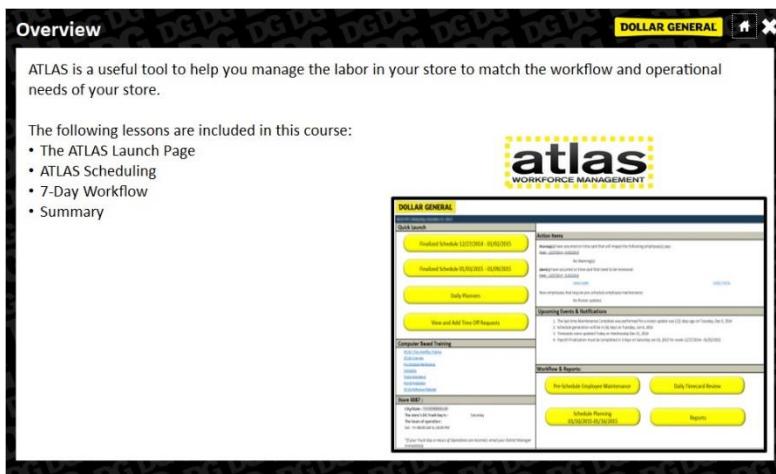
Notes:

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

Notes:

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

3.2 What to Expect…

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
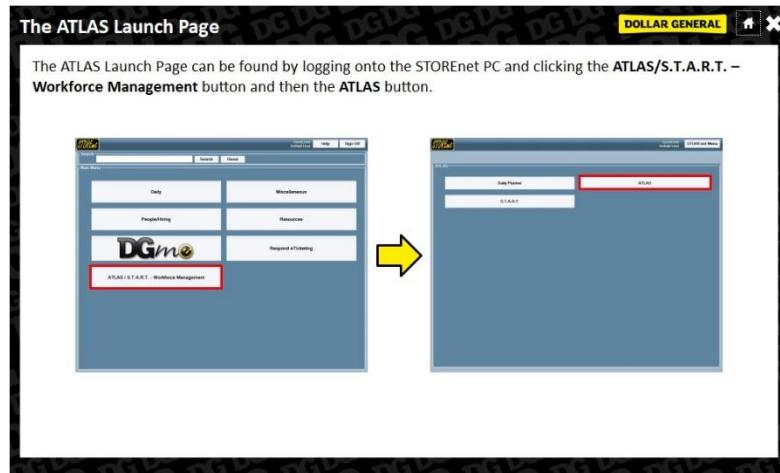
Notes:

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

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
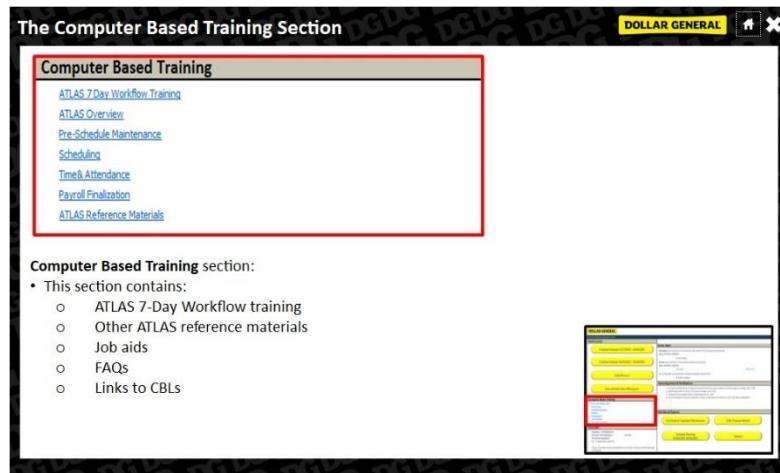
Notes:

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
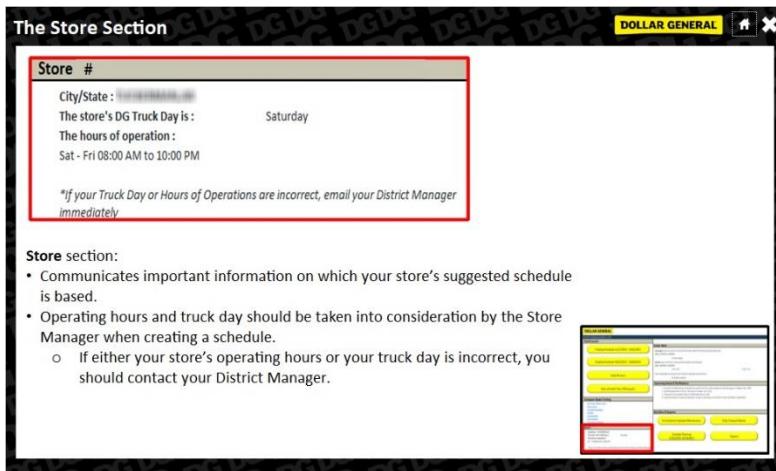
Notes:

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
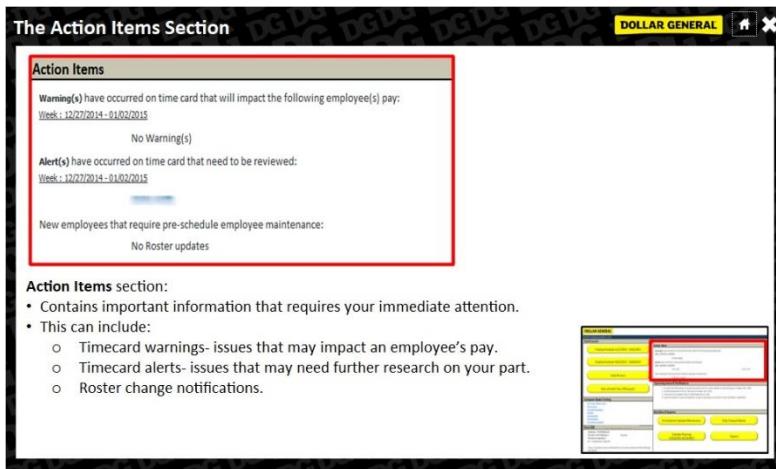
Notes:

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
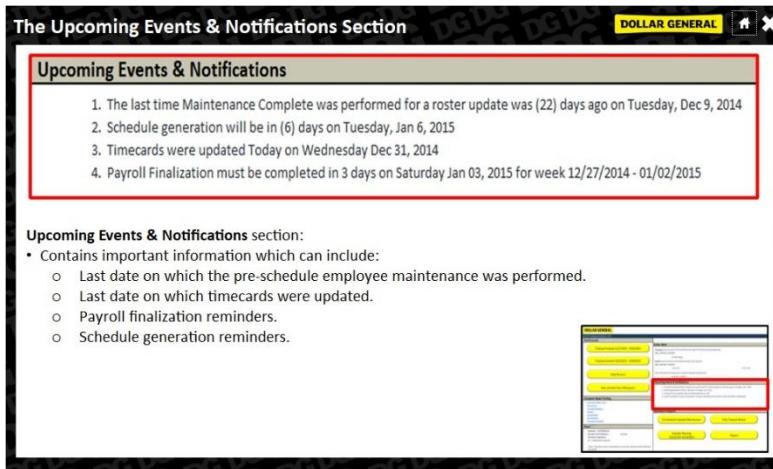
Notes:

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
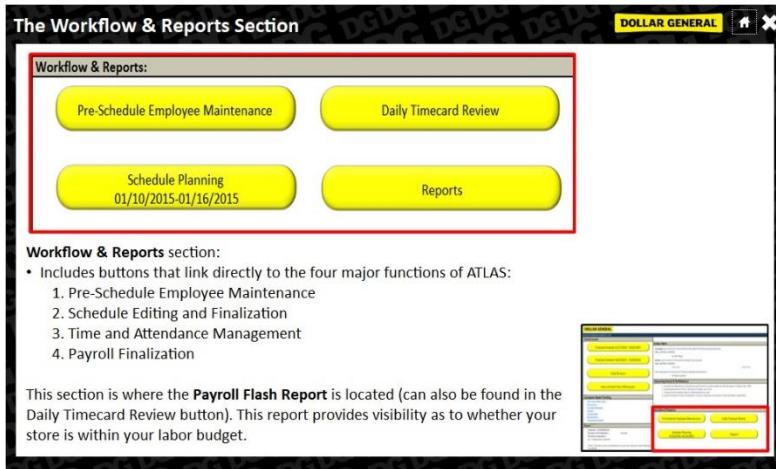
Notes:

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

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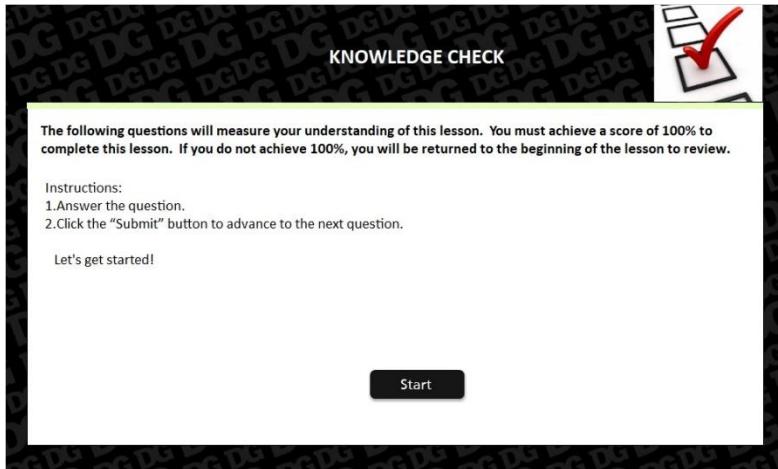
The following questions will measure your understanding of this lesson. You must achieve a score of 100% to complete this lesson. If you do not achieve 100%, you will be returned to the beginning of the lesson to review.

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)
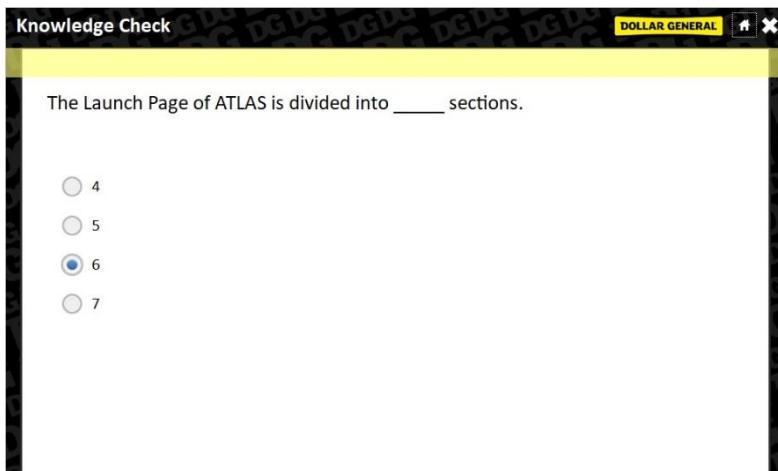
Knowledge Check

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)
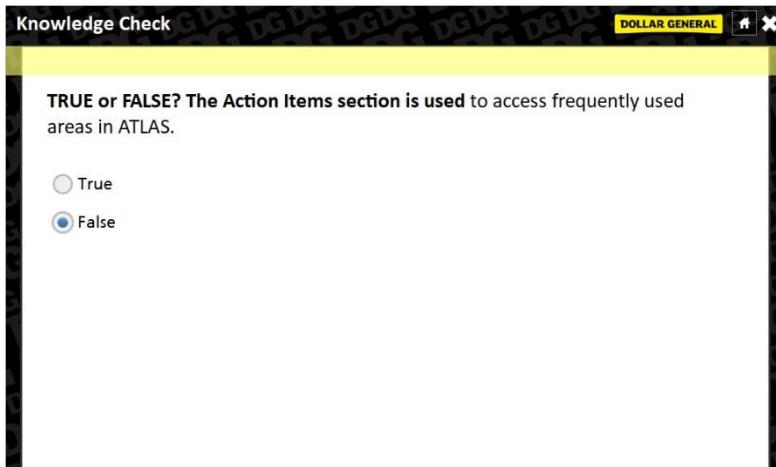
Correct	Choice
	True
X	False

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)

Correct	Choice
X	Store
	Quick Launch
	Action Items
	Workflow & Reports

3.16 ATLAS Launch Page- Results Slide

(Results Slide, 0 points, 1 attempt permitted)

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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)
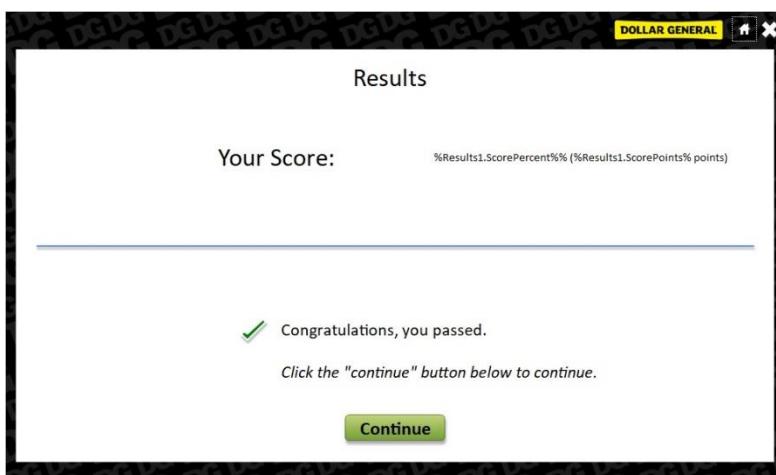
Failure (Slide Layer)
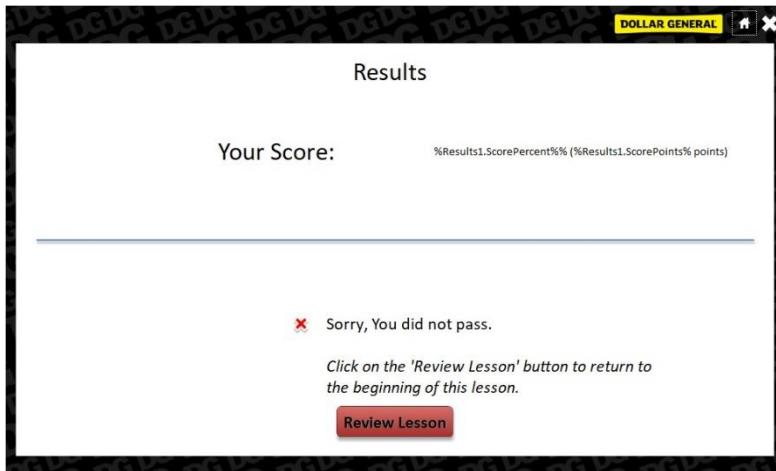
4. Scheduling

4.1 Welcome to the ATLAS Tasks Lesson

Notes:

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

4.2 Intoduction to Lesson 2

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
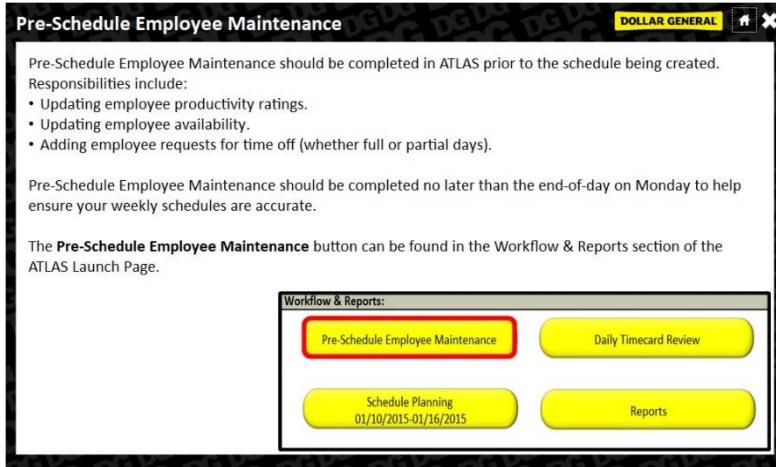
Notes:

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
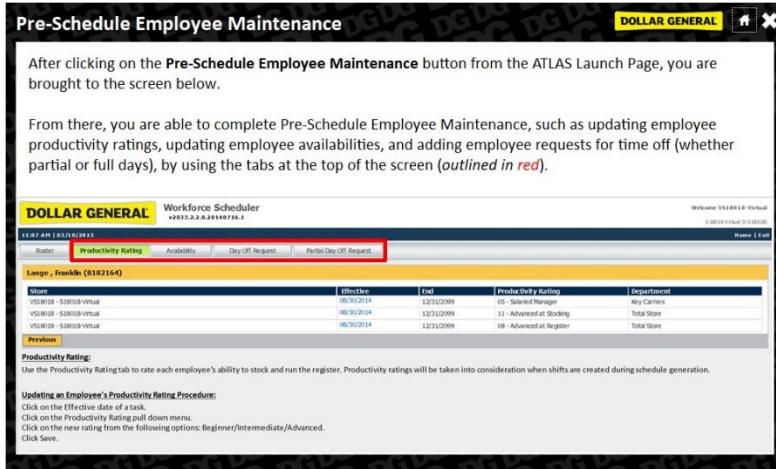
Notes:

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
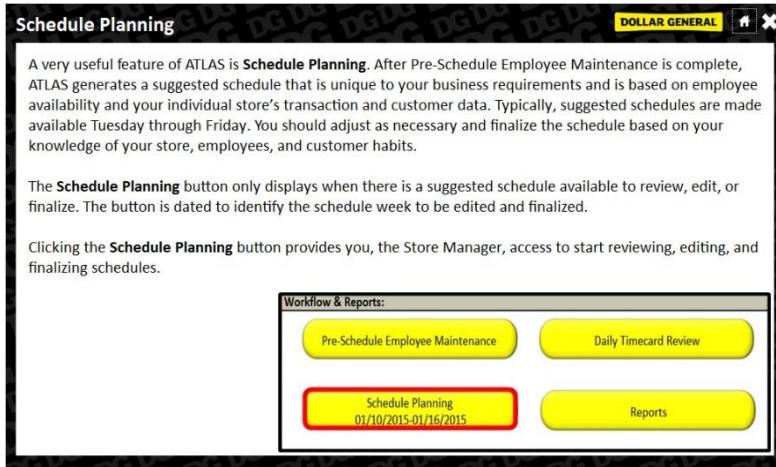
Notes:

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

Notes:
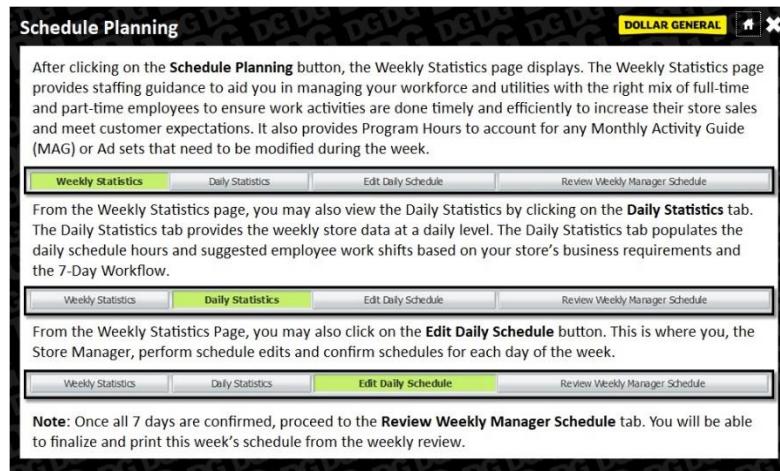
After clicking on the **Schedule Planning** button, the Weekly Statistics page displays. The Weekly Statistics page provides staffing guidance to aid you in managing your workforce and utilities with the right mix of full-time and part-time employees to ensure work activities are done timely and efficiently 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.

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)


Weekly Schedule Score (Slide Layer)

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

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

4.9 Daily Timecard Review

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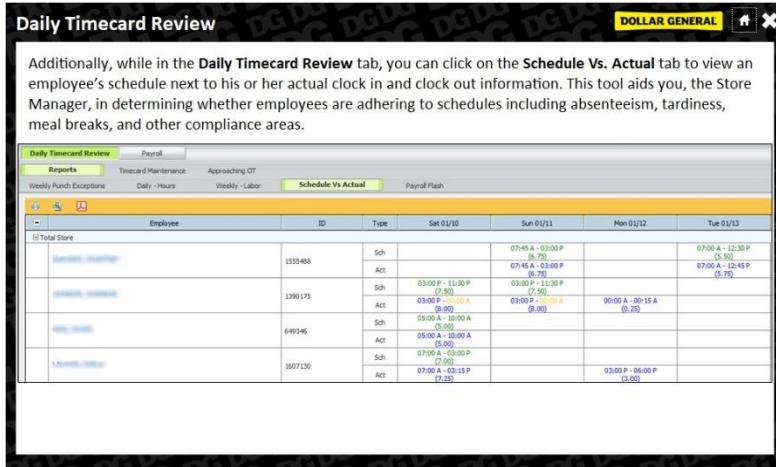
Additionally, while in the **Daily Timecard Review** tab, you can click on the **Schedule Vs. Actual** tab to view an employee's schedule next to his or her actual clock in and clock out information. This tool aids you, the Store Manager, in determining whether employees are adhering to schedules including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

4.10 Daily Timecard Review

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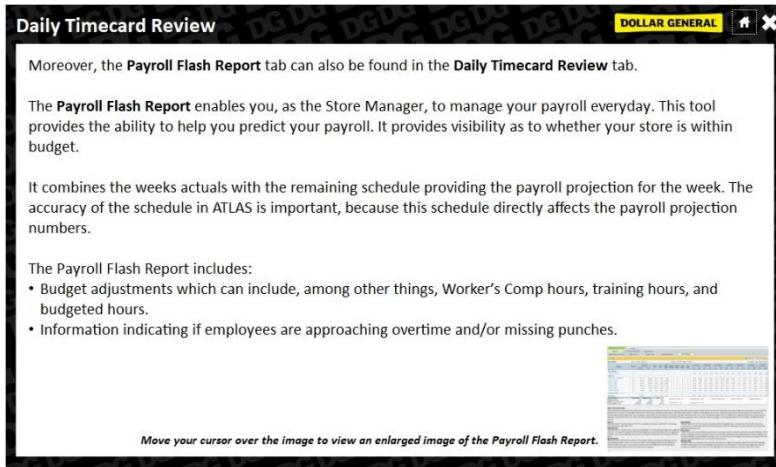
Moreover, the **Payroll Flash Report** tab can also be found in the **Daily Timecard Review** tab.

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)

4.11 Payroll Finalization

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 employees 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
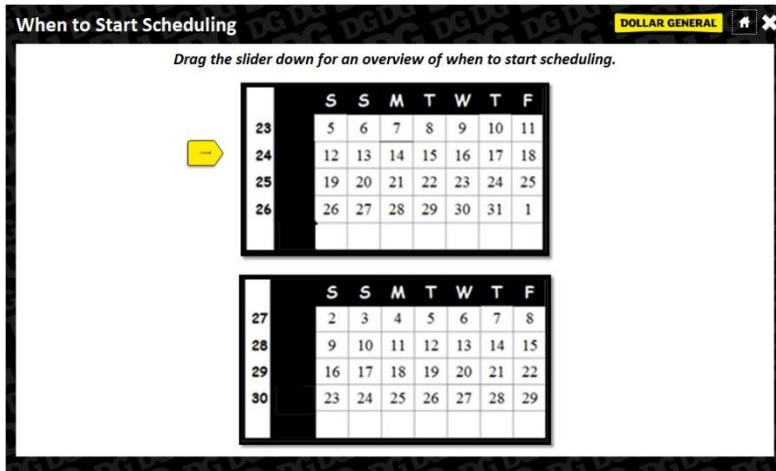
Notes:

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

Fiscal Week 24 (Slide Layer)
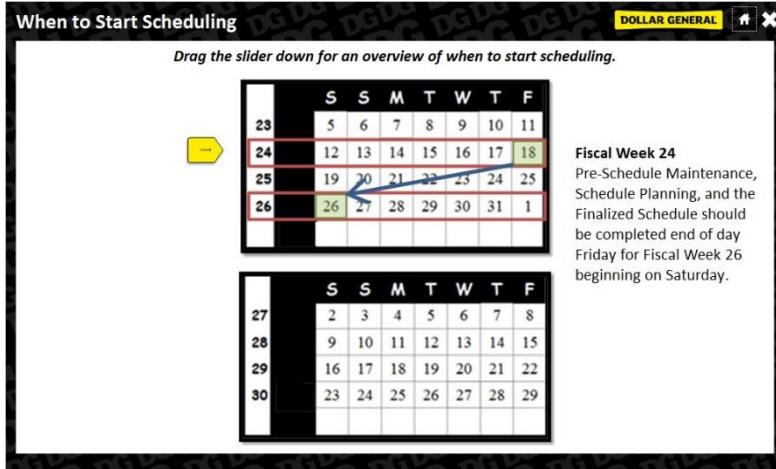
Fiscal Week 25 (Slide Layer)

Fiscal Week 26 (Slide Layer)

Fiscal Week 27 (Slide Layer)

4.13 Daily ATLAS Responsibilities

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 employees 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.

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)

Monday (Slide Layer)

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)

Friday (Slide Layer)

4.14 Knowledge Check

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)

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)

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)

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)

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)

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 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)
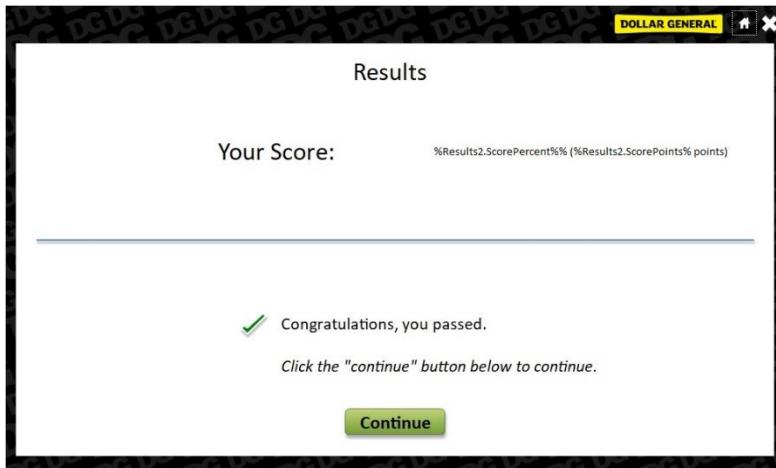
Failure (Slide Layer)
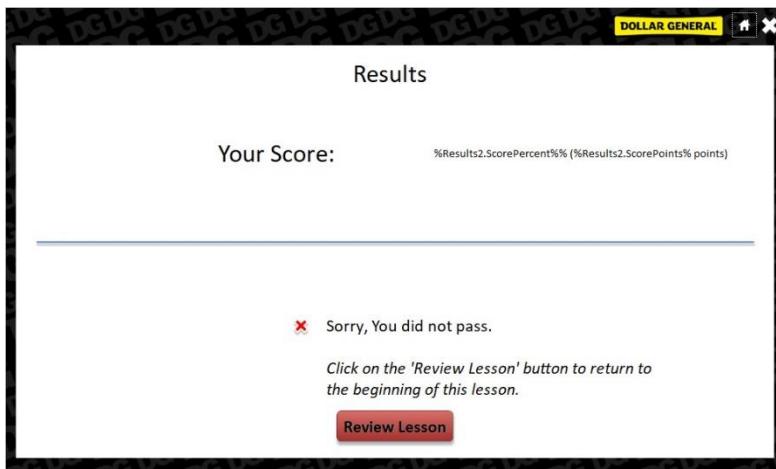
5. 7-Day Workflow

5.1 Welcome to the 7-Day Workflow Lesson

Notes:

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

5.2 What to Expect…

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
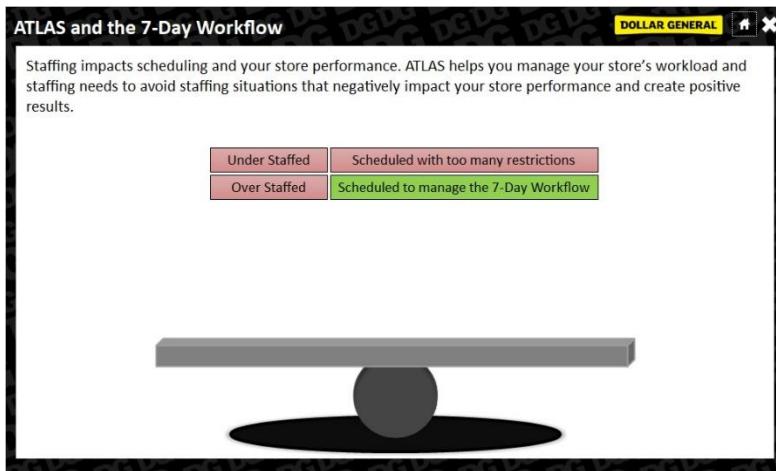
Notes:

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)

over staffed (Slide Layer)

Scheduled with restrictions (Slide Layer)

Scheduled according to 7-Day WF (Slide Layer)

5.4 ATLAS Activities and the 7-Day Workflow

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 (Slide Layer)

T+1 (Slide Layer)

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

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

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

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)*

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)

| 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

Your Score: %Results3.ScorePercent%% (%Results3.ScorePoints% points)
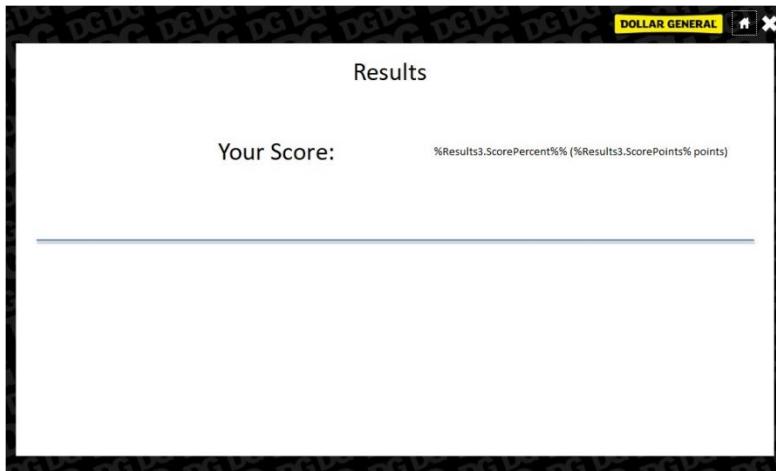
| Results for |
| --- |
| 5.7 The Store Manager should reconcile timecard alerts everyday to ensure accurate payroll monitoring. |
| 5.8 How often should the Store Manager complete Pre-Schedule Employee Maintenance? |
| 5.9 Payroll should be finalized by _____ at _____. |

Result slide properties

Passing   100%

Score

**Notes:**

Success (Slide Layer)
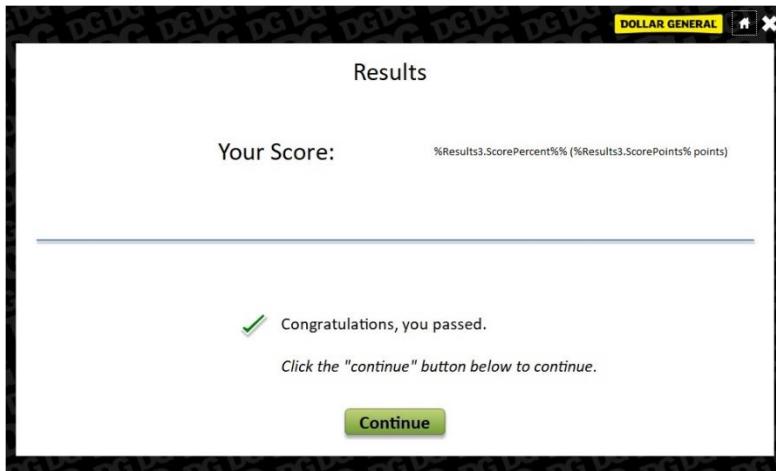
Failure (Slide Layer)
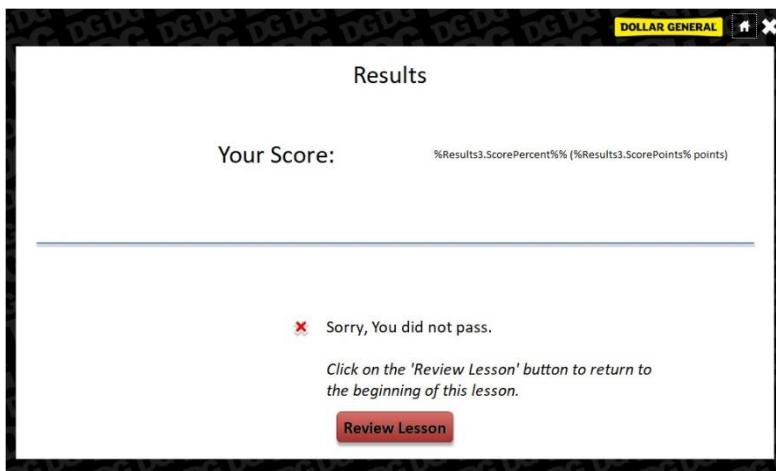
6. Summary

6.1 Summary
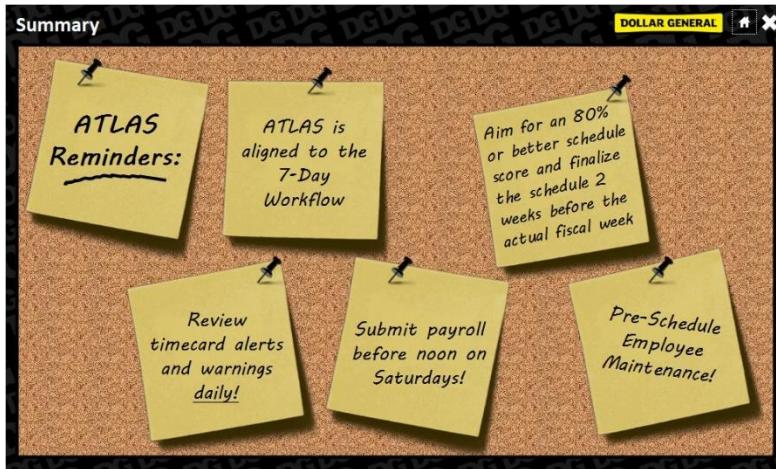
Notes:

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
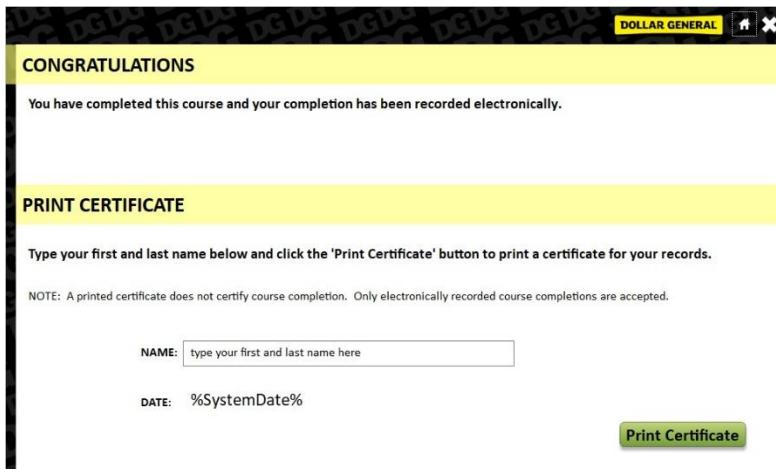
7.2 Certificate

7.3 Exit Course Instructions

8. Menu

8.1 Menu