



HR Checklist

for Staff Rostering and Scheduling



Gather Essential Information

Collect employee data such as availability, preferences, and skills

Determine business hours and staffing requirements

Identify peak periods including special events and high-demand times

Create Schedules

- Use **scheduling software** or excel to create a master schedule
- Assign shifts based on employee availability and skills
- Ensure fair distribution of shifts among all employees
- When possible, accommodate employee requests or preference
- Plan for adequate coverage during peak periods and events

Communicate Effectively

- Share the schedule with employees in advance
- Choose an effective communication channel for announcement broadcast
- Encourage open communication for scheduling concerns
- Provide a clear deadline for employees to request changes
- Keep the employee informed of the changes in real-time

Be Flexible and Adaptable

- Allow for shift swaps and substitutions when necessary
- Have a contingency plan for unexpected absences
- Cross-train employees to cover different roles
- Review and adjust the schedule regularly based on business needs



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Comply with Labour Laws and Company Policies

- Adhere to minimum wage, overtime, break, and WPM requirements
- Follow company policies on scheduling, time-off requests, and shift changes

Foster a Positive Work Environment

- Consider work-life balance when creating schedules
- Reward employees for their flexibility and commitment
- Implement optional auto-penalties for latecomers or no-shows
- Regularly seek feedback and suggestions for improvement
- Provide periodic training or learning opportunities

Performance Monitoring

- Facilitate accurate and user-friendly attendance and punctuality tracking
- Provide user-friendly tracking solution such as **facial recognition**
- Generate analysis to identify trends and address issues

How QuickHR Can Help

- Real-Time Authentication**
Support multiple device including liveness check to ensure accuracy and flexibility.
- Smart Dashboards**
Customisable work schedules and intuitive drag-and-drop design to arrange shifts.
- Mobile Scheduling**
Manage schedules on-the-go and receive real-time notifications via mobile App.
- 360° HR Solution**
Integrate scheduling with other HR functions such as payroll and attendance tracking, while ensuring compliance.

