



EMPLOYEE MANAGEMENT

PDI/Workforce

A reliable, well-managed workforce is the single most important and controllable asset a company has. For convenience stores contending with multiple levels of employees doing various jobs potentially across several states, proper workforce management is a lot to keep up with. PDI/Workforce can help by providing tools to capture and review time as well as analyze site metrics. Built on an intuitive, web-based platform, this product requires minimal training for your staff and allows them to focus on growing your business.

PDI/Time Clock

The PDI/Time Clock application functions much like a mechanical time clock, allowing employees to begin, interrupt, resume, or end a shift. Its flexible labor descriptions enable personnel to change work type when transitioning from one set of responsibilities to another.

Time cards, which aggregate into timesheets, are generated from the punches recorded by hourly employees during the workday. Salaried personnel can also keep track of their hours by entering their daily totals directly into a timesheet. At the end of the week, PDI/Time Clock summarizes the time worked onto a timesheet that managers review and approve.

PDI/Workforce Site Portal

The PDI/Workforce Site Portal provides a convenient, portable option for site employees to record their time without ever leaving the sales floor or accessing the back office. This tablet-based, touch-friendly application takes the same powerful features you find in PDI/Time Clock and packages them into a mobile platform that's perfect for your busy c-store environment. In addition to punching in and out, your site employees can review their shifts, send and receive messages, check alerts, and prepare for important site events without interrupting the excellent service your customers expect.

PDI/Labor Scheduler

PDI/Labor Scheduler allows you to effectively manage employee scheduling so your stores are always adequately staffed. Schedules are categorized according to current, future, and previous schedules providing an organized, easy-to-understand overview of employee activity. Creating new schedules is a user-friendly process as well. Rather than building each one from scratch, managers can copy existing schedules forward, making adjustments and substitutions as needed. In addition, PDI/Labor Scheduler keeps track of scheduled hours versus actual hours worked, enabling you to prevent unnecessary overtime and keep labor costs down.

Workforce Dashboard for Managers

It's no secret that c-store supervisors and managers are a busy group of people. While the rich detail of drill-down reports can be quite useful, they sometimes appreciate a bird's-eye view. PDI/Workforce provides easy-to-read dashboards with current labor information for sites and employees specific to that user's login credentials. For example, a site manager can only view employee information for an assigned location while district managers can view a collection of sites and employees under their jurisdiction. If, however, more detail is required, they can simply drill down into the dashboard view for an in-depth look at the metrics.