

Labor Management Checklist

FOR FRONT OFFICE MANAGERS

Managing labor is easy in Hotel Effectiveness. We do all the math for you!
Start using the checklist and our tools to manage your labor.
Complete [My Training](#) if you haven't already done so.

Manage Time Cards (if applicable)

- Have all hours been captured?
- Are there any missing or unpaired punches?



Your 3rd Party
Timekeeping System

daily, 10 minutes

Review Operational Data

- Were rooms sold and room revenue entered?
- Were housekeeping cleans entered?
- Was additional ops data entered?



Night Audit
Entry

daily, 5 minutes

Review Department Performance

- How did your department perform, compared to the labor plan? Did you win or lose?
- Is your department at risk for overtime?



5-Minute Daily
Labor Check-In™

daily, 5 minutes

Create Schedules

- Where are your over- or understaffed based on forecasted plan hours?
- Has the schedule been published?



Scheduler

weekly, 15 minutes

Sign Up for Alerts

- [Today's Schedule](#)
- [Overtime Risk](#)



Email Alerts

one time, 5 minutes