

# Labor Management Checklist

## FOR DEPARTMENT 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 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