

Staff Rostering Tips

Rostering can be different for every business, it depends on how skilled your staff are, how many employees you have and what their positions entail. Here are some tips to help you roster your staff and think about your business and staff efficiency.

Consider timing

- Think about your businesses busy and quiet times. Does your trading vary with times of day or certain months? What hours do they look like?
- How many staff do you need during these times?
- If you have quiet periods, can a staff member's time be utilised best working on a task that fits this time?

Do you need to adapt staffing levels

- Do you have staff to call upon for different shifts or rosters?
- Have you considered what type of employees you need, whether they are casual, full time or part time?
- Can you afford to increase your staffing levels to help assist your supply demand?



Online systems

- Can you use an online roster system for convenience and accessibility? ie. deputy.com; payroller.com.au; rosterelf.com; employmenthero.com; etc.
- Can you automate some processes? Staff leave requests, staff availability.

Planning

- Plan rosters well in advance to give Management and staff time to adapt to date or timing changes.
- Make sure you look at costing your staff roster so you can forecast cashflow in your business.
- If you plan your roster without staff in mind, you then think about your business first to ensure you have the amount of staff required for the trade levels of your business.

Costings

- Consider the different pay levels of staff and what staff you need to work at what times, especially if money is tight. Would your staff work split shifts? Can you offer split shifts? Also remember you need to factor in breaks. That includes the staff covering break times for other staff.
 - Experienced staff may be better for peak times and more efficient. Whilst training staff may be best to instruct at low peak times.
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