ALKIMII PEOPLE PROCCESS

Input
Forecast

Forecasting is critical for your business as it allows us to optimize our staffing levels, manage costs, and ensure we deliver high levels of customer service.

Forecast Day:

Freeze
Forecast

Freezing the Forecast is an action that approves the forecast figures and rosters. It is vital we freeze the forecast in a timely manner to ensure all staff are informed of their work times ahead of the upcoming weeks.

Freeze Forecast Day:

Daily
Sign Off

Throughout each week, all Heads of Department (HODs) must complete the daily sign-off, approving their team's hours worked. This process is essential, as it directly affects payroll accuracy and ensures labor costs align with the hotel's actual revenue. By signing off daily, we guarantee payroll reflects real-time operations, providing a clear view of our financial performance and enabling informed decisions to optimise both payroll and revenue.

Payroll

As we conclude the process, the final step is closing off payroll. This involves verifying that all hours worked are accurately recorded, and ensuring that any additional payments have been properly accounted for. This careful review ensures that payroll is precise and complete before finalising.
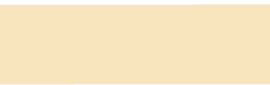
Roster Day:

Building your roster based off your forecast is essential as it allows us to align our staffing levels to the expected demand of the business.

Roster

Once the forecast is frozen, all movement in both payroll and revenue figures is captured as a variance. It is crucial to monitor the business levels and performance throughout the week to ensure our payroll costs align with our revenue takings.

Real-Time
Performance

Once the daily sign-offs are completed for the week, it is essential for management to conduct a weekly sign-off. This step 'locks in' the actual hours worked, providing a definitive comparison between labor costs and actual revenue. This ensures that we have an accurate and finalised view of our financial performance for the week.

Weekly
Sign Off