

Vector Scheduling

A Better Way to Manage Complex Mission-critical Employee Staffing



Staffing for mission-critical workforces, like Fire, EMS, Law, Telecommunicators, and Corrections can be a daunting task. Managing schedules for multiple stations/departments/teams/shifts, maintaining overtime compliance, ensuring labor policies and standards are met, and quickly staffing up to meet emergency needs—it's a lot.

Agencies who equip their team with Vector Scheduling help safeguard their leaders with data-driven support for proper assignments and automation tools for expediting time-consuming administrative tasks. All personnel have better transparency and easier access to their schedules through their personalized dashboard in the mobile app and web platform.

Vector Scheduling Features



Automatically fill open positions with qualified staff.



Automatically move up qualified personnel to higher-level positions and backfill lower-level positions as needed.



Alert employees that match qualifications for open shifts.



Watch in real-time as staff respond to open shifts.



Schedule employees from your mobile device.



Manage overtime and see accrued time off before approving PTO.



Let employees set their preferred notification and contact methods.



Give employees the convenience of viewing their work schedules from any web-enabled device or on the mobile app.



Place employees in multiple rotating lists.



Enable employees to set their availability and indicate interest in open positions.



Use two-way communication through text messaging, voice calling, mobile app pushes and pager alerts for notifications and emergencies.



Easily export payroll data via multiple format options.



Ease of Use

Thoughtful design makes the software user-friendly for both administrators and end-users. Employees can access the system on or off duty via any web-enabled device or mobile app from their phones and tablets.



Maintain Logs & Detailed Recordkeeping

Track shift and staffing information with accurate logs and comprehensive reporting capabilities. Automatically record details such as accrual hours, overtime shifts, holdover hours and more for greater transparency and better checks and balances.



Customizable Reporting Tools

Create reports as detailed or broad as your organization requires. Customizable tools enable you to narrow reportable items such as specific days and times, employees or other scheduling and labor analytics. Then, easily maintain the report within the system, download the report in multiple file formats such as PDF, CSV or Excel file, or print them out.



Employee Data & Point of Record

Employee Database: Shows all license users within the system for easy management of employee profiles and enables archiving employees no longer in the system.

Roles: Sets user permissions by specific groups.

Permissions: Limits user access by roles and limits permissions by individual users.

Availabilities: Allows users to set their own availability or unavailability which can be easily viewed by staffing employees to assist in filling open shifts.

Groupings / Classifications: Gives the freedom to create as many user groups as are needed and for users to be assigned classifications dependent on their position/qualifications.



Alerts & Messaging

Recalls, Alerts & Staffing Reminders: Simplifies sending and responding to messages for reminders of staffing assignments directly from the roster module.

Mobile App: Gives both employees and employers the ability to access the majority of the system from the mobile application.

Telecommunications: Provides two-way text messaging, voice calling, mobile app push and pager alerts. Recordkeeping: Shows all historical data for “callbacks” and notifications to provide detailed logs and create checks and balances.

Emergency Recalls: Allows for rapid recall of employees no matter how many are needed, all while ignoring any “ignore” periods.



Automated Overtime Hiring

Automated Union / Labor Policies: Provides the ability to customize how overtime is offered and how employees are hired back to fulfill union agreements and labor regulations.

Ranking Lists: Creates easily manageable ranking lists, with many different styles of ranking options to choose from and the ability to define custom rules.

Overtime Hiring: Provides a customizable, systematic way for automated hiring for overtime shifts using preset rules to make the correct calls every time.

Logging & History: Enables live, accurate tracking of overtime shifts as they go out, as well as the ability to look at all previous overtime hires.

Hiring Assistant: Provides a rules-based system to hire back only those qualified to fill openings.

Work Sites: Allows employees to choose which location they wish to work at and allows multiple vacancies to be filled in one overtime “callback”.



Time Off Requests / Accruals Processing

Accrual Profiles: Allows automated time off accrual profiles with an unlimited number of banks that can be created, drawn from and can allow for time worked to be accrued as time off.

Requests & Routing Rules: Gives employees an easy way to submit time off requests, ensuring requests go to the right person.

Manual or Automated Routing: Enables employers to set up who time off requests are routed to and determine back up contacts should requests not be addressed within contractual time frames.

Auctions: Creates an automated “bidding” auction which allows employers to set the rules for vacation picks and automatically applies them to the roster module.

Limits / Buffers / Rest Periods: Shows all historical data for “callbacks” and notifications to provide detailed logs and create checks and balances.



Automated Crew Movements & Overtime Hiring

Rules-Based Intelligence: Shows staffing needs based on qualifiers, ensuring only the right person fills the role and no employee works over preset limits.

Auto / Manual Callbacks: Sends out overtime shifts based on rules set either automatically or manually.

Look Ahead Periods: Gives the employer the ability to set how often the system looks at the roster to find and send out alerts for open spots or deficiencies.

Scheduling Qualifiers / Rules: Gives employees qualifiers that are assigned to open slots within assignments as rules to only allow qualified employees to work a slot with a rule assigned to it.

Staffing Adjustments: Allows easy movement of already scheduled employees based on qualifications.

Auto / Manual Analyze: Looks at the roster either on a set time frame or when initiated by the user and finds open slots to be filled.

Automatically Move Up Qualified Personnel: Set a hierarchy of qualifiers in the Assistant module to move up users from one qualified position to another following agency-based rules.



Exporting of Payroll / Work / Time & Attendance Data

Detailed Employee Reports / Queries: Allows all information to be pulled from customizable reports within the system and be exported into multiple different file types.

Exportable by Employees: Allows report exports according to individuals, employee groups, callback lists or classification.

Leave Request Reports: Gives an easy place to see all time off accrual hours by employee.

Overtime Hiring Metrics: Reports the number of overtime shifts, if they were filled, how long they took to fill and how fast users are responding to them.



Customizable Forms and Data Submission

Custom Forms: Gives employers the ability to create and store custom forms accessible directly from the platform.

Reports / Data: Creates customizable employee reports which can be exported as multiple different file types such as CSV, XLS and PDF or accessed via API.

Forms Repository: Allows the sharing of forms across all platform users and lets customers share forms created and modify them for their needs.

Form Categories: Allows forms to be grouped into categories as needed.

Form Submissions: Allow end-users to complete and submit forms into a safe, secure platform and allows employers to export reports as needed.



Employee Shift Trading / Ledgers / Swap Tracking

Shift Trading: Allows employees to make their own trades and issue requests to users, groups, classifications or the entire organization.

Notifications: Sends out email notifications when trades have been requested, approved and denied within the system.

Ledgers: Tracks trades within the system, showing the hours owed between employees, creating accountability for trades and payback time.

Mobile App Interface: Gives users the ability to submit and track trades from their mobile device.

Logs / Recordkeeping: Shows all trades in the system so administrative users can access, approve or deny trades.



Reporting & Analytics

Labor & Scheduling Reports: Creates reports showing different work types and time codes as broad or as many details as needed.

Snapshot View: Allows the ability to select specific days and times to create as narrow or wide of a report as necessary of activities, movements or logged tasks.

Saving Reports: Saves reports and system logs within the system, saved to a computer or printed out.



Shift Rostering / Time & Attendance

Shift Rosters: Allows for completely customizable, computer-based schedules with unlimited rotations or scheduling variables.

Sign-Up Board: Creates multiple staffing events that allow staff sign-ups on a first come, first serve basis.

List View: A streamlined view of all assignments and their staffing levels.

Assignment Groupings: Allows assignments to fall into user-customizable groups.

Right Click Menu: Allows rotations to be deleted, notifications to be sent, employees to be switched between assignments, holdover hours and more.

Holdover / Misc. Hour Tracking: Tracks hours for pay when an employee is on the clock but does not fit into a normal assignment.

Roster Searching: Enables searching for employees on schedules by list, group, classification or name.

Callbacks: Simplifies filling open shifts with predetermined rules and rotations, automating the overtime process.

Roster Map View: Shows a geographic map of assignments and current staffing levels across jurisdiction.

External Sharing of Scheduler: Creates a secure, shareable link that provides external agencies access to live staffing/rosters.

Staffing Counts: Shows hour by hour staffing levels so any holes in staffing can be addressed as needed.

Hover to Discover: Hovering over names reveals information about when the person was scheduled, lists they are on and contact information.

Customizable Scheduler Assignments: Creates unique assignments with color coding, labels, minimum staffing levels, start/end times and more.

PDF Printouts: Allows printing of daily rosters for physical copies.

Customizable Scheduler Assignments: Customize work sites and locations, with minimum staffing levels and required positions.

Personal Calendars: User-managed calendars, where employees can determine their auto-accept and unavailability periods, create events and view work shifts and time off.

Bulk Changes: Allows for changes to be made to an existing schedule, as a one-time change or a permanent change, directly from the roster module.

Templates: Creates temporary assignments that can be staffed as needed for easy deployment and removal of employees.

Color-Coded Scheduling: Makes it easy to see what work code(s) employees are working by allowing color customization of every individual work and time off code.

Employees Off: Shows employees who are on time off, plus what time off code and subclass they are of.

