

# Project Voyager

## Hotel Effectiveness

Forecasting, Scheduling & Housekeeping Tools

# Project Voyager

- Labor Standards
- Forecasting
- Scheduling
- Housekeeping Tools
  - Gameday Housekeeping Scheduler
  - Housekeeping Cleans
- Shared Hourly Associates (Sister Properties)
- Analysis Reports
- Self-Paced Training
- Timeline
- Support

# Labor Standards

- The Labor Standards are based on the budget and Remington operating standards.
- They have been approved by the DVP and entered into H.E. at the Corporate Office. They cannot be changed at the property.
- If there is a concern regarding the effectiveness of the Standard, contact the DVP for review.
- To request a change, complete the Labor Standards Change Request form. See the following slide for an example.
- The Standards are applicable on an annual basis and will be updated once the budgets are approved for the new year. Therefore, it is very important that the budget includes all positions applicable.

Labor Standard Change Request

Date: 8/1/2019  
Property: Any Hotel  
G.M.: John Smith

D.V.P. Approval: \_\_\_\_\_

Department: F&B  
Position: Main Bar Bartender  
Job Code: 340871

Existing Standard: Fixed 8 hours per day

Current Avg. Wage: \$8.00

Budgeted Standard: Fixed 8 hours per day

Budgeted Avg. Wage: \$7.50

Proposed Standard: Fixed 10 hours per day

Reason for Request: Increasing the bar hours due to heavier volume than anticipated. Revenue is outpacing budget by \$2,000 per month.

Annualized \$ Impact: \$5,840.00

Describe Calculation: Two hours per day multiplied by the current average wage.

DVP to approve and forward to Homan Cull for consideration.

# Labor Standards

- Generally, the basis for the hourly Labor Standards are as follows:
  - Front Desk / Rooms / Laundry – Minutes per occupied / cleaned room
  - F&B / Spa – Budgeted percentage of revenue
  - A&G / AYS / Marketing / Hospitality / Maintenance – Budgeted hours per day
- For further detail, the Standards may be viewed in H.E.

# Forecasting

- The forecasted revenue / stats will be automatically uploaded into H.E. from the forecast files located on the “I” drive.
- The upload is scheduled for everyday at 3:00am Central and will include the current day plus 31 days.
- Best practice is to enter forecast updates into the forecast located on the “I” drive and allow the import function to populate the changes in H.E.
- Do not overwrite the forecast file on the “I” drive with a file being maintained on the hotel’s local drive.

# Forecasting

- Rooms and banquet revenue / stats must be forecasted day by day. Do not summarize a month into one day.
- “Section 3: Override Housekeeping Cleans” should always be reviewed and updated where necessary.

Minor Dept 3	0.00	0.00	0.00	0.00	0.00
Minor Dept 4	0.00	0.00	0.00	0.00	0.00
Misc Revenue	1700.01	1542.28	2120.63	2698.98	2681.46

### Section 3: Override Housekeeping Cleans (Optional)

[Hide Housekeeping Details >>](#)

	09/07 Sat	09/08 Sun	09/09 Mon	09/10 Tue	09/11 Wed
No Service/DND (Not Counted)	3	5	4	6	7
Checkout	37	63	57	78	99
Stayover	18	30	27	37	47
Total Cleans	58	98	88	121	153
Variance to Prior Day Rooms Sold	0	-1	0	0	1

### Section 4: Forecast Notes (Optional)

[Add a Note >>](#) Notes can be helpful to add context to specific changes. For example, Tuesday and Wednesday we have the big conference in the hotel.

Note	User	Time (ET)	Actions
1			



# Forecasting

- After a week's forecast has been approved, it will no longer update with changes entered into the forecast file located on the "I" drive.
- It is recommended that only the current week's forecast be approved in H.E. The subsequent weeks will continue to update.
- The forecast in H.E. may be changed to "In Progress" status and updated by clicking on "Save as In Progress..." at the bottom of the forecast screen.
- Schedules cannot be updated while the forecast remains "In Progress"

### Section 3: Override Housekeeping Cleans (Optional)

[Hide Housekeeping Details >>](#)

	09/07 Sat	09/08 Sun	09/09 Mon	09/10 Tue
No Service/DND (Not Counted)	3	5	4	6
Checkout	37	63	57	78
Stayover	18	30	27	37
Total Cleans	58	98	88	121
Variance to Prior Day Rooms Sold	0	-1	0	0

### Section 4: Forecast Notes (Optional)

[Add a Note >>](#) Notes can be helpful to add context to specific changes. For example, Tuesday and Wednesday we have the big conference in the h

Note	User	Time (ET)
1		

### Next Step...

[Save as In Progress &  
Preview Standard Hours](#)

OR

[Save and Approve  
This Forecast](#)

Note: Your hotel requires the forecast to be approved before any managers can assign schedules. Leaving the status as 'In Progress' or changing it back to 'In Progress' will prevent your managers from entering schedules.

# Forecasting

- Forecasts may be manually entered / edited by the Front Office Manager, F&B Director, Controller and General Manager.
- Regardless of method of entry, the forecast must be approved, in H.E., by the General Manager before 5:00pm each Tuesday, for the subsequent work week(s).
- GM approval has been set up as a requirement in H.E. Department managers will not be able to schedule associate / contractor hours until the forecast has been approved.
- Forecasts may be entered up to 13 weeks in advance.

Home Scheduler Home Time Off Request Reports Employee Setup

Bardessono

<< Prev Week Sat 08/24 - Fri 08/30 Next Week >>

Enter Forecast	Schedule Employees
Enter daily Rooms Sold, ADR and F&B forecasts for the week	Assign shifts to employees by position or by employee
Deadline: Tue 8/20/2019 5:00 PM	Deadline: Wed 8/21/2019 5:00 PM
Status: Not Yet Approved	Status: No Schedules Published Yet
Last Modified (ET): 08/20/2019 08:36 AM by system.forecast	Last Modified (ET): 08/08/2019 08:03 PM by system.manager

Home  
Daily Labor Check In  
Scheduler  
Reports  
Labor Plans  
Night Audit Entry  
Employees  
Housekeeping Tools

Bardessono ▾

<< [Prev Week](#)

Sat 08/24 - Fri 08/30

[Next Week](#) >>

1

[Enter Forecast](#)

2

[Schedule Employees](#)

3

[Review & Publish](#)

## Section 1: Rooms Sold Forecast

Forecast Status: In Progress

Last Modified (ET): 08/20/2019 0

[Import Forecast >>](#)

	08/24 Sat	08/25 Sun	08/26 Mon	08/27 Tue	08/28 Wed
Rooms Sold	0	0	0	0	0
Average Daily Rate (ADR)	0.00	0.00	0.00	0.00	0.00
Occupancy % (Calculated)	0.0%	0.0%	0.0%	0.0%	0.0%
Rooms Revenue (Calculated)	\$0	\$0	\$0	\$0	\$0

[Show Year Over Year Details >>](#)

## Section 2: F&B and Other Data Forecast

	08/24 Sat	08/25 Sun	08/26 Mon	08/27 Tue	08/28 Wed
Rooms Occupied	0.00	0.00	0.00	0.00	0.00
Rooms Available	0.00	0.00	0.00	0.00	0.00
Rooms Revenue	0.00	0.00	0.00	0.00	0.00
Main Restaurant Food	0.00	0.00	0.00	0.00	0.00
Rest 2 Food/Other Rev	0.00	0.00	0.00	0.00	0.00
Rm Service Food	0.00	0.00	0.00	0.00	0.00
Main Bar Food	0.00	0.00	0.00	0.00	0.00
Other Bar Food	0.00	0.00	0.00	0.00	0.00

Minor Dept 3	0.00	0.00	0.00	0.00	0.00
Minor Dept 4	0.00	0.00	0.00	0.00	0.00
Misc Revenue	1700.01	1542.28	2120.63	2698.98	2681.46

### Section 3: Override Housekeeping Cleans (Optional)

[Hide Housekeeping Details >>](#)

	09/07 Sat	09/08 Sun	09/09 Mon	09/10 Tue	09/11 Wed
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### Section 4: Forecast Notes (Optional)

[Add a Note >>](#) Notes can be helpful to add context to specific changes. For example, Tuesday and Wednesday we have the big conference in the hotel.

Note	User	Time (ET)	Actions
1			

### Section 3: Override Housekeeping Cleans (Optional)

[Hide Housekeeping Details >>](#)

	09/07 Sat	09/08 Sun	09/09 Mon	09/10 Tue
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Note	User	Time (ET)
1		

### Next Step...

[Save as In Progress &  
Preview Standard Hours](#)

OR

[Save and Approve  
This Forecast](#)

Note: Your hotel requires the forecast to be approved before any managers can assign schedules. Leaving the status as 'In Progress' or changing it back to 'In Progress' will prevent your managers from entering schedules.

## Next Step...

[Save as In Progress & Preview Standard Hours](#)

OR

[Save and Approve This Forecast](#)

Note: Your hotel requires the forecast to be approved before any managers can assign schedules. Leaving the status as 'In Progress' or changing it back to 'In Progress' will prevent your managers from entering schedules.

of 2 ?

### Labor Standard Hours

	8/24 Sat	8/25 Sun	8/26 Mon	8/27 Tue	8/28 Wed	8/29 Thu	8/30 Fri	Week to Date
<b>Bardessono</b>	290.60	290.60	290.60	290.60	290.60	290.60	290.60	2,034.21

### Department Summary

Admin & Production Food	23.14	23.14	23.14	23.14	23.14	23.14	23.14	161.97
AG	45.69	45.69	45.69	45.69	45.69	45.69	45.69	319.85
Banquets Food	19.09	19.09	19.09	19.09	19.09	19.09	19.09	133.63
Front Desk	36.57	36.57	36.57	36.57	36.57	36.57	36.57	255.97
Housekeeping	28.52	28.52	28.52	28.52	28.52	28.52	28.52	199.67
IT	16.16	16.16	16.16	16.16	16.16	16.16	16.16	113.15
Main Bar Bev	16.00	16.00	16.00	16.00	16.00	16.00	16.00	112.00
Main Restaurant Food	17.14	17.14	17.14	17.14	17.14	17.14	17.14	120.00
MR	51.39	51.39	51.39	51.39	51.39	51.39	51.39	359.76
Other Bar Bev	6.03	6.03	6.03	6.03	6.03	6.03	6.03	42.21
SM	17.14	17.14	17.14	17.14	17.14	17.14	17.14	120.00
Spa	13.71	13.71	13.71	13.71	13.71	13.71	13.71	96.00

### Position Details

Admin & Production Food	23.14	23.14	23.14	23.14	23.14	23.14	23.14	161.97
Executive Chef	5.71	5.71	5.71	5.71	5.71	5.71	5.71	40.00
F&B Director	5.71	5.71	5.71	5.71	5.71	5.71	5.71	40.00



# Scheduling

- Once the forecast has been approved, in H.E., by the G.M., the department managers must complete their schedules by 5:00pm each Wednesday, for the subsequent work week(s).
- The G.M. must then approve the schedules, in H.E. This is known as “Publishing”.
- Manager’s are to post the schedule printed from H.E. Do not use a manual or Excel schedule prepared outside of H.E. This will eliminate the possibility of posting a schedule that conflicts with what has been approved by the G.M.

+ Add Multiple Shifts   Delete Shifts...   + Copy Last Week's Shifts			+ Add Shift	+ Add Shift	+ Add Shift	+ Add Shift
			Sat	Sun	Mon	Tue
<a href="#">Rodriguez, Blanca</a>			HKATTD 9a-2p 30 Min Break	OFF	OFF	HKATTD 8a-2p
+ Add Multiple Shifts   Delete Shifts...   + Copy Last Week's Shifts			+ Add Shift	+ Add Shift	+ Add Shift	+ Add Shift
<a href="#">Vega, Matilde</a>			OFF	OFF	OFF	OFF
+ Add Multiple Shifts   Delete Shifts...   + Copy Last Week's Shifts			+ Add Shift	+ Add Shift	+ Add Shift	+ Add Shift
<a href="#">VENTURA, IRMA</a>			OFF	OFF	HKATTD 8a-4:30p 30 Min Break	HKATTD 8a-4:30p 30 Min Break
+ Add Multiple Shifts   Delete Shifts...   + Copy Last Week's Shifts			+ Add Shift	+ Add Shift	+ Add Shift	+ Add Shift
<a href="#">Yax, Elvira R.</a>			HKATTD 9a-5p	HKATTD 9a-5p	HKATTD 8a-4:30p 30 Min Break	HKATTD 8a-4:30p 30 Min Break
+ Add Multiple Shifts   Delete Shifts...   + Copy Last Week's Shifts			+ Add Shift	+ Add Shift	+ Add Shift	+ Add Shift
<a href="#">Zapeta, Juana</a>			OFF	OFF	OFF	OFF
+ Add Multiple Shifts   Delete Shifts...   + Copy Last Week's Shifts			+ Add Shift	+ Add Shift	+ Add Shift	+ Add Shift
<a href="#">Zapeta-Cano, Julia</a>			OFF	OFF	OFF	OFF
+ Add Multiple Shifts   Delete Shifts...   + Copy Last Week's Shifts			+ Add Shift	+ Add Shift	+ Add Shift	+ Add Shift

## Next Step...

Schedule Another Department  
 ▼

OR

[Review Schedule](#)

Albares-Albares, Jose	4:30p-11:15p	4:30p-11:15p	4:30p-11:15p
Medrano, Liliam	LBATTD 4p-11:30p		LBATTD 4p-11:30p
Roman, Alfredo	RSTSUP 5a-12p		RSTSUP 5a-12p

### Section 3: Schedule Notes (Optional, only shared with managers, not employees)

[Add a Note >>](#) Notes can be helpful to add context to specific changes. For example, Tuesday and Wednesday we have

Note	User	Time (ET)
1		

### Next Step...

#### Select the Departments to Publish:

- All Departments (210 Pending Shifts)
- A & G/AG (21 Pending Shifts)
- BEVERAGE/Main Bar Bev (7 Pending Shifts)
- FOOD/Admin & Production Food (29 Pending Shifts)
- FOOD/Main Restaurant Food (13 Pending Shifts)
- M & R/MR (19 Pending Shifts)
- ROOMS/Front Desk (16 Pending Shifts)
- ROOMS/Hospitality (14 Pending Shifts)
- ROOMS/Housekeeping (65 Pending Shifts)
- ROOMS/Laundry (7 Pending Shifts)
- S & M/SM (19 Pending Shifts)

[Go Back and Edit Schedules](#)

OR

[Publish Schedules & Print](#)

Hotel Yountville ▾

[<< Prev Week](#)

Sat 08/17 - Fri 08/23

[Next Week >>](#)

1



2



3

[Enter Forecast](#)

[Schedule Employees](#)

[Review & Publish](#)



[View/Print Schedules](#)

**View/Print Department:**

**View:**

Individual Employee Filter (Optional)

Additional Print Settings (Optional)

Show Employees with 0 Hours Scheduled

Show Total Hours for the Week for Each Employee

Show Only the Shift Start Time for [Positions with Hidden End Times](#)

Show Only First Initial of Last Name

Show Approved Time Off

Order Employees by Seniority within Dept

Include Occupancy and Rooms Sold

Hide Breaks

Show Scheduled Shifts for Salaried Employees

Show Auto Scheduled Salaried Shifts

Show Salaried Indicator next to Employee Name

Show Contractor Schedules

Show Only Contractor Schedules

Show Contractor Indicator next to Employee Name

Show Hire Date next to Employee Name

Hide Plan Hours by Position (Position View Only)

[View/Print Schedule](#)

PDF  Excel

[View/Print Forecast Summary](#)

PDF  Excel

# Scheduling

- If a salaried manager is covering a shift for an hourly position, the manager should be scheduled for the shift times. This is done by adding a shift to the manager.
- From the Category drop down, choose “Cover Shift (No Change To Hours)”. The hours will not count against the Standard.
- This is also how the G.M. could schedule managers for MOD shifts.

10. HR Director	Sat	Sun	Mon	Tue	Wed	Thu
Over/Under Labor Standard Hours <a href="#">Show Details &gt;&gt;</a>	0.00	0.00	0.00	0.00	0.00	0.00

[Sampton, Jenner](#) (Salaried Home Position)

Salaried Salaried Salaried Salaried Salaried Salaried

+ Add Multiple Shifts Delete Shifts... + Copy

### Schedule Editor - 08/17 Sat - Sampton, Jenner

Category:  Home Position: HR Director

- Salaried
- Salaried - Unpaid (Reduces Hours)
- Salaried On Property (No Change to Hours)
- Salaried Day Off (No Change to Hours)
- Cover Shift (No Change to Hours)**
- Time Off (No Change to Hours)
- On Call (No Change to Hours)
- Meeting During Shift (No Change to Hours)
- Meeting on Day Off (Adds to Hours)
- Manager on Duty (No Change to Hours)

Home Position: HR Director

Is there anything else on the schedule for this day?

There are no other shifts scheduled on this day.

Shift Status: Published

Last Modified (ET): 08/08/19 08:03 PM by system.manager

Delete Shift

Save

Cancel

15. Night Manager	Sat	Sun	Mon	Tue	Wed	Thu
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# Gameday Housekeeping Scheduler

- Although the Room Attendant hours have been previously scheduled, the Gameday Housekeeping Scheduler must be completed first thing in the morning to reflect the number of DND / checkout / stayover rooms assigned to the specific Attendant.
- This will determine the number of hours the Attendant should work for the day and update the end of shift time.
- DND Rooms do not count towards the labor standard.
- If the hotel has a “Green” program, such rooms would be included with the DND count.



Home



Daily Labor  
Check In



Scheduler



Reports



Labor Plans



Night Audit  
Entry



Employees



Housekeeping  
Tools

Gameday Housekeeping Scheduler ▾

## Gameday Housekeeping Scheduler

[View Gameday Hou](#)

[Help Video: Using C](#)

Embassy Suites Las Vegas ▾

08/27/2019



(mm/dd/yyyy)

### Room Attendant List:

- Show All Active Room Attendants
- Show Only Scheduled Room Attendants

### Optional Settings:

Extend Shift for Unpaid/Paid Break Time (in Minutes):

30

Override a Starting Shift Time for All Room Attendants:

08:00 AM

(HH:MM AM/PM)

[Go to Gameday Scheduling Grid >>](#)

**Note:**The Gameday Housekeeping Scheduler only works if you have a Labor Plan for Room Attendant that Varies Based on Cleans  
It does not work if you have a fixed or tiered plan for this position



# Gameday Housekeeping Scheduler

**Embassy Suites Las Vegas 08/27/19** [\(Change>>\)](#)

Extend Shift (in Minutes): **30.00**

	Room Attendants Scheduled	Shift Start	No Service/DND (Not Counted) 0 MPR	Checkout 30 MPR	Stayover 15 MPR	Total Assigned Cleans	Target Hours	Target MPR	Shift Stop (estimated)
✘	Alvarado, Yoselin	08:00 AM	2	6	11	19.00	5.75	18.2	02:15 PM
✘	Araujo, Ma Isabel	08:00 AM	0	6	11	17.00	5.75	20.3	02:15 PM
✘	Arevalo, Nancy	08:00 AM	1	7	10	18.00	6.00	20.0	02:30 PM
✘	Chaidez, Veronica	08:00 AM	0	7	10	17.00	6.00	21.2	02:30 PM
✘	Flores, Veronica	08:00 AM	3	8	8	19.00	6.00	18.9	02:30 PM
✘	Garcia, Estela	08:00 AM	0	8	9	17.00	6.25	22.1	02:45 PM
✘	Garcia, Telma	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
✘	Gonzalez, Martha	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
✘	Hernandez Arrucha, Maria	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
✘	Herrera, Sandra	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
✘	Leon, Encarnacion	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
✘	Lima Salazar, Yolanda	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
✘	Navarro, Melissa	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
✘	Noceti, Nancy	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
✘	Quintana, Maricela	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
✘	Ramirez, Maria	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
✘	Renteria, Rosalba	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM

	Lima Salazar, Yolanda	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
	Navarro, Melissa	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
	Noceti, Nancy	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
	Quintana, Maricela	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
	Ramirez, Maria	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
	Renteria, Rosalba	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
	Rivera, Anielka	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
	Rosales, Camelia	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
	Sanchez, Ana Ruht	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
	Telio, Enriqueta	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
	Villeda, Damaris	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM
	zz, Enter Total Cleans for Missing Employees	08:00 AM	0	0	0	0.00	0.00	0.0	08:30 AM

[Add New Room Attendant >>](#)

All Room Attendants	6.00	42.00	59.00	107.00	35.75	20.0
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**Data Quality Check**

Total Cleans Assigned: 107.00  
 Yesterday's Rooms Sold: 0  
 Rooms Left to Assign -107.00

Save Room Cleans to Night Audit Entry

PDF  Excel

[Save and Print Schedule](#)

[Save a Draft and Exit](#)

# Enter Housekeeping Cleans

- At the end of the day, the final count of rooms cleaned, by type, and DND rooms, are to be entered into the Housekeeping Tool “Enter Housekeeping Cleans”.
- This screen can be found by hovering over the “Gameday Housekeeping Scheduler” button.
- The Gameday Housekeeping Scheduler and Enter Housekeeping Cleans must be completed daily. On the days the Exec Housekeeper is not available, an Assistant or Supervisor must complete the forms.



Home



Daily Labor Check In



Scheduler



Reports



Labor Plans



Night Audit Entry



Employees



Housekeeping Tools

Gameday Housekeeping Scheduler ▾

Gameday Housekeeping Scheduler

Enter Housekeeping Cleans

Housekeeping Cleans Summary

## Scheduler

[View Games](#)  
[Help Video:](#)

Embassy Suites Las Vegas ▾

08/27/2019



(mm/dd/yyyy)

### Room Attendant List:

- Show All Active Room Attendants
- Show Only Scheduled Room Attendants

### Optional Settings:

Extend Shift for Unpaid/Paid Break Time (in Minutes):

Override a Starting Shift Time for All Room Attendants:  (HH:MM AM/PM)

[Go to Gameday Scheduling Grid >>](#)

**Note:**The Gameday Housekeeping Scheduler only works if you have a Labor Plan for Room Attendant that Varies Based on Cleans It does not work if you have a fixed or tiered plan for this position

## Enter Housekeeping Cleans

**What is this?**

Cleans entered here should be cleans conducted by the room attendants during their shifts. Any labor plans based on Minutes Per Rooms (MPR) Cleaned will update when edits are saved. Updating these entries is the same as entering them into Night Audit Entry and will overwrite any changes already entered there. If a user edits the cleans from Night Audit Entry, those changes will update this page.

Embassy Suites Las Vegas ▾

08/27/2019



(mm/dd/yyyy)

Refresh

Name (ID)	No Service/DND (Not Counted)	Checkout	Stayover	Total
Alvarado, Yoselin (101000437)	<input type="text" value="2"/>	<input type="text" value="6"/>	<input type="text" value="12"/>	20.00
Araujo Ma Isabel (101000298)	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="11"/>	17.00
Arevalo, Nancy (101000420)	<input type="text" value="1"/>	<input type="text" value="7"/>	<input type="text" value="10"/>	18.00
Chaidez Veronica (101000290)	<input type="text" value="0"/>	<input type="text" value="7"/>	<input type="text" value="11"/>	18.00
Flores, Veronica (101000295)	<input type="text" value="3"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	19.00
Garcia Telma (101000408)	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="9"/>	17.00
Garcia, Estela (101000449)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Gonzalez Martha (101000421)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Hernandez Arrucha, Maria (101091256)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Herrera Sandra (101000448)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Leon, Encarnacion (101000412)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Lima Salazar Yolanda (101000368)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Navarro, Melissa (101000419)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Noceti Nancy (101000392)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Quintana, Maricela (101000221)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Ramirez Maria (101000390)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Renteria, Rosalba (101000447)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Chaidez Veronica (101000290)	<input type="text" value="0"/>	<input type="text" value="7"/>	<input type="text" value="11"/>	18.00
Flores, Veronica (101000295)	<input type="text" value="3"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	19.00
Garcia Telma (101000408)	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="9"/>	17.00
Garcia, Estela (101000449)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Gonzalez Martha (101000421)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Hernandez Arrucha, Maria (101091256)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Herrera Sandra (101000448)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Leon, Encarnacion (101000412)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Lima Salazar Yolanda (101000368)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Navarro, Melissa (101000419)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Noceti Nancy (101000392)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Quintana, Maricela (101000221)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Ramirez Maria (101000390)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Renteria, Rosalba (101000447)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Rivera Anielka (101000433)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Rosales, Camelia (101000428)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Sanchez Ana Ruht (101000338)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Telio, Enriqueta (101000234)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Villeda Damaris (101000409)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
zz, Enter Total Cleans for Missing Employees (99999)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<b>Totals</b>	<b>6.00</b>	<b>42.00</b>	<b>61.00</b>	<b>109.00</b>

**Save and Exit**

**Exit without Saving**

# Housekeeping Tools

- Room Attendant trainees that are “shadowing” should not have cleaned rooms assigned unless the trainee actually performed the service. Otherwise, the cleaned rooms would be given to the Attendant providing the training. This would include the Exec Housekeeper, Asst. Housekeeper, Supervisor, etc.
- Rooms cleaned by an associate other than a Room Attendant should be recorded for that associate. This will ensure the productivity calculation is accurate.

# Shared Hourly Associates

- Shared associates can be scheduled between the two sister properties in order to avoid scheduling conflicts and OT.
- Select “Employees” from the left column then select the associate’s home property.
- Locate the associate to be shared then click “View/Edit”.
- At “Extra Positions Assigned”, click “Edit”.
- From the dropdown select the sister property.
- Assign the positions the associate will work at the sister hotel then save the changes.





Home



Daily Labor Check In



Scheduler



Reports



Labor Plans



Night Audit Entry



Employees



Housekeeping Tools

Employee Manager ▾

myHotelTeam.com User Manager ▾

Reports ▾

Healthcare Compliance ▾

Sync ▾

Absence Monitor ▾

## Employee Explorer

Bardessono ▾

All Departments ▾

Search

[Add Non-Timeclock Employee >>](#)

Employee ID	Last Name	First Name	Home Department	Home Position	Number of Positions Assigned	Actions
209000180	Acevedo	Martha	Spa	Spa Massage Therapist	1	<a href="#">View/Edit &gt;&gt;</a>
209000595	Aguiniga	Alexis	Main Restaurant Food	Restaurant Host	1	<a href="#">View/Edit &gt;&gt;</a>
211000270	Alvarado	Pedro	Banquets Food	Banquet/Catering Server	1	<a href="#">View/Edit &gt;&gt;</a>
209000557	Alvarez	Juan	Main Restaurant Food	Restaurant Server	2	<a href="#">View/Edit &gt;&gt;</a>
209000566	Alvarez	Martin	Other Bar Bev	Lobby Bartender	2	<a href="#">View/Edit &gt;&gt;</a>
211000272	Alvarez	Veronica	Main Restaurant Food	Restaurant Server	2	<a href="#">View/Edit &gt;&gt;</a>
211000301	Ankomah	Frank	Front Desk	Front Desk Supervisor	1	<a href="#">View/Edit &gt;&gt;</a>
209000596	Anupol	Angelica	Other Bar Bev	Lobby Bartender	2	<a href="#">View/Edit &gt;&gt;</a>
209000111	Arevalo	Susana	Admin & Production Food	Line Cook	1	<a href="#">View/Edit &gt;&gt;</a>
209000502	Ashley	Nicholia	SM	Sales Manager	1	<a href="#">View/Edit &gt;&gt;</a>
209000386	Avila Hernandez	Claudia	Housekeeping	Assistant Exec Housekeeper	2	<a href="#">View/Edit &gt;&gt;</a>
209000533	Bates	Connor	Guest Services	Bellperson	1	<a href="#">View/Edit &gt;&gt;</a>

## Employee Viewer

[<< Back to Employee Explorer](#)

**Acevedo Martha (ID: 209000180)**

**Bardessono**

**Spa - Spa Massage Therapist**

### Employee Profile

This employee is managed from your source system.

First Name: Martha  
Middle Name:  
Last Name: Acevedo  
Hire Date: 01/06/2009  
Term Date:

### Pay Rate and Profile Positions

Employee Type: Hourly  
Base Hourly Rate: \$  
Profile Position 1 (Home): Spa - Spa Massage Therapist  
Profile Position 2:  
Profile Position 3:

### Extra Positions Assigned

[Edit >>](#)

There are no Extra Positions assigned for this team member.

### Additional Information

[Edit >>](#)

Full Time Indicator:  
Primary Email:

Birthday:  
Primary Telephone:

## Extra Positions Assigned

[<< Back to Employee Viewer](#)

**Acevedo Martha (ID: 209000180)**

**Bardessono**

**Spa - Spa Massage Therapist**

### Profile Positions

Profile Position 1 (Home): Spa Spa Massage Therapist

\* To edit these positions, you must update the Employee's Profile.

### What other positions can this team member perform?

Select a Hotel:  ▾

#### Available Positions

- Admin & Production Food-Banquet Chef
- Admin & Production Food-Banquet/Catering Admin /
- Admin & Production Food-Banquet/Catering Director
- Admin & Production Food-Catering Manager
- Admin & Production Food-Catering Sales Coordinat
- Admin & Production Food-Catering Sales Manager
- Admin & Production Food-Catering/Convention Serv
- Admin & Production Food-Culinary Manager
- Admin & Production Food-Director of Catering Sales

#### Assigned Positions

- Spa-Spa Massage Therapist



**Save Positions**

**Exit without Saving**

## Employee Viewer

[<< Back to Employee Explorer](#)**Acevedo Martha (ID: 209000180)****Bardessono****Spa - Spa Massage Therapist**

### Employee Profile

This employee is managed from your source system.

First Name: Martha  
Middle Name:  
Last Name: Acevedo  
Hire Date: 01/06/2009  
Term Date:

### Pay Rate and Profile Positions

Employee Type: Hourly  
Base Hourly Rate: \$12.00  
Profile Position 1 (Home): Spa - Spa Massage Therapist  
Profile Position 2:  
Profile Position 3:

### Extra Positions Assigned

[Edit >>](#)

<u>Hotel Name</u>	<u>Dept Assigned</u>	<u>Position Assigned</u>
Hotel Yountville	Spa	Spa Massage Therapist

### Additional Information

[Edit >>](#)

Full Time Indicator:  
Primary Email:

Birthday:  
Primary Telephone:

# Shared Hourly Associates

## Sister Properties

- Hilton Ft. Worth – Ashton Ft. Worth
- Hilton Parsippany – Hampton Inn Parsippany
- Hampton Inn Buford – SpringHill Suites Buford
- Hilton Garden Inn BWI – SpringHill Suites BWI
- Hampton Inn Evansville – SpringHill Suites Evansville
- Courtyard Newark – Residence Inn Newark
- Residence Inn Phoenix – Hampton Inn Phoenix
- Bardessono – Hotel Yountville

# Shared Hourly Associates

- The shared associate will now appear in Scheduler for both hotels.
- As the person is scheduled at one hotel, the hours will also show on the schedule for the sister hotel when trying to add a shift for the same day.
- However, the person will not actually be set up as an employee at the sister property.
- To account for actual hours at the sister property, the shared associate must be set up as an hourly contractor at the sister property. The responsible department manager must enter the hours worked as contract at the end of the day.

9. Spa Massage Therapist	Sat	Sun	Mon	Tue	Wed	Thu
Over/Under Labor Standard Hours <a href="#">Show Details &gt;&gt;</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Acevedo, Martha</a>	OFF	OFF	OFF	OFF	OFF	OFF

**Schedule Editor - 08/23 Fri - Acevedo, Martha** ✕

Category: Regular Hourly Shift ▼

Home Position: Spa Massage Therapist

Reduce this shift by 30 minutes for an Unpaid Break

Position: Spa Massage Therapist

Select a Shift [Add a New Shift...](#)

Anything else on the schedule for this day?

09:00 AM-05:00 PM (8.00 hours)

**Fri 08/23 MSGTRP 9a-5p - Bardessono**

Delete Shift

Save

Cancel

**10. Spa Receptionist**  
Over/Under Labor Standard Hours [Show De](#)

<a href="#">Gracheff, Pamela</a>
+ Add Multiple Shifts Delete Shifts... + Copy

## Add a New Employee

[<< Back to Employee Explorer](#)

### Hotel Yountville

#### Employee Profile

Employee ID:

Employee's Payroll ID

First Name:

Middle Name:

(Optional)

Last Name:

Hire Date:

  (mm/dd/yyyy)

Employee Type:

 ▾

Base Rate:

Enter an hourly rate Ex. 10.00. This rate will be applied to all positions that do not have specific

Profile Position 1 (Home):

 ▾

Profile Position 2:

 ▾

Profile Position 3:

 ▾

Note: Only profile positions can be added here. Add more positions on the Extra Positions Assigned page.

#### Additional Employee Information

Full Time Indicator:

 ▾

Birthday:

 (mm/dd/yy)









Primary Email:

Primary Telephone:

**Save Employee**

**Exit without saving**



-  Home
-  Daily Labor Check In
-  Scheduler
-  Reports
-  Labor Plans
-  Night Audit Entry
-  Employees
-  Housekeeping Tools

Data Entry ▾

Data Quality ▾

Data Export ▾

Data Import ▾

Manage Auditor User ▾

View/ Print Instructions ▾

- Night Audit Entry Home
- Enter New Data
- Contractor Hours Entry
- Night Audit Note Manager

Select a Hotel:

Select a Date:   (mm/dd/yyyy)

Date	Total Hours	Actions	
08/22/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/21/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/20/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/19/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/18/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/17/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/16/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/15/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/14/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/13/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/12/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/11/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/10/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/09/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>
08/08/2019	0.00	<a href="#">Add One &gt;&gt;</a>	<a href="#">Add Multiple &gt;&gt;</a>

# Shared Hourly Associates

- Per Remington policy, associates may only punch in at their base or home hotel time clock. Therefore, all hours will be captured at the base hotel even though the associate may be working at the sister hotel.
- To account for the actual hours worked at the hotel to which they are attributable, all shared hourly associates will need to be set up, in TimeSaver, with a secondary job code in the Common Area department.
- When the associate is working at the sister hotel, they must punch in to their Common Area job code at the clock.
- The following slide lists the Common Area job codes.

# Shared Hourly Associates

## Shared Hourly Associate Job Codes

### Job

<u>Code</u>	<u>Common Area Description</u>		<u>Position Description</u>	<u>Transfer Code</u>
890805	Desk Clerks / Cashiers	=	Desk Clerks	211
890817	Room Attendants	=	Room Attendants	212
890870	Marble Maintenance			
890871	Housekeeping	=	All other Housekeeping positions	200
890872	Swan Pond			
890873	General Maintenance			
890875	Bartenders	=	All F&B Dept Positions	213
890876	Engineers	=	All Maintenance Dept positions	214
890874	Exterior Cleaning	=	All other hotel positions	203

### Steps For Transfer On An ADP 6101 (Maximus - 1:1) Clock

1. Press DEPT Button
2. (Swipe Badge) Or (Enter Badge Number)
3. Press Enter
4. Present Finger
5. Enter Transfer Code

# Shared Hourly Associates

- Where the shared associate is a Room Attendant, the rooms to be cleaned must be assigned to the associate when completing the Gameday Housekeeping Scheduler in Housekeeping Tools. Enter under the associate's shared name in order to calculate their shift end time.
- At the end of the day, the actual rooms cleaned must be entered under the associate's hourly contractor name when completing the Housekeeping Cleans in Housekeeping Tools.
- You will notice that the shared associate will appear on the sister hotel's schedule twice. Once as a shared associate and once as an hourly contractor.
- Only schedule hours under the shared name. This way scheduled hours will be seen on the schedule at their base hotel as well.

# Analysis Reports

- The following list of reports, outside of the Email Alerts, should be reviewed daily / weekly.
  - Daily Labor Check-In
  - Schedule Compliance Report
  - Position Details: MTD
  - OT Employee Details: 8 Week Trend
  - Minutes Per Room Detail
  - F&B Position Details: Week
  - Night Audit Entry – 28 Day Data Check

- 08/01/19 [Change >>](#)

## Summary

[What is on this page?](#)

Did Your Hotel Win?

Thu 8/1/19:

Yes, Under Target by 14 Hours

Week to Date:

Yes, Under Target by 148 Hours

What Portion of Your Revenues Were Spent on Labor?

Wages % of Revenue = 54.1 %



8/1 Thu	Week to Date
---------	--------------

## All Department Hours Summary

Actual Hours	473.36	3,275.23
Plan Hours	487.74	3,423.65
Hours Variance	14.38	148.42

## All Department Wages Summary

Actual Wages	\$7,543.96	\$49,775.76
Plan Wages	\$8,171.95	\$52,822.88
Wages Variance	\$628.00	\$3,047.12

## Revenue Performance

Rooms Sold	99.00	1138.00
Rooms Revenue	\$13,935.94	\$168,970.00
Occupancy %	33.67 %	64.51 %



Home



Daily Labor Check In



Scheduler



Reports



Labor Plans



Night Audit Entry



Employees



Housekeeping Tools

Scheduling

Labor Profitability

Win-Loss

Position

Overtime

Housekeeping

F&B

# Schedule Compliance: Daily

[What is on this page?](#)



Embassy Suites Houston

1 of 1

Embassy Suites Houston - 08/19/2019 to 08/19/2019

	Scheduled Hours	Actual Hours	Variance Hours
<b>Hotel Total</b>	142.71	151.20	-8.49

## 1 of 5 - Why are They Not Here? (Scheduled Shifts, but no Actual Hours)

Home Dept	Employee (ID)	Date	Scheduled Hours	Actual Hours	Variance Hours	Notes
Front Desk	Monsuy Abeme, Leonardo (109000957)	08/19/2019	8.00	-	8.00	

## 2 of 5 - Why are They Here? (Actual Hours, but no Scheduled Shifts)

Home Dept	Employee (ID)	Date	Scheduled Hours	Actual Hours	Variance Hours	Notes
Front Desk	Arreguin Montes, Daniel (109000965)	08/19/2019	-	2.80	-2.80	
Front Desk	Villa Perez, Luis (109000926)	08/19/2019	-	4.87	-4.87	
Front Desk	Yanez, Isai (109000925)	08/19/2019	-	7.73	-7.73	
SM	Dang, Huy (109000884)	08/19/2019	-	8.55	-8.55	

## 3 of 5 - Too Many Hours (Variance Hours more than -0.25 hours)

Home Dept	Employee (ID)	Date	Scheduled Hours	Actual Hours	Variance Hours	Notes
AG	Bint Sur-Rahman, Jumada (109000953)	08/19/2019	8.00	8.42	-0.42	
Hospitality	Garza, Raquel (109000781)	08/19/2019	6.50	7.42	-0.92	
Housekeeping	Medrano, Liliam (109000847)	08/19/2019	7.00	7.97	-0.97	
Housekeeping	VENTURA, IRMA (109995469)	08/19/2019	8.00	9.80	-1.80	
Main Restaurant Food	Zelaya, Levin (109000806)	08/19/2019	7.25	7.87	-0.62	

## Position Details: MTD

[What is on this page?](#)

1 of 2 ?

08/01/2019 to 08/01/2019

	Hours			Wages		
	08/01 Thu to 08/01 Thu			08/01 Thu to 08/01 Thu		
	Actual	Plan	Variance	Actual	Plan	Variance
	473.36	487.74	14.38	\$7,544	\$8,172	\$628

## Department Summary

Admin & Production Food	43.43	63.95	20.52	\$1,027	\$1,426	\$400
AG	43.91	47.99	4.08	\$989	\$1,447	\$457
Banquets Food	13.62	15.68	2.06	\$191	\$258	\$67
Front Desk	34.30	15.03	-19.27	\$469	\$252	(\$218)
Guest Services	16.65	25.71	9.06	\$189	\$232	\$43
Housekeeping	149.36	126.24	-23.12	\$1,749	\$1,405	(\$344)
Laundry	26.66	28.11	1.45	\$280	\$292	\$12
Main Rest Bev	7.57	11.00	3.43	\$39	\$57	\$18
Main Restaurant Food	17.57	16.65	-0.92	\$153	\$159	\$7
MR	37.69	45.42	7.73	\$739	\$827	\$89
Rest 2 Starbucks	36.18	38.72	2.54	\$461	\$465	\$3
Room Service Food	7.15	3.53	-3.62	\$30	\$18	(\$12)
SM	39.27	45.71	6.44	\$1,228	\$1,293	\$65
Staff Cafeteria	0.00	4.00	4.00	\$0	\$41	\$41

## Position Details

Admin & Production Food	43.43	63.95	20.52	\$1,027	\$1,426	\$400
<input checked="" type="checkbox"/> Catering Sales Manager	0.00	28.57	28.57	\$0	\$525	\$525



## OT Employee Details: 8 Week Trend

[What is on this page?](#)

1 of 2 ?

06/01/2019 to 07/26/2019

Employee Name	06/01-06/07	06/08-06/14	06/15-06/21	06/22-06/28	06/29-07/05	07/06-07/12	07/13-07/19	07/20-07/26	8 Week Total
Hotel Occupancy	67.7 %	75.6 %	74.2 %	75.2 %	46.4 %	60.1 %	78.6 %	87.3 %	70.6 %
<b>All Employees Actual OT Hours</b>	<b>121.51</b>	<b>54.95</b>	<b>76.42</b>	<b>106.79</b>	<b>39.74</b>	<b>59.17</b>	<b>56.03</b>	<b>131.03</b>	<b>645.64</b>
Garcia, Frankie (MR)		0.45			0.25		0.59	0.32	1.61
Toleston, Deitra (AG)		0.97	0.27	1.39			0.81		3.44
Hernandez, Yamirka (Banquets Food)	2.30								2.30
Sanchez, Cheila (Housekeeping)	7.83	10.08	13.51	12.07	8.77	19.92	13.14		85.32
Dozier, Tiffany (SM)	0.13								0.13
Rodriguez, Alec (Front Desk)			1.21				0.11	0.85	2.17
Ware, Kedrick (Banquets Food)								2.17	2.17
Edouard, Edisson (Housekeeping)				7.37					7.37
Muniz, Jose (Main Restaurant Food)								3.24	3.24
Teal, Czerny (Admin & Production Food)				1.13				6.34	7.47
Bleil, Michelle (AG)	0.72			3.61		0.40		5.26	9.99
Williams, Kenneth (Admin & Production Food)								5.91	5.91
Kury, Yasmeen (Housekeeping)			8.26						8.26
Gomez Hinojosa, Nora (Banquets Food)	4.63	1.96		2.02					8.61
Briseno Villegas, Erika (Banquets Food)	2.47								2.47
Seturino, Lucila (Banquets Food)	8.20			5.25					13.45
Ghaly, Adel (MR)	2.89	0.57		0.12	0.49	0.53	0.33	1.09	6.02
Jones, John (AG)	1.66	0.30					0.28	1.41	3.65
Turner, Cory (MR)	0.02		0.07				0.21		0.30

## Minutes per Room Details

What is  
on this  
page?




1 of 1

### MPR Summary for all Room Attendants (Only Those Who Clocked in on Room Attendant Position Code)

	7/27 Sat	7/28 Sun	7/29 Mon	7/30 Tue	7/31 Wed	8/1 Thu	8/2 Fri	Week to Date
Actual MPR	21.1	30.6	26.2	18.3	23.0	27.5	0.0	22.6
Plan MPR	23.6	28.1	25.6	21.5	23.7	25.9	0.0	22.9
MPR Variance	2.5	-2.5	-0.7	3.2	0.7	-1.6	0.0	0.3
Rooms Cleaned	261	239	162	199	268	192	104	1,425
Actual Hours	91.80	121.86	70.82	60.73	102.91	88.03		536.15
Plan Hours	102.75	111.75	69.00	71.25	106.00	83.00		543.75
Hours Variance	10.95	-10.11	-1.82	10.52	3.09	-5.03		7.60

### Actual MPR for all Room Attendants

Click on the [-] to expand details

	7/27 Sat	7/28 Sun	7/29 Mon	7/30 Tue	7/31 Wed	8/1 Thu	8/2 Fri	Week to Date
[-] Alvarado, Consuelo (116007366)	18.4	27.2			21.9	28.0		23.4
[-] Bonner, Nelda (116007589)				0.0	24.1	31.5	0.0	13.7
[-] Cannon, Kenyell (116007267)		35.6		21.3	27.3			26.8
[-] Cole, FreddieSchadonna (116007550)		27.9	29.7	18.6	28.6	25.5		25.5
[-] Green, Gabriel (116007561)	21.5	32.5			31.8	29.6		28.1
[-] Ishag, Hussna (116007448)	0.0						0.0	0.0
[-] Jaquez, Manuela (116006774)					0.0		0.0	0.0
[-] Jauregui, Natalia (116007573)		32.1	23.1	19.5	22.6	26.2		24.1
[-] Joak, Sara (116007169)	Hours No Cleans						0.0	55.0

## F&amp;B Position Details: Week

[What is on this page?](#)

1 of 1

## Variance Hours

	7/27 Sat	7/28 Sun	7/29 Mon	7/30 Tue	7/31 Wed	8/1 Thu	8/2 Fri	Week to Date
.	-9.22	-39.50	75.28	5.81	7.03	3.59		42.99

## Department Summary

Admin & Production Food	-27.83	-32.82	-6.59	-14.56	-16.84	-7.52		-106.15
Banquets Food	32.74	-11.51	81.07	0.01	2.34	2.06		106.72
Main Rest Bev	3.02	2.82	3.15	2.80	3.23	3.43		18.45
Main Restaurant Food	-0.26	7.80	0.66	15.54	14.46	-0.92		37.27
Rest 2 Starbucks	-17.19	-7.80	-4.90	-0.03	1.70	2.54		-25.66
Staff Cafeteria	0.28	2.00	1.90	2.05	2.13	4.00		12.36

## Position Details

Admin & Production Food	-27.83	-32.82	-6.59	-14.56	-16.84	-7.52		-106.15
Director of Catering	0.01	0.01	0.01	0.01	0.01	0.01		0.09
Executive Chef	0.01	0.01	0.01	0.01	0.01	0.01		0.09
F&B Director	0.01	0.01	0.01	0.01	0.01	0.01		0.09
Line Cook 2	-26.64	-35.99	-4.18	-18.83	-21.70	-3.90		-111.25
Sous Chef	-4.41	7.14	-0.96	7.14	7.14	0.21		16.26
Steward	3.18	-4.01	-1.49	-2.91	-2.32	-3.86		-11.42
Banquets Food	32.74	-11.51	81.07	0.01	2.34	2.06		106.72
Banquet Captain	5.41		7.92		0.40	-7.54		6.19
Banquet Manager	0.01	0.01	0.01	0.01	0.01	0.01		0.09
Banquet/Catering Houseman	-5.29	-11.52	-1.66		0.99	1.10		-16.38
Banquet/Catering Server	32.61		74.79		0.94	8.48		116.82
Main Rest Bev	3.02	2.82	3.15	2.80	3.23	3.43		18.45

## Night Auditor Entry: 28 Day Data Check

Hilton Fort Worth ▾

Note: All data will show immediately after you submit it in the Night Auditor Entry.

Date	Rooms Sold	Rooms Available	Rooms Revenue	OCC	Rate	RevPar	Rooms Cleaned	FB Revenue	Edit
08/13/2019	279	294	\$39,762	94.90 %	\$142.52	\$135.24	287	\$26,637.07	<a href="#">Edit&gt;&gt;</a>
08/12/2019	291	294	\$37,347	98.98 %	\$128.34	\$127.03	228	\$20,509.97	<a href="#">Edit&gt;&gt;</a>
08/11/2019	226	294	\$28,928	76.87 %	\$128.00	\$98.39	235	\$2,263.41	<a href="#">Edit&gt;&gt;</a>
08/10/2019	229	294	\$27,561	77.89 %	\$120.35	\$93.74	138	\$2,486.89	<a href="#">Edit&gt;&gt;</a>
08/09/2019	147	294	\$19,122	50.00 %	\$130.08	\$65.04	126	\$2,360.39	<a href="#">Edit&gt;&gt;</a>
08/08/2019	132	294	\$18,773	44.90 %	\$142.22	\$63.85	231	\$6,211.00	<a href="#">Edit&gt;&gt;</a>
08/07/2019	235	294	\$35,210	79.93 %	\$149.83	\$119.76	236	\$3,953.04	<a href="#">Edit&gt;&gt;</a>
08/06/2019	239	294	\$37,003	81.29 %	\$154.82	\$125.86	203	\$3,994.50	<a href="#">Edit&gt;&gt;</a>
08/05/2019	207	294	\$28,840	70.41 %	\$139.32	\$98.09	122	\$4,145.36	<a href="#">Edit&gt;&gt;</a>
08/04/2019	119	294	\$16,009	40.48 %	\$134.53	\$54.45	186	\$2,965.98	<a href="#">Edit&gt;&gt;</a>
08/03/2019	183	294	\$22,927	62.24 %	\$125.28	\$77.98	127	\$2,249.41	<a href="#">Edit&gt;&gt;</a>
08/02/2019	125	294	\$15,686	42.52 %	\$125.49	\$53.36	104	\$1,991.86	<a href="#">Edit&gt;&gt;</a>
08/01/2019	99	294	\$13,936	33.67 %	\$140.77	\$47.40	192	\$3,304.30	<a href="#">Edit&gt;&gt;</a>
07/31/2019	192	294	\$30,629	65.31 %	\$159.53	\$104.18	268	\$4,688.15	<a href="#">Edit&gt;&gt;</a>
07/30/2019	272	294	\$42,365	92.52 %	\$155.75	\$144.10	199	\$4,622.83	<a href="#">Edit&gt;&gt;</a>
07/29/2019	187	294	\$27,509	63.61 %	\$147.11	\$93.57	162	\$14,887.34	<a href="#">Edit&gt;&gt;</a>
07/28/2019	160	294	\$20,168	54.42 %	\$126.05	\$68.60	239	\$2,070.53	<a href="#">Edit&gt;&gt;</a>
07/27/2019	228	294	\$34,363	77.55 %	\$150.71	\$116.88	261	\$12,305.06	<a href="#">Edit&gt;&gt;</a>
07/26/2019	258	294	\$39,373	87.76 %	\$152.61	\$133.92	240	\$8,558.75	<a href="#">Edit&gt;&gt;</a>
07/25/2019	287	294	\$45,097	97.62 %	\$157.13	\$153.39	277	\$8,978.71	<a href="#">Edit&gt;&gt;</a>
07/24/2019	289	294	\$45,769	98.30 %	\$158.37	\$155.68	271	\$5,436.89	<a href="#">Edit&gt;&gt;</a>
07/23/2019	284	294	\$44,020	96.60 %	\$155.00	\$149.73	272	\$5,519.56	<a href="#">Edit&gt;&gt;</a>
07/22/2019	278	294	\$43,065	94.56 %	\$154.91	\$146.48	231	\$4,766.22	<a href="#">Edit&gt;&gt;</a>
07/21/2019	226	294	\$35,311	76.87 %	\$156.25	\$120.11	175	\$1,126.55	<a href="#">Edit&gt;&gt;</a>
07/20/2019	175	294	\$22,166	59.52 %	\$126.66	\$75.39	127	\$2,086.08	<a href="#">Edit&gt;&gt;</a>
07/19/2019	127	294	\$15,462	43.20 %	\$121.75	\$52.59	266	\$2,733.16	<a href="#">Edit&gt;&gt;</a>
07/18/2019	269	294	\$40,488	91.50 %	\$150.51	\$137.71	292	\$3,019.04	<a href="#">Edit&gt;&gt;</a>
07/17/2019	289	294	\$43,960	98.30 %	\$152.11	\$149.53	286	\$3,737.57	<a href="#">Edit&gt;&gt;</a>

# Self-Paced Training

- Self-paced training is accessed by hovering over your user name (upper right corner) then select “My Training”
- The training modules are broken down by section and are assigned by User Type and Permissions. Most require only 3 – 5 minutes to complete.
- Since all processes are to be in place this week, all training should be completed.

# Timeline

## Week 1

- GM's to set up department managers as new users as soon as possible this week
- All users complete the self-paced training as recommended.
- Department managers set up all contract laborers as Hourly Contractors.

## Week 2 & 3

- Create property specific method of entering revenue / stats
- Train Night Auditors and begin data entry and reconciliation
- Department managers begin entering contract laborer hours

# Timeline

## Week 4

- Forecasts updated on “T” drive daily / as needed
- G.M. Approves the forecast in H.E. on Tuesday
- Department managers enter schedules on Wednesday
- G.M. reviews / publishes schedules on Thursday
- Department managers print schedules by end of day on Thursday
- Housekeeping Tools completed



# Support

- Internet Access to Hotel Effectiveness  
servicedesk@remingtonhotels.com  
Suggest using Google Chrome
- Functionality – Hotel Effectiveness  
H.E. Support – 678-325-1150  
support@hoteffectiveness.com
- Functionality – Remington Standards  
Lee Morton – 972-778-9787  
leemorton@remingtonhotels.com  
Chris McDonnell – 972-778-9716  
chrismcdonnell@remingtonhotels.com



# Support

- Hotel Effectiveness – Contact for most “How To” questions such as how to print, how to enter, etc.
- Lee / Chris – Contact for “How To” questions as well as “Who”, “Why” and “When” such as who approves, why is X data entered, when to update, etc.
- Contact Lee / Chris with questions regarding settings, permissions, labor standards and other Remington specific inquiries.

# Project Voyager

## Q & A

- After the call, feel free to email additional questions to Lee / Chris directly.