



## Staffing

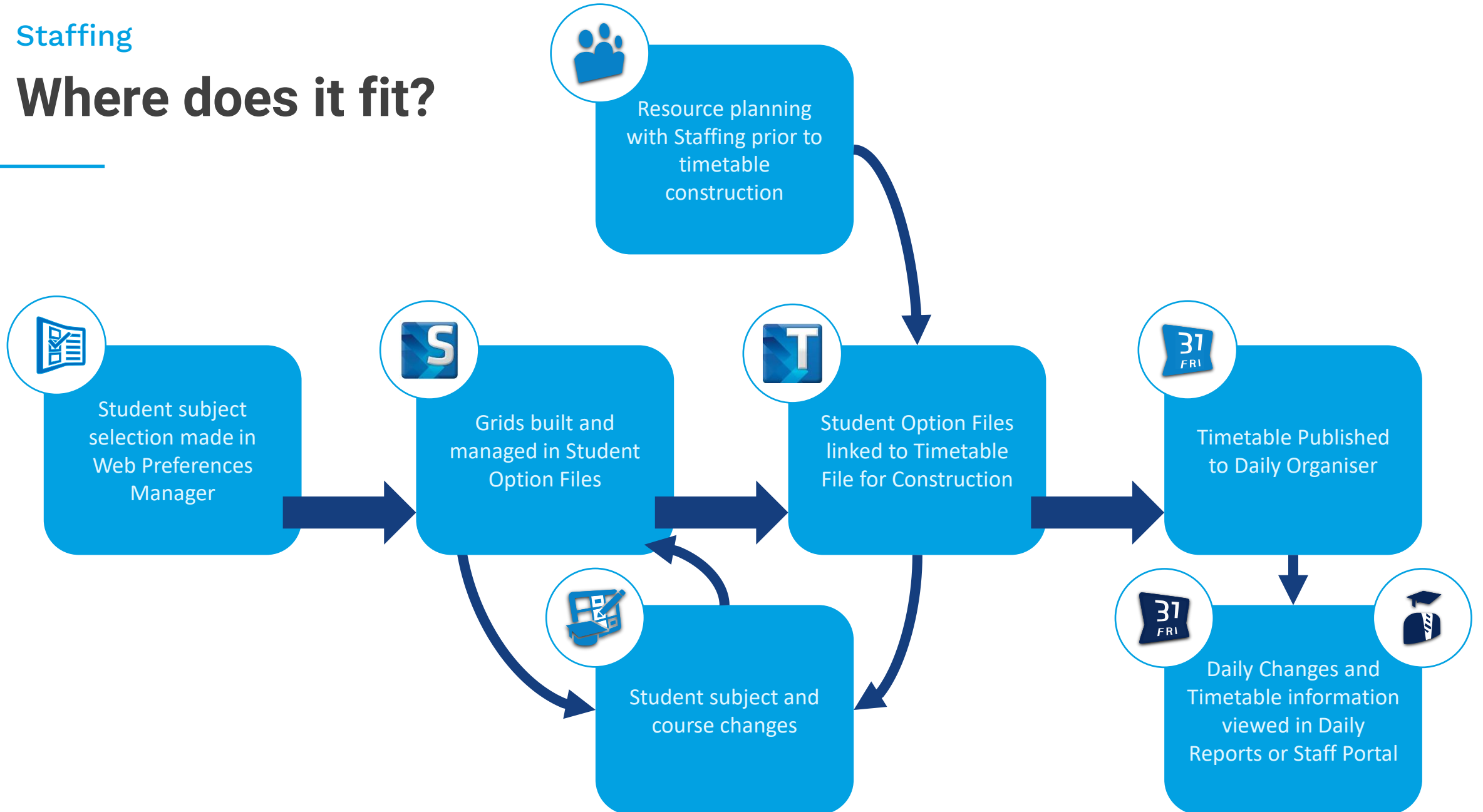
# Introduction

Staffing is a fully hosted web application that allows users to create staffing loads.

The Staffing app **imports data** directly from Timetabling Solutions Student Options and Timetable Development files. Use as a resource planning tool to recommend alternate staffing scenarios and compare required and existing staffing to assist in decision making.

## Staffing

# Where does it fit?

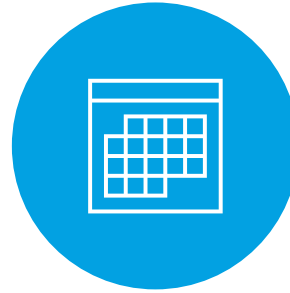


## Staffing

# Who Benefits?

The staffing app allows for resource planning and evaluating teacher loads prior to, or during timetable construction. Staffing loads can then be imported directly into a timetable or student file.

It allows for the definition of semesterised, blocked, split and composite classes and provides statistical reports to aid in decision making.



### **Timetabler**

Allows for staffing loads to be built and evaluated prior to timetabling beginning to allow for a smoother and faster timetable construction process. Provides a range of tools for manual and auto assignment of teachers and powerful algorithms that help find alternate staff.



### **Heads of Department**

Read only multi-user access available, allowing HOD's to work with the timetabler to define must take class/subject constraints, and assist in making departmental staffing decisions.



### **Senior Leadership Team**

Fast scenario analysis prior to timetable construction and a range of statistical reports to assist in decision making.



<span>Sort</span> <span>+ Add</span> <span>Edit</span> <span>Classes</span> <span>Delete</span>												
No	Faculty	Code	Name	Year	Load	Academic Period	S1	S2	Either	Classes	Do Not Staff	
1	DRA	07DRA1	Drama Yr7	7	2.00	Whole Year				5	<input type="checkbox"/>	
2	ENG	07ENG1	English Yr7	7	5.00	Whole Year				5	<input type="checkbox"/>	
3	SOSE	07HIS1	History Yr7	7	3.00	Whole Year				5	<input type="checkbox"/>	
4	HPE	07HPE1	Health and Phys Ed Yr7	7	2.00	Whole Year				5	<input type="checkbox"/>	
5	LOTE	07LOT1	French Yr7	7	3.00	Whole Year				5	<input type="checkbox"/>	
6	MATH	07MAT1	Mathematics Yr7	7	5.00	Whole Year				5	<input type="checkbox"/>	
7	MUS	07MUS1	Music Yr7	7	2.00	Whole Year				5	<input type="checkbox"/>	
8	RE	07RED1	Religion Yr7	7	3.00	Whole Year				5	<input type="checkbox"/>	
9	SCI	07SCI1	Science Yr7	7	3.00	Whole Year				5	<input type="checkbox"/>	
10	SPORT	07SPT1	Sport Yr7	7	2.00	Whole Year				7	<input type="checkbox"/>	
11	ART	08ART1	Art Yr8	8	2.00	Whole Year				2	<input type="checkbox"/>	
12	DRA	08DRA1	Drama Yr8	8	2.00	Whole Year				2	<input type="checkbox"/>	
13	TECH	08DTE1	Design Technology Yr8	8	2.00	Whole Year				2	<input type="checkbox"/>	
14	ENG	08ENG1	English Yr8	8	4.00	Whole Year				4	<input type="checkbox"/>	
15	FOOD	08FOO1	Food Technology Yr8	8	2.00	Whole Year				2	<input type="checkbox"/>	
16	SOSE	08GEO1	Geography Yr8	8	3.00	Whole Year				4	<input type="checkbox"/>	
17	HPE	08HPE1	Health and Phys Ed Yr8	8	3.00	Whole Year				4	<input type="checkbox"/>	
18	LOTE	08ITA1	Italian Yr8	8	3.00	Whole Year				2	<input type="checkbox"/>	
19	LOTE	08LAN1	French Yr8	8	3.00	Whole Year				3	<input type="checkbox"/>	
20	MATH	08MAT1	Mathematics Yr8	8	4.00	Whole Year				4	<input type="checkbox"/>	

Edit number of classes easily while filtering  
by faculty or year level

## Staffing App Features

# Plan Your Classes

Use the Staffing app to evaluate the effect of the number of classes you plan to run for individual subjects before constructing your timetable. This allows you to quickly see the impact on teacher load and faculty requirements.

Scenario analysis can also assist with the construction of student option gridlines, as you can evaluate in advance the number of elective classes that can be run.

## Staffing App Features

# Semesterisation

Semesterised subjects can be planned across the year to assist in balancing teacher loads in Semester 1 and Semester 2.

The Staffing app looks at whole school, so semesterisation and teacher loads can be balanced across multiple year levels if required, prior to the construction of student gridlines. This ensures you are constructing grids that can be staffed and timetabled.

No	Faculty	Code	Name	Year	Load	Academic Period	S1	S2	Either	Classes	Do Not Staff
				10							<input type="checkbox"/>
45	COMM	10ACC	Accounting Yr10	10	4.00	Semesterised	1	2	0	3	<input type="checkbox"/>
46	ENG	10ENG	English Yr10	10	4.00	Whole Year				5	<input type="checkbox"/>
47	LOTE	10FRE	French Yr10	10	4.00	Whole Year				1	<input type="checkbox"/>
48	HPE	10HPE1	Health and Phys Ed Yr10	10	2.00	Whole Year				4	<input type="checkbox"/>
49	HR	10HRM	Homeroom Yr10	10	1.00	Whole Year				4	<input type="checkbox"/>
50	LOTE	10ITA	Italian Yr10	10	4.00	Whole Year				1	<input type="checkbox"/>
51	MATH	10MAA	Mathematics Advanced Yr10	10	4.00	Whole Year				2	<input type="checkbox"/>
52	MATH	10MAT	Mathematics Yr10	10	4.00	Whole Year				3	<input type="checkbox"/>
53	ART	10MED	Media Yr10	10	4.00	Semesterised	1	0	0	1	<input type="checkbox"/>
54	TECH	10MET	Metalwork Yr10	10	4.00	Whole Year				1	<input type="checkbox"/>
55	MUS	10MUS	Music Yr10	10	4.00	Whole Year				1	<input type="checkbox"/>
56	HPE	10OED	Outdoor Ed Yr10	10	4.00	Whole Year				1	<input type="checkbox"/>
57	ART	10PHO	Photography Yr10	10	4.00	Whole Year				1	<input type="checkbox"/>
58	RE	10RED1	Religion Yr10	10	3.00	Whole Year				4	<input type="checkbox"/>
59	SCI	10SCI1	Science Yr10	10	4.00	Whole Year				4	<input type="checkbox"/>
60	SOSE	10SOS1	Study of Society Yr10	10	3.00	Whole Year				4	<input type="checkbox"/>
61	SCI	10SPS	Sports Science Yr10	10	4.00	Whole Year				1	<input type="checkbox"/>
62	SPORT	10SPT	Sport Yr10	10	2.00	Whole Year				4	<input type="checkbox"/>
63	IT	10SYS	Systems Technology Yr10	10	4.00	Semesterised	0	1	0	1	<input type="checkbox"/>
64	TEXT	10TEX	Textiles Yr10	10	4.00	Whole Year				1	<input type="checkbox"/>

## Staffing App Features

# Class Constraints

Class constraints are used to define the relationship between different classes or how classes are split between more than one teacher. The Staffing app allows you to define class constraints prior to timetabling to get a more accurate picture of staff requirements.



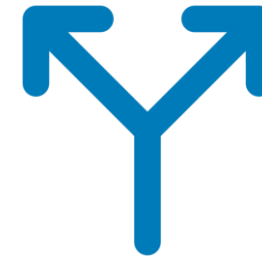
### Composite Classes

Manage classes that will run at the same time with the same teacher. Count as one class for teacher loads.



### Blocked Classes

The Staffing app can be used before or after elective lines are fixed depending on staffing flexibility.



### Split Classes

Share classes between two or more teachers for loads to be reflected correctly.

## Staffing App Features

# Staff Constraints

Staff constraints can allow you to put restrictions on subjects and classes that teachers must or must not take, along with plan your unscheduled duties. Using these features allows you to take advantage of the auto staffing tools available within the staffing app.



### Unscheduled duties

Incorporate unscheduled duties into teacher load planning



### Must Take

Assign must take classes or subjects to individual teachers. Warnings given if constraints are not met.



### Cannot Take

Restrict teachers from certain classes or subjects. Warnings given if constraints not met.

Display All		All	Auto Staffing	Find Valid Alternate	Assign Previous Teachers	Generate Constraints	Remove All Staffing	
No ^	Faculty	Year Level	Subject	Class	Academic Period	Load	Previous Teacher	Teacher
1	DRA	7	07DRA1	07DRA1A	Whole Year	2.00	YOUB	
2	DRA	7	07DRA1	07DRA1B	Whole Year	2.00	MILD	
3	DRA	7	07DRA1	07DRA1C	Whole Year	2.00	YOUB	
4	DRA	7	07DRA1	07DRA1D	Whole Year	2.00	YOUB	
5	ENG	7	07ENG1	07ENG1A	Whole Year	5.00	MARD	
6	ENG	7	07ENG1	07ENG1B	Whole Year	5.00	TALP	
7	ENG	7	07ENG1	07ENG1C	Whole Year	5.00	SIMK	
8	ENG	7	07ENG1	07ENG1D	Whole Year	5.00	PEAS	
9	SOSE	7	07HIS1	07HIS1A	Whole Year	3.00	MURJ	
10	SOSE	7	07HIS1	07HIS1B	Whole Year	3.00	JACT	
11	SOSE	7	07HIS1	07HIS1C	Whole Year	3.00	WHIE	
12	SOSE	7	07HIS1	07HIS1D	Whole Year	3.00	SMYM	
13	HPE	7	07HPE1	07HPE1A	Whole Year	2.00	ATKD	
14	HPE	7	07HPE1	07HPE1B	Whole Year	2.00	ALDD	
15	HPE	7	07HPE1	07HPE1C	Whole Year	2.00	ATKD	
16	HPE	7	07HPE1	07HPE1D	Whole Year	2.00	ALDD	
17	LOTE	7	07LOT1	07FRE1A	Whole Year	3.00	MURJ	
18	LOTE	7	07LOT1	07FRE1C	Whole Year	3.00	GIBS	
19	LOTE	7	07LOT1	07ITA1B	Whole Year	3.00	NANT	
20	LOTE	7	07LOT1	07ITA1D	Whole Year	3.00	NANT	

## Staffing App Features

# Staffing Tools

Teachers can be allocated to classes manually, or by using a variety of tools. Auto staffing considers teacher faculties and constraints or could be used to staff remaining classes after manual allocations.

### Assign Previous Teachers

Previous teachers can be imported from previous year's timetable file and can be automatically assigned to the same classes.

### Find Valid Alternative

A powerful tool that will suggest teachers that can take unstaffed classes, including the class swaps that may need to be undertaken to keep teacher loads balanced.



## Report: Statistics

### Year Level Statistics

No	Year Level	Load	Not to be Staffed
1	No Year Level	0.00	0.00
2	12	194.00	0.00
3	11	160.00	0.00
4	10	152.00	0.00
5	9	145.00	0.00
6	8	143.00	0.00
7	7	124.00	0.00

### Overall Load Statistics

No	Code ^	Title	
1	A	Class Load to be staffed	914.00
2	B	Load reduced by composite classes	4.00
3	C	Unscheduled Duties Load to be staffed	203.00
4	D	Total Load to be staffed	1117.00
5	E	Load able to be staffed with current staff	1159.20
6	F	Load shortfall with current staff (inc. composite savings)	0.00
7	G	Load in excess with current staff (inc. composite savings)	42.20
8	H	Load of Classes not to be staffed	0.00

### Full Time Equivalent Statistics

No	Code ^	Title	
1	I	Default Full Time Equivalent teacher load ([1] Parameters)	25.00
2	J	Number of Full Time Equivalent teachers required (inc. composite savings)	44.68
3	K	Number of Full Time Equivalent teachers available	46.37
4	L	Number of Full Time Equivalent teachers to be employed (inc. composite savings)	0.00
5	M	Number of Full Time Equivalent teachers in excess (inc. composite savings)	1.69

## Staffing App Features

# Reports and Statistics

The Staffing app provides a range of reports and statistics to check staffing accuracy and aid in decision making.

Reports can be broken down to a faculty level to highlight shortfalls in particular teaching areas, and can indicate FTE shortfalls or excesses prior to timetabling, which can assist leadership teams in the recruitment process.

## Staffing

# Pricing Plans

Pricing plans are based on number of students with included users increasing with the number of students.

30-day free trial is also included to get a feel for the software before committing to the purchase.

Free live demonstration of software can be arranged if required.

Visit [website](#) for more details.

- ✓ 60 minutes of 'How To' Support
- ✓ Assistance with first time setup
- ✓ Additional users can be purchased
- ✓ Comprehensive online help

## Timetabling Solutions

# Contact Us

If you have any questions or require more information about the staffing app, feel free to contact us.



### Location

Level 3, 49 Malop St  
Geelong VIC 3220



### Office Hours

Monday-Friday  
08.30-17.30



### Get In Touch

(+61) 3 5228 3700



### More Information

[www.timetabling.com.au](http://www.timetabling.com.au)  
[support@timetabling.com.au](mailto:support@timetabling.com.au)

