

Staff scheduling and time tracking

This workflow automatically creates staff schedules based on client appointments and tracks employee time for accurate payroll and job costing. It optimizes cleaning crew assignments and monitors actual vs. scheduled hours to improve operational efficiency.

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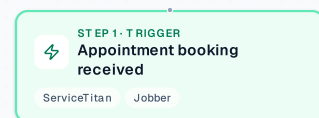


WORKFLOW TRIGGER

New cleaning appointment is booked or schedule change is requested

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





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Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

Appointment booking received

A new cleaning job is scheduled or an existing appointment is modified in the scheduling system. This triggers the staff assignment and time tracking workflow.

2

 ACTION

Analyze job requirements

The system evaluates the cleaning job details including location, square footage, service type, and estimated duration. It determines the required number of staff and specific skills needed.

CleanGuru

ZenMaid

3

 DECISION

Check staff availability

The workflow checks which qualified cleaning staff are available during the required time slot. If no staff are available, it suggests alternative time slots or overflow assignments.

Swept

ServiceM8

4

 ACTION

Assign optimal cleaning crew

Based on availability, skills, and location proximity, the system automatically assigns the best-suited cleaning crew to the job. Staff receive automated notifications with job details and travel routes.

ServiceTitan

Swept

5

 ACTION

Track real-time attendance

AI Business OS

Staff clock in/out using mobile apps with GPS verification at job sites. The system monitors actual hours worked against scheduled time and flags any discrepancies.

Jobber

ServiceM8

6

 ACTION

Calculate payroll data

Time tracking data is processed to calculate regular hours, overtime, travel time, and job-specific labor costs. Data is formatted for payroll system integration.

CleanGuru

ServiceTitan

7

 OUTPUT

Generate scheduling reports

The system produces staff utilization reports, labor cost analysis by job, and schedule optimization recommendations for management review.

ZenMaid

Swept



Outputs

- Optimized staff schedules with crew assignments
- Accurate timesheet data for payroll processing



Key Metrics

- Staff utilization rate
- Schedule adherence percentage
- Labor cost per job



Tools & Integrations

- ServiceTitan
- Jobber
- CleanGuru
- ZenMaid
- Swept
- ServiceM8



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