

a Celayix success story

Large Midwestern Public University Saves 20+ Days Scheduling Students



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— Assistant Director
of HR-Student Development

Solution Review

Organization

Public University
Midwestern United States

Challenges

Department supervisors manually entered availability and created schedules by hand for student workers, consuming a week at the start of each semester and resulting in errors. Any changes to student availability required more manual updates.

Solution

Celayix eTime Xpress takes manual entry out of scheduling, while Web Xpress empowers students to enter and update their own availability.

Benefits Summary

Departments save more than 20 days each semester in scheduling time, freeing them to focus on other priorities.

Without manual rekeying, student availability is immediately ready to support scheduling allowing for better accuracy and less errors.

At a large public university in the Midwest, more than 41,000 students pursue undergraduate and graduate degrees annually. Approximately 650 of them help the busy campus stay running by working in a variety of on-campus part-time jobs.

The highly ranked public university employs student staff in about 60 different types of on-campus jobs, from customer service to facility management to fitness center positions.

At the start of every semester, it's a big job for department supervisors across the campus to hire and schedule all the students working in their areas. In the past, students submitted their class schedules and availability on paper forms and student workers would enter that information into Excel spreadsheets. From there, a staff member created schedules to ensure that each student received adequate hours.

The entire process could take up to one full week – just when supervisors are their busiest. Plus, rekeying information left room for errors.

“If one person's schedule was incorrect, it could throw all of the schedules off,” said the university's assistant director of HR-Student Development.

Web-Based Availability Collection

HR and IT teamed to evaluate four different scheduling solutions to simplify

the process for supervisors. Their top criteria being ease of use, strong vendor support, and the ability for students to input their availability online.

“Celayix hit all the features we were looking for. It's the complete package,” said the assistant director of IT. “Web-based collaborative scheduling was the big attraction for us. Students can submit their own availability.”

In addition, Celayix offered the flexibility to be configured specifically for the university's needs. As the university implemented, Celayix consultants worked with IT and HR to migrate existing staff information into Celayix and establish business rules regarding notifications.

Celayix eTime Xpress lets department supervisors quickly and easily match student staff with work assignments. The web component, Celayix Web Xpress, empowers students to go online and enter their own availability, allowing supervisors to begin scheduling without any manual entry.

Saving 150-200 Scheduling Hours

After training for department supervisors and an orientation for students, both groups began using the software quickly. As the semester kicks off, students access Web Xpress to enter their availability, and can indicate changes at any time as conflicts arise.

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Now, supervisors have availability details as soon as students enter it – instead of waiting more than a day for manual entry. They can easily match open time slots with students with the correct experience and availability.

It’s now up to students to manage their schedules online and check Web Xpress for any changes. Moreover, supervisors enjoy greater confidence that, if students entered information themselves, then availability is accurate.

Departments publish work schedules for students more quickly and office the staff receives fewer calls from students regarding changes. In turn, departments lessen their workload during the busiest times and throughout the semester.

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