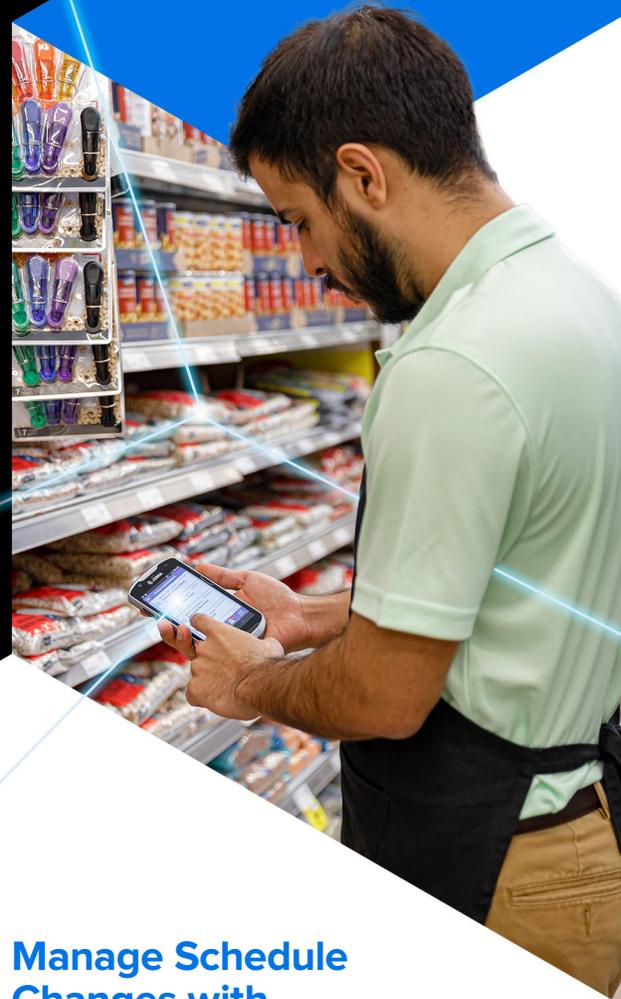
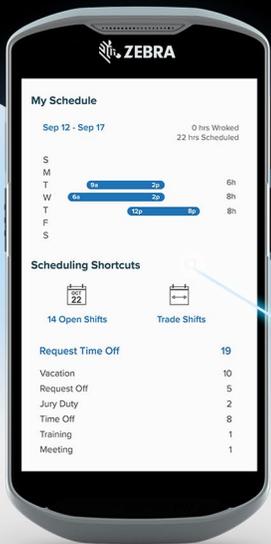




# Employee Self-Service™

## Enhance scheduling, empower teams

Provide staff and managers a simple, real-time solution to take more control over their schedules and maintain a better work-life balance. With mobile access to their schedules and availability via an Android or iOS native application, associates can manage time off requests, sick time, shift swaps and availability. Managers and on-site staff can work together to create schedules that meet both business and individual needs, improving employee engagement and retention.



## Better Schedule Flexibility, Happier Employees

Give employees the ability to manage their own schedules.



### Check Schedules:

Easily view schedules and timecards from any Android or iOS mobile device



### Adjust Availability:

Update availability and preferences to ensure associates are only scheduled when they can actually work, reducing avoidable schedule conflicts



### Request Leave:

View PTO or sick-time balances, request time off and review the status of requests in real-time



### Advertise or Request Shifts:

Advertise or request open shifts and bid on shifts advertised by other colleagues

## Manage Schedule Changes with Purpose-Built Technology

Enable managers to maintain control over final scheduling decisions:

- **Receive an alert** when an associate submits a time off request or other change
- **View the employee roster**, including contact info, skills and certifications
- **Approve requests** and reach out to available qualified substitutes

On-site managers and staff can view details and history of **accepted and rejected requests**, along with corresponding comments. Administrators and managers can also **configure restrictions** on certain timeframes, as well as specify self-service functions or features by employee type or group. This allows managers to **define blackout periods during holidays** or peak seasons and **ensure compliance** with relevant labor rules and regulations.

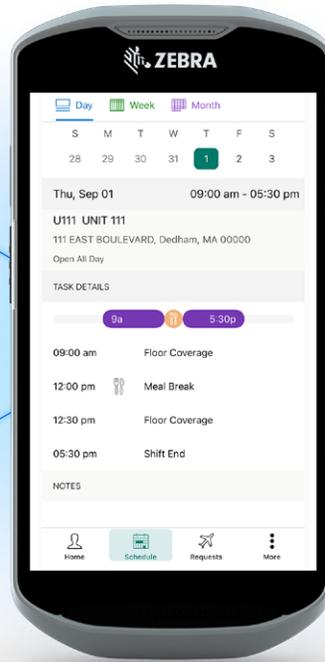
## Scheduling for the Next-Gen Workforce

### Mobile-First:

Give associates unfettered access to their schedules from their mobile devices and meet the expectations of a modern, connected workforce

### Built for Multi-Site:

Enable associates to set their availabilities or pick up shifts at alternate locations in addition to their “home site,” filling gaps in their schedules and coverage gaps across your network



### Easy to Use:

Provide an intuitive interface for associates to update their availabilities or request changes, with a minimal learning curve required

### Flexible:

Empower associates to pick up and trade shifts, customizing their schedules around other obligations to foster a better work-life balance



## Drive Employee Engagement

### With optimized scheduling

Give your associates greater control over their schedules and free up managers to focus on customer service, rather than juggle shift changes at a desk. Associates can work more efficiently and independently, improving employee engagement and retention.

With Employee Self-Service, you can increase manager productivity, boost employee morale and improve work-life balance for all employees.

To learn more about how Zebra can help your business simplify operations, improve communications and optimize labor decisions, contact us today.



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