



The Novotel hotel in Reims Tinquieux has simplified its schedule management system

Novotel, part of the Accor hotel group, has some 400 hotels worldwide. The Novotel hotel in Reims Tinquieux opted for Kelio's time and attendance and planning management software to simplify the management of its schedule planning.



"Kelio helps managers to optimise employee work planning"

A simple and effective planning solution

The Novotel Reims Tinquieux, a four-star hotel located minutes from the historic centre of Reims, has 127 rooms and employs 46 people, plus support staff during busy periods.

This hotel also has a 525 sq.m. restaurant and reception area for business seminars and family celebrations.



In 2012, the management of the Novotel Reims Tinquieux decided to **optimise its schedule planning management** and acquire a job costing software.

*"In the hotel industry, we need to provide our customers with an impeccable service. This entails the **optimal planning of human resources** to ensure there is a sufficient number of people present, at any time of day, to provide our customers with a quality service. We therefore decided to swap out Excel schedules for a software more adapted to our business related problems", explains Karine Robert, the reception manager.*

In brief

Context

<i>Activity:</i>	Hotel industry
<i>Staff:</i>	46 employees
<i>Solution:</i>	Kelio Optima Kelio Planning +

Advantages

- Optimised schedule planning
- Enhanced employee visibility
- Automatic transfer of worked hours to payroll



Kelio Planning+ allows each section manager to identify needs by workstation, schedule or activity and **to check, in a straightforward way, that their staff needs match their provisional schedule.**

In case of over- or under-staffing in relation to needs defined for a time slot or activity, Kelio software helps managers **optimise their schedule according to the skills of their employees and regulatory, legal and individual requirements.**



It is also very easy to make last minute changes to the schedule in the event of an unexpected absence (illness, family events, etc.).

*“Our employees benefit from **enhanced schedule visibility** because each manager produces the schedule for their department two weeks in advance. Everyone knows exactly what task they have been allotted - breakfast, lunch, room, reception, etc. Employees are satisfied with this new tool because the schedules are well presented and they find them easy to use.”*

› **Automatic transfer of worked hours to payroll**

Each manager modifies the schedules according to the actual hours worked by their team members. All of this data is then transferred to the Sage payroll software.

“Producing the payroll is more straightforward: we collect all of the data required automatically. This helps us avoid any risk of entry errors.”

ABOUT BODET SOFTWARE

Bodet Software develops and integrates IT solutions in three fields:

- Time and attendance management solutions and human resources optimisation (Kelio software suite)
- Building security and access control solutions
- Monitoring and production management solutions (OSYS software suite)

