

The Gravity Labor & Workforce Control System

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How to Use These Forms

- Use the official tool ID and title. Do not rename a form in a way that breaks the connection to the system directory.
- Reference source records instead of copying sensitive or official records unnecessarily.
- Use the applicable approved local standard when it differs from a general model or example, and record the source/version.
- A form is not closed until the decision, owner, due date, and verification or next review are clear.
- Use this DOCX for controlled customization. Use the fixed PDF for normal printing and distribution.

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Labor Percent Calculation Worksheet

Tool ID	Owner	Frequency	Version
GRV-C01	Scheduling Manager	Weekly	1.0

Purpose: Calculates labor percent using a documented sales and labor-cost basis and records whether the figures are scheduled, actual, preliminary, or final.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Sales-to-Staffing Review Worksheet

Tool ID	Owner	Frequency	Version
GRV-C02	GM / Scheduling Manager	Weekly	1.0

Purpose: Compares expected demand with required coverage and identifies where staffing levels need to rise, fall, or change by daypart.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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FOH Position Planner Worksheet

Tool ID	Owner	Frequency	Version
GRV-C03	FOH Manager	Before schedule build	1.0

Purpose: Defines required front-of-house positions and minimum coverage by demand band and service condition.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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BOH Position Planner Worksheet

Tool ID	Owner	Frequency	Version
GRV-C04	Kitchen Manager	Before schedule build	1.0

Purpose: Defines required back-of-house positions and minimum coverage by demand band, production load, and operating condition.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Manager Coverage Planner Worksheet

Tool ID	Owner	Frequency	Version
GRV-C05	GM	Weekly	1.0

Purpose: Ensures leadership coverage matches open hours, peaks, cash/closing responsibility, training needs, and known risk periods.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Cross-Training Coverage Chart

Tool ID	Owner	Frequency	Version
GRV-C06	GM / Department Managers	Monthly	1.0

Purpose: Shows which employees are currently qualified for each position so schedule flexibility is based on evidence rather than assumption.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Employee / trainee	_____
Position / station	_____
Standard / SOP version	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Weekly Schedule Planning Page

Tool ID	Owner	Frequency	Version
GRV-C07	Scheduling Manager	Weekly	1.0

Purpose: Builds the scheduling plan from forecast, availability, time off, position need, manager coverage, events, training, and labor target.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Sales Forecast Worksheet

Tool ID	Owner	Frequency	Version
GRV-C08	Scheduling Manager	Weekly	1.0

Purpose: Records the approved sales forecast used for staffing, including source, context, confidence, known events, and adjustment reason.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Labor Budget Builder Worksheet

Tool ID	Owner	Frequency	Version
GRV-C09	GM / Scheduling Manager	Weekly	1.0

Purpose: Converts approved labor targets into planned dollars and hours by day or daypart using documented wage assumptions.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Staffing Needs by Daypart Worksheet

Tool ID	Owner	Frequency	Version
GRV-C10	Scheduling Manager	Weekly	1.0

Purpose: Defines the number and mix of positions required by daypart after considering demand, service model, production work, breaks, and manager coverage.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Area / item / category	_____
Purchase unit	_____
Count unit	_____
Quantity / on hand	_____
Unit cost / conversion	_____
Recount / verification	_____
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

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Position-by-Position Schedule Planner

Tool ID	Owner	Frequency	Version
GRV-C11	Scheduling Manager	Weekly	1.0

Purpose: Maps qualified employees to required positions while checking availability, hours, skill, rest, training, and coverage constraints.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Weekly Schedule Grid

Tool ID	Owner	Frequency	Version
GRV-C12	Scheduling Manager	Weekly	1.0

Purpose: Provides the controlled posted schedule by employee, day, shift, position, and manager coverage.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Employee Availability Tracker

Tool ID	Owner	Frequency	Version
GRV-C13	Scheduling Manager	At hire and when changed	1.0

Purpose: Maintains approved availability and effective dates so schedule decisions use current employee-provided constraints.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Time-Off Request Tracker

Tool ID	Owner	Frequency	Version
GRV-C14	Scheduling Manager	Ongoing	1.0

Purpose: Tracks request dates, requested time, approval status, decision owner, conflicts, and schedule impact.

RECORD	
Restaurant / location	
Date / period	
Record owner	
Source / evidence reference	

CONTROL EVIDENCE	
Day / daypart / shift	
Position / employee	
Forecast / demand basis	
Scheduled / planned hours	
Actual / requested / available hours	
Coverage or hour-risk issue	
Decision / status	
Owner	
Due date / next review	

DECISION & REVIEW	
Decision / status	
Corrective action / support	
Action owner	
Due date	
Verification / closure evidence	
Reviewed by / review date	
Next review / escalation	

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Overtime Risk Tracker

Tool ID	Owner	Frequency	Version
GRV-C15	Scheduling Manager	Before posting and daily	1.0

Purpose: Identifies employees approaching applicable overtime or approved hour thresholds and requires an explicit prevention or approval decision.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Problem / failed control	_____
Root cause / contributing factor	_____
Required action	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Manager Schedule Approval Checklist

Tool ID	Owner	Frequency	Version
GRV-C16	GM	Before schedule posting	1.0

Purpose: Verifies coverage, availability, qualification, labor target, overtime risk, fairness concerns, known events, and manager coverage before release.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Daily Labor Percent Tracker

Tool ID	Owner	Frequency	Version
GRV-C17	Shift Manager	Daily	1.0

Purpose: Records actual sales and labor against the approved daily plan and identifies material variance while the shift can still be managed.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Weekly Labor Percent Tracker

Tool ID	Owner	Frequency	Version
GRV-C18	GM	Weekly	1.0

Purpose: Combines daily labor outcomes into a weekly view with forecast error, staffing causes, overtime, coverage, and corrective actions.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Scheduled Labor vs. Actual Labor Tracker

Tool ID	Owner	Frequency	Version
GRV-C19	GM / Scheduling Manager	Weekly	1.0

Purpose: Compares scheduled hours/cost with actual hours/cost and separates demand, call-out, early-in, late-out, cut, training, and manager-decision effects.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Labor Problem Diagnosis Page

Tool ID	Owner	Frequency	Version
GRV-C20	GM	When labor misses target	1.0

Purpose: Structures root-cause review before cutting hours, blaming employees, or changing standards.

RECORD	
Restaurant / location	
Date / period	
Record owner	
Source / evidence reference	

CONTROL EVIDENCE	
Day / daypart / shift	
Position / employee	
Forecast / demand basis	
Scheduled / planned hours	
Actual / requested / available hours	
Coverage or hour-risk issue	
Problem / failed control	
Root cause / contributing factor	
Required action	

DECISION & REVIEW	
Decision / status	
Corrective action / support	
Action owner	
Due date	
Verification / closure evidence	
Reviewed by / review date	
Next review / escalation	

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Emergency Call-Out Coverage Planner

Tool ID	Owner	Frequency	Version
GRV-C21	Shift Manager	For each call-out	1.0

Purpose: Documents the vacancy, qualified options, guest/safety risk, overtime or hour impact, contacts, decision, and final coverage.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

FOH Cut Decision Form

Tool ID	Owner	Frequency	Version
GRV-C22	FOH Manager	When considering a cut	1.0

Purpose: Tests whether releasing a front-of-house employee is supported by current demand, service conditions, remaining skill mix, side work, and projected labor result.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Manager Labor Decision Log

Tool ID	Owner	Frequency	Version
GRV-C23	Shift Manager	Each material labor decision	1.0

Purpose: Records material adds, cuts, call-ins, role moves, schedule changes, overtime approvals, and the evidence used.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Employee Productivity Review

Tool ID	Owner	Frequency	Version
GRV-C24	Department Manager	Monthly or as needed	1.0

Purpose: Reviews position-specific productivity using defined measures and context without reducing performance to one raw number.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Employee / trainee	_____
Position / station	_____
Standard / SOP version	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Weekly Labor Meeting Form

Tool ID	Owner	Frequency	Version
GRV-C25	GM and Managers	Weekly	1.0

Purpose: Runs the labor review from forecast accuracy, scheduled/actual variance, overtime, call-outs, productivity, staffing gaps, decisions, and due dates.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Labor Cost by Position & Daypart Analysis

Tool ID	Owner	Frequency	Version
GRV-C26	GM / Scheduling Manager	Weekly or monthly	1.0

Purpose: Shows labor dollars/hours by position and daypart against demand and service output to identify structural over- or under-staffing.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Area / item / category	_____
Purchase unit	_____
Count unit	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Forecast-to-Schedule Accuracy Review

Tool ID	Owner	Frequency	Version
GRV-C27	GM / Scheduling Manager	Weekly	1.0

Purpose: Measures how closely the schedule reflected the approved forecast and whether mismatch came from forecast error, scheduling judgment, availability, or late changes.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Baseline / prior value	_____
Current / actual value	_____
Target / approved range	_____
Variance / difference	_____
Definition / calculation basis	_____
Context / limitation	_____
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Attendance & Coverage Reliability Tracker

Tool ID	Owner	Frequency	Version
GRV-C28	GM / People Owner	Weekly	1.0

Purpose: Tracks attendance-related coverage disruptions and response patterns while routing protected or sensitive employment matters to qualified review.

RECORD	
Restaurant / location	_____
Date / period	_____
Record owner	_____
Source / evidence reference	_____

CONTROL EVIDENCE	
Day / daypart / shift	_____
Position / employee	_____
Forecast / demand basis	_____
Scheduled / planned hours	_____
Actual / requested / available hours	_____
Coverage or hour-risk issue	_____
Decision / status	_____
Owner	_____
Due date / next review	_____

DECISION & REVIEW	
Decision / status	_____
Corrective action / support	_____
Action owner	_____
Due date	_____
Verification / closure evidence	_____
Reviewed by / review date	_____
Next review / escalation	_____

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Labor Corrective Action & Improvement Log

Tool ID	Owner	Frequency	Version
GRV-C29	GM	Weekly	1.0

Purpose: Closes an operating labor-control failure with cause, action, owner, due date, evidence, retest, and system change.

RECORD	
Restaurant / location	
Date / period	
Record owner	
Source / evidence reference	

CONTROL EVIDENCE	
Day / daypart / shift	
Position / employee	
Forecast / demand basis	
Scheduled / planned hours	
Actual / requested / available hours	
Coverage or hour-risk issue	
Problem / failed control	
Root cause / contributing factor	
Required action	

DECISION & REVIEW	
Decision / status	
Corrective action / support	
Action owner	
Due date	
Verification / closure evidence	
Reviewed by / review date	
Next review / escalation	

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.

Monthly Workforce Control Scorecard & 90-Day Staffing Plan

Tool ID	Owner	Frequency	Version
GRV-C30	Owner / GM	Monthly and quarterly	1.0

Purpose: Combines labor percent, forecast accuracy, schedule variance, overtime, reliability, coverage depth, productivity, and open actions into the next 90-day staffing plan.

RECORD	
Restaurant / location	
Date / period	
Record owner	
Source / evidence reference	

CONTROL EVIDENCE	
Baseline / prior value	
Current / actual value	
Target / approved range	
Variance / difference	
Definition / calculation basis	
Context / limitation	
Day / daypart / shift	
Position / employee	
Forecast / demand basis	

DECISION & REVIEW	
Decision / status	
Corrective action / support	
Action owner	
Due date	
Verification / closure evidence	
Reviewed by / review date	
Next review / escalation	

Control note: Use the approved tool version. Record the controlling source, limitation, decision, owner, due date, and verification. Escalate legal, safety, payroll, health, employment, or regulatory uncertainty to the applicable qualified authority.