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New Year

Labor Reset Checklist

A Guide to Restaurant Labor Planning In the New Year

New Year Labor Reset Checklist



This checklist helps restaurant teams review labor performance, identify key issues, and reset staffing and scheduling after peak season.

Review Holiday Labor Reality

Holiday staffing decisions can create lingering labor costs if they're not reviewed intentionally in January.

- Review December overtime by role and location
- Identify peak call-out days or shifts
- Review shift swaps and last-minute schedule changes
- Assess seasonal hires and post-holiday turnover
- Identify staffing gaps across locations

Evaluate Labor Efficiency

Review how scheduled labor compared to actual labor to identify gaps, overages, and patterns that impacted efficiency.

- Compare scheduled vs. actual labor hours
- Identify overstaffed or understaffed dayparts
- Review FOH and BOH labor balance
- Flag locations relying on "just in case" scheduling
- Identify roles driving unexpected labor costs

Turn Labor Data Into Insight

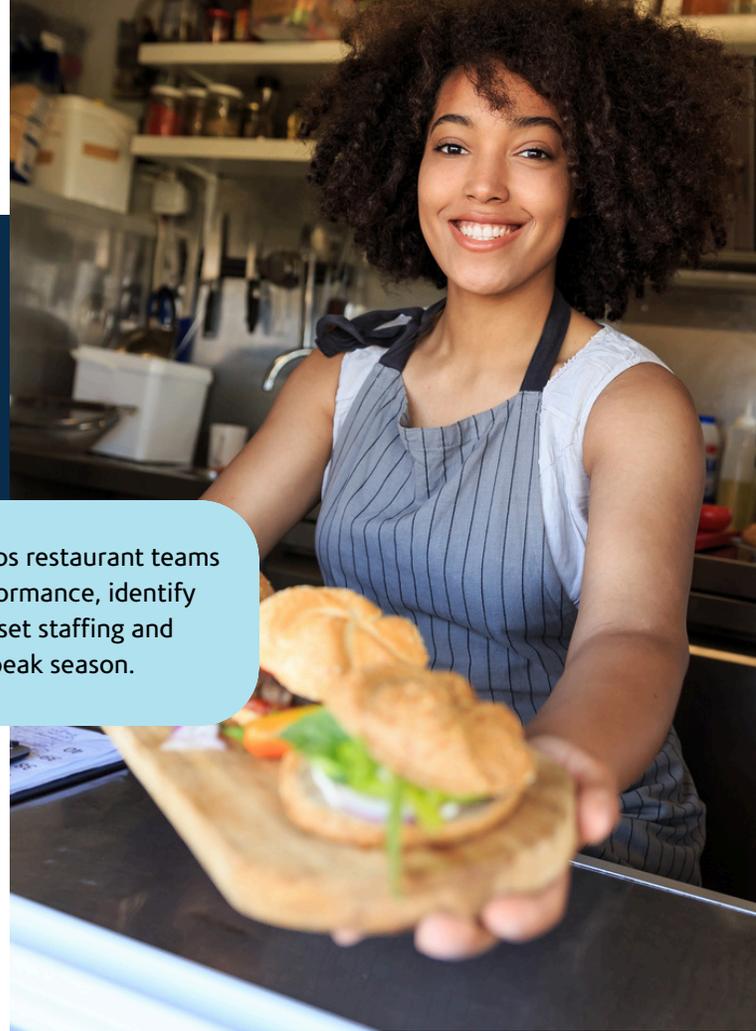
Review labor data to understand trends, outliers, and opportunities for improvement.

- Review turnover trends by role or location
- Evaluate cost per hire for recent positions
- Identify training or onboarding gaps
- Use calculators to understand true labor impact
- Prioritize top labor fixes for Q1

Reset Systems Before Volume Returns

System gaps and manual workarounds should be addressed before hiring and volume increase again.

- Confirm scheduling, timekeeping, and payroll are aligned
- Reduce manual schedule edits and corrections
- Review integrations between labor systems
- Ensure managers have visibility into labor metrics
- Clean up outdated schedules or workflows



Build a More Intentional Staffing Plan

Revisit staffing plans to ensure coverage aligns with actual demand rather than peak-season assumptions.

- Right-size staffing by location and volume
- Create more predictable schedules for teams
- Reduce reliance on overtime
- Align staffing plans with sales forecasts
- Set labor targets for Q1 and beyond

Set the Year Up for Success

Clear priorities set in January help restaurants avoid reactive staffing decisions later in the year.

- Review upcoming hiring needs
- Align managers on labor goals
- Schedule monthly labor reviews
- Prepare for spring hiring and volume changes
- Document labor lessons learned from Q4

Request a Demo

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