



ADP® Timekeeping Plus Scheduling Support Center Guide

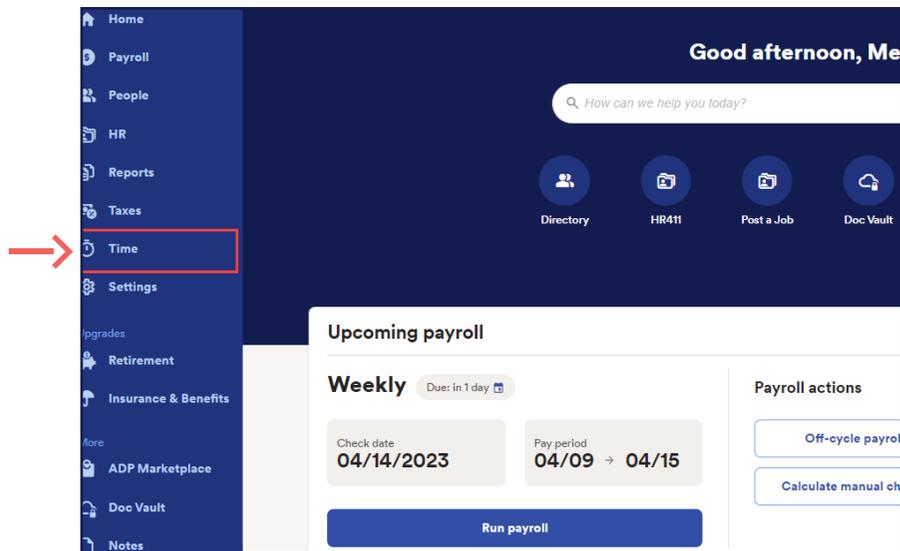
Drafts and published shifts



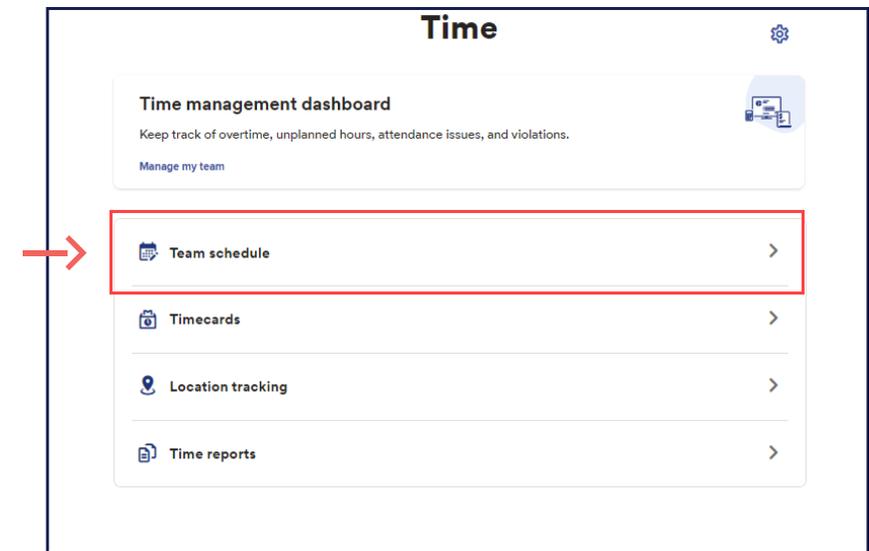
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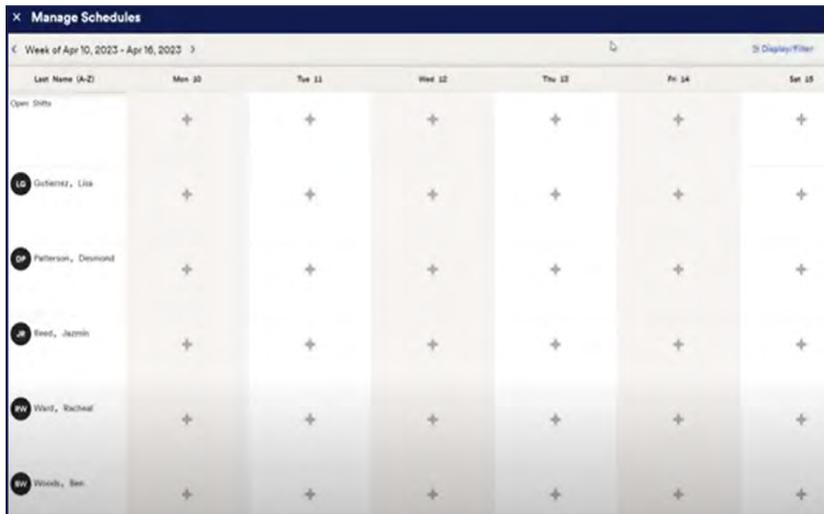
1 To get to the scheduling page, log in to RUN and click the **Time** button on the left-hand side.



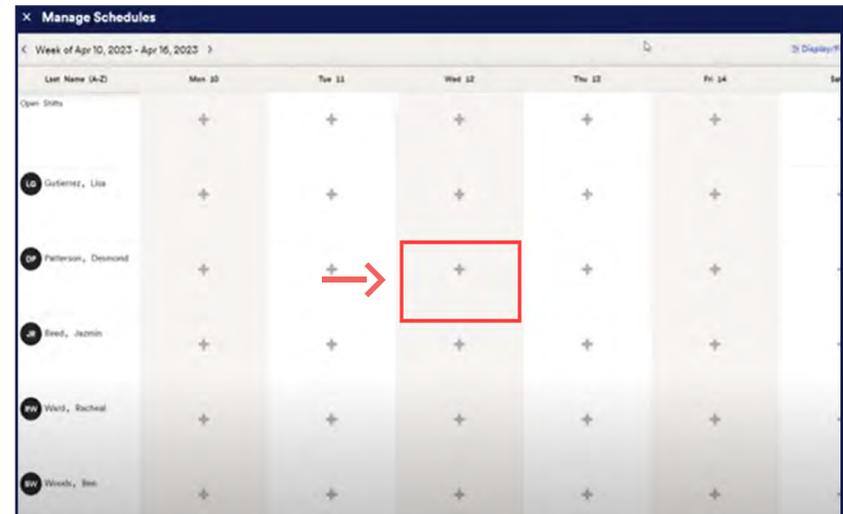
2 Then, click on **Team schedule**.



3 This will open the scheduling screen.



4 First, let's add a draft shift by clicking the + icon on an empty square.



5 Once we've entered the information, we have the option at the bottom to **Save as draft**.

Back Add/Create

Reed, Jazmin

Entry

Quick Shift

8:00 AM - 3:00 PM, Morning, 7 HRS

Start Date 04/14/2023 End Date 04/14/2023

Start Time 8:00 AM End Time 3:00 PM

Department

Select option

Comments

Visible to employee

0/512

Add new entry

Add unavailability

Delete all schedules

Save as draft Publish

6 This is how it will look as a draft. The draft shift appears with a dotted outline and says DRAFT on it. Draft shifts can only be seen by a manager working on an employee's schedule. This allows you to move around and work on the schedule without employees seeing before the schedule is final.

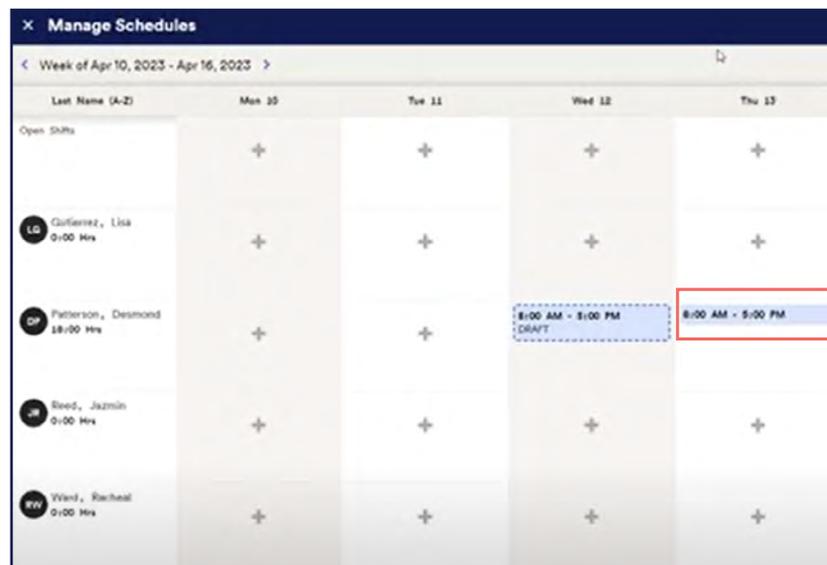
Manage Schedules

Week of Apr 10, 2023 - Apr 16, 2023

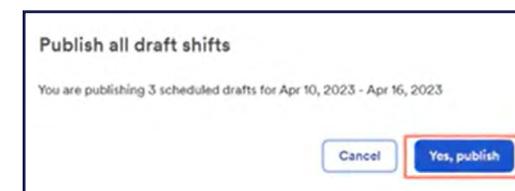
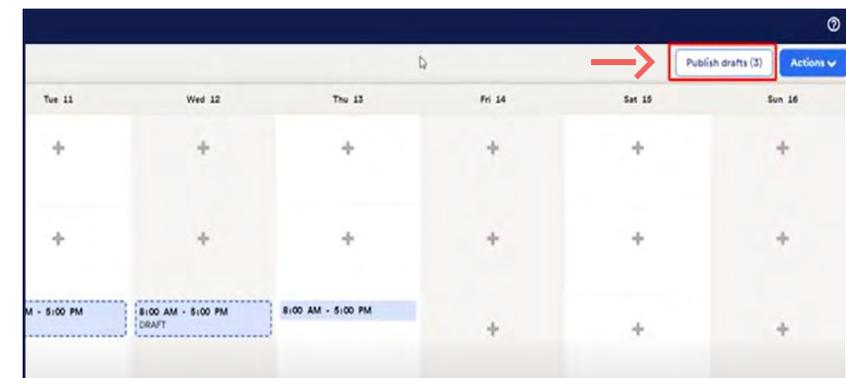
Last Name (A-Z)	Mon 10	Tue 11	Wed 12
Open Shifts	+	+	+
LG Gutierrez, Lisa 0:00 Hrs	+	+	+
DP Patterson, Desmond 9:00 Hrs	+	+	+
JR Reed, Jazmin 0:00 Hrs	+	+	+
WW Wend, Rachael 0:00 Hrs	+	+	+

8:00 AM - 5:00 PM
DRAFT

7 Published shifts show as solid blocks.



8 To publish the shifts, click on the **Publish drafts** button in the top right corner. This will publish all the draft shifts you have made at once.



Note: In addition to being able to see their schedules on their devices, employees will also get a shift reminder push notification the night before their shift start time.