



# ADP® Timekeeping Plus Scheduling Support Center Guide

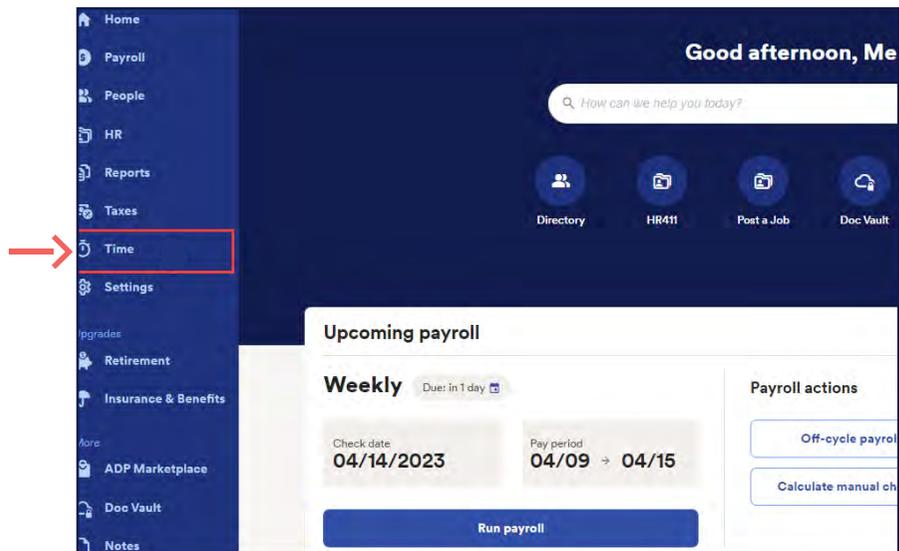
## Intro to schedules

Proprietary and Confidential.

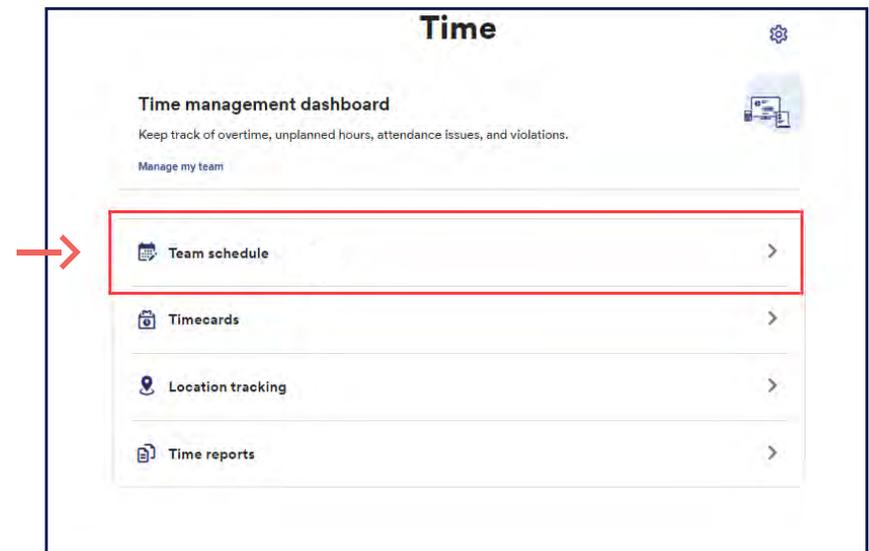


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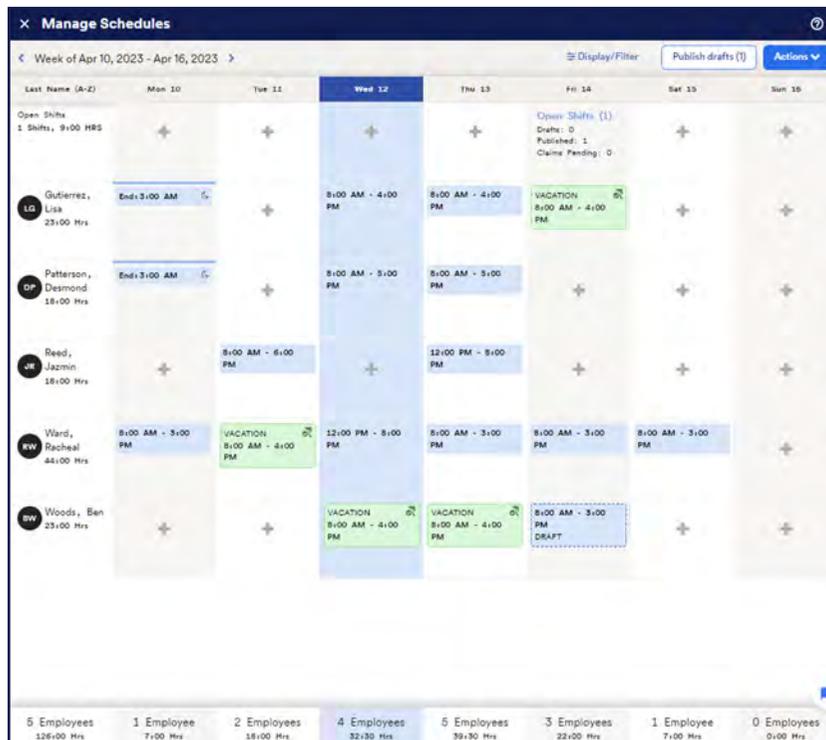
1 To get to the scheduling page, log in to **RUN** and click the **Time** button on the left-hand side.



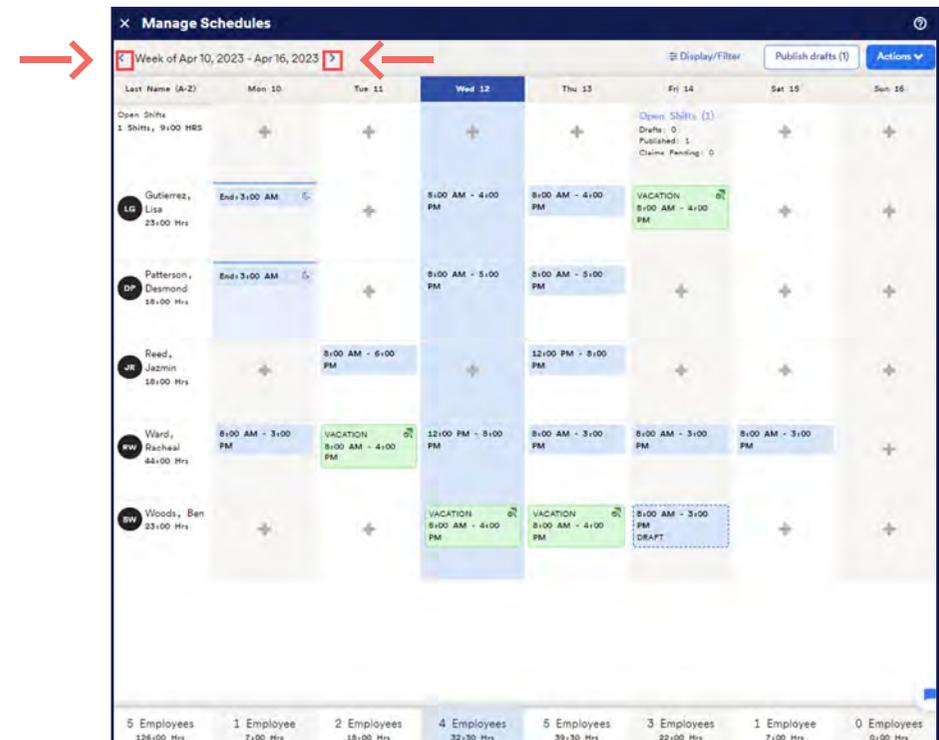
2 Then, click on **Team schedule**.



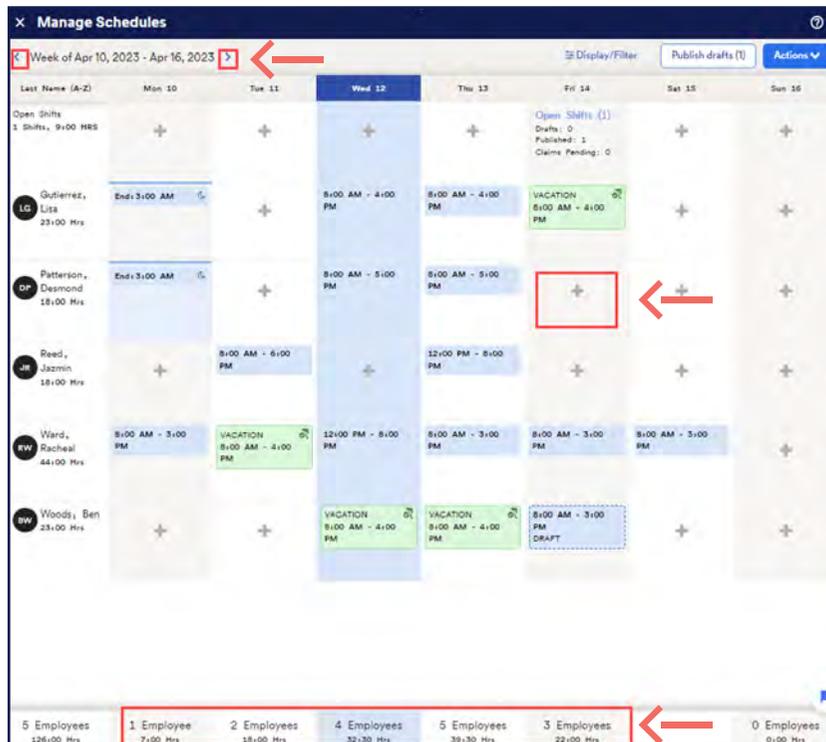
**3** This will open the scheduling screen. This is a scheduling grid, where you can see all the employees' names on the left-hand side and the days of the week across the top. The schedule grid will show the weeks from **Monday to Sunday** and cannot be adjusted.



**4** You can navigate between weeks using **Arrows** in the top left.



5 If there isn't a shift, you can click on the + icon to add a shift. At the bottom of the screen, you can see the number of employees scheduled to work that day, as well as how many hours are scheduled in total.



6 In the top right corner, there is an **Actions** button. Clicking this activates a dropdown menu with scheduling features, including the ability to create and manage shifts.

