



# ADP® Timekeeping Plus Scheduling Support Center Guide

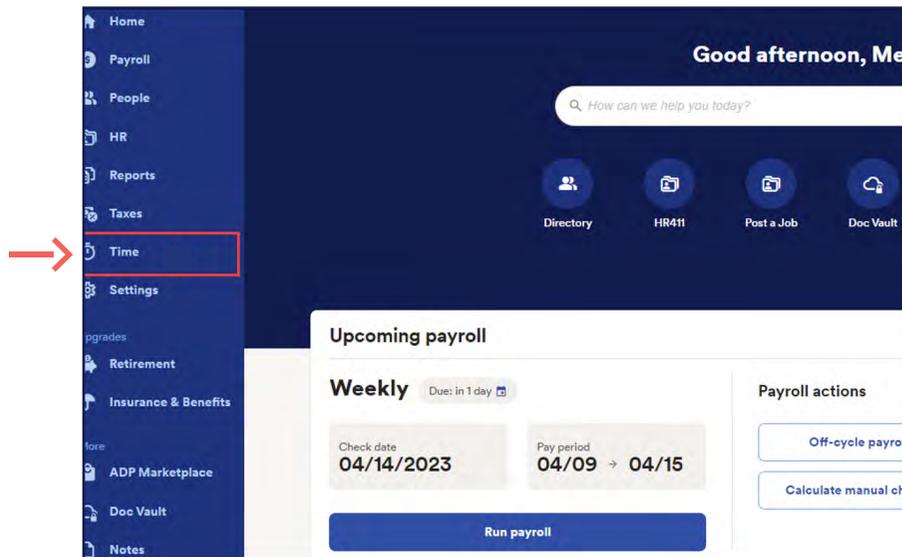
## Open shifts

Proprietary and Confidential.

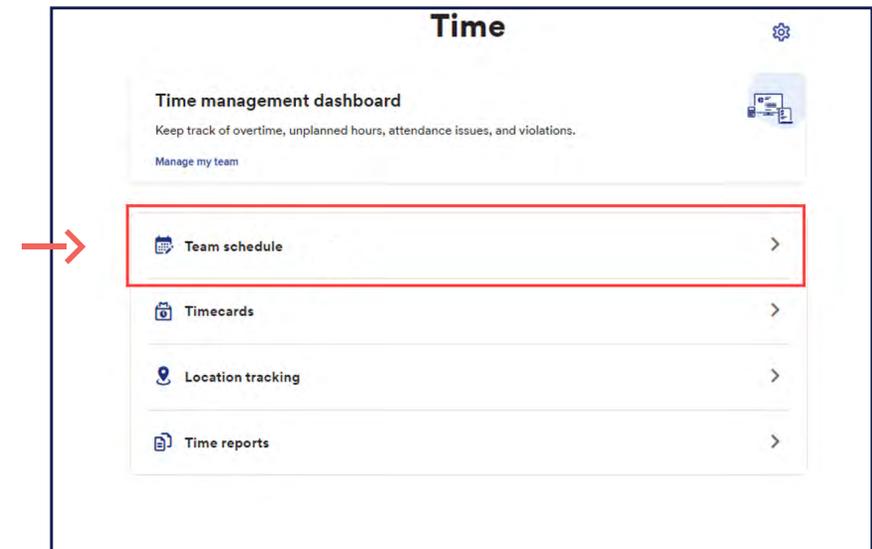


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1 To get to the scheduling page, sign into **RUN** and navigate to the **Time** button on the left-hand side.



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



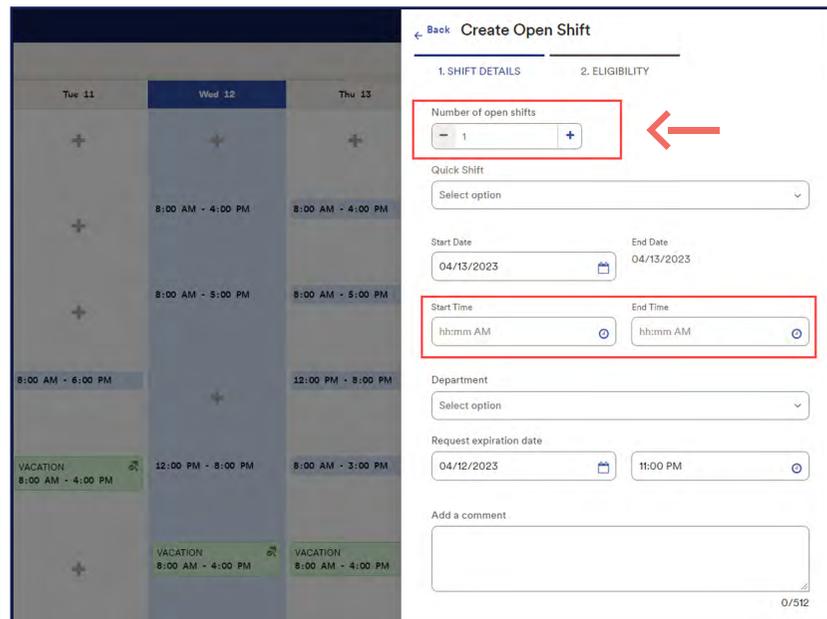
**3** This will open the scheduling screen. The top row of the scheduling grid is for **Open Shifts**. This is used for when employees drop a shift for an emergency, or if you just want to create an open shift to see which employees are interested.

**4** To create an **Open Shift**, click on the + icon.

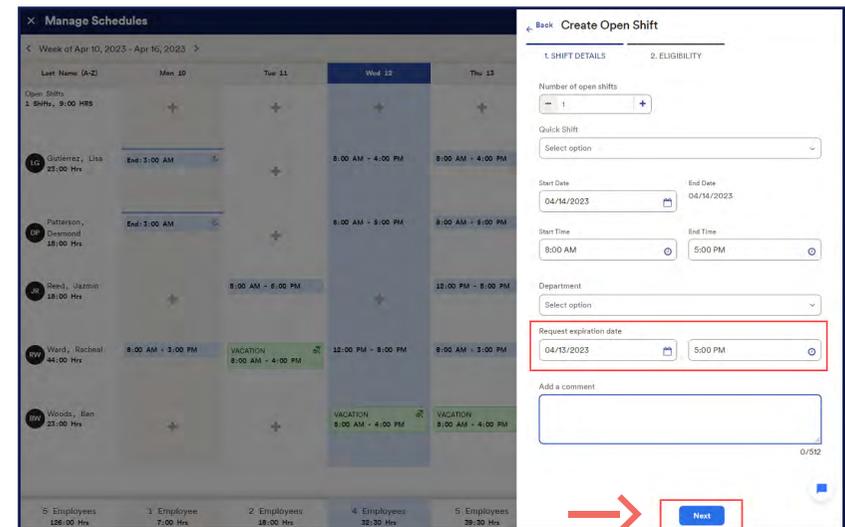
Last Name (A-Z)	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16
Open Shifts 1 Shifts, 9:00 HRS	+	+	+	+	+	+	+
Gutierrez, Lisa 23:00 Hrs	End: 3:00 AM	+	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	VACATION 8:00 AM - 4:00 PM	+	+
Patterson, Desmond 18:00 Hrs	End: 3:00 AM	+	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	+	+	+
Reed, Jazmin 18:00 Hrs	+	8:00 AM - 6:00 PM	+	12:00 PM - 8:00 PM	+	+	+
Ward, Rachael 44:00 Hrs	8:00 AM - 3:00 PM	VACATION 8:00 AM - 4:00 PM	12:00 PM - 8:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	+
Woods, Ben 23:00 Hrs	+	+	VACATION 8:00 AM - 4:00 PM	VACATION 8:00 AM - 4:00 PM	8:00 AM - 3:00 PM DRAFT	+	+
5 Employees 126:00 Hrs	1 Employee 7:00 Hrs	2 Employees 18:00 Hrs	4 Employees 32:30 Hrs	5 Employees 39:30 Hrs	3 Employees 22:00 Hrs	1 Employee 7:00 Hrs	0 Employees 0:00 Hrs

Last Name (A-Z)	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16
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Patterson, Desmond 18:00 Hrs	End: 3:00 AM	+	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	+	+	+
Reed, Jazmin 18:00 Hrs	+	8:00 AM - 6:00 PM	+	12:00 PM - 8:00 PM	+	+	+
Ward, Rachael 44:00 Hrs	8:00 AM - 3:00 PM	VACATION 8:00 AM - 4:00 PM	12:00 PM - 8:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	+
Woods, Ben 23:00 Hrs	+	+	VACATION 8:00 AM - 4:00 PM	VACATION 8:00 AM - 4:00 PM	8:00 AM - 3:00 PM DRAFT	+	+
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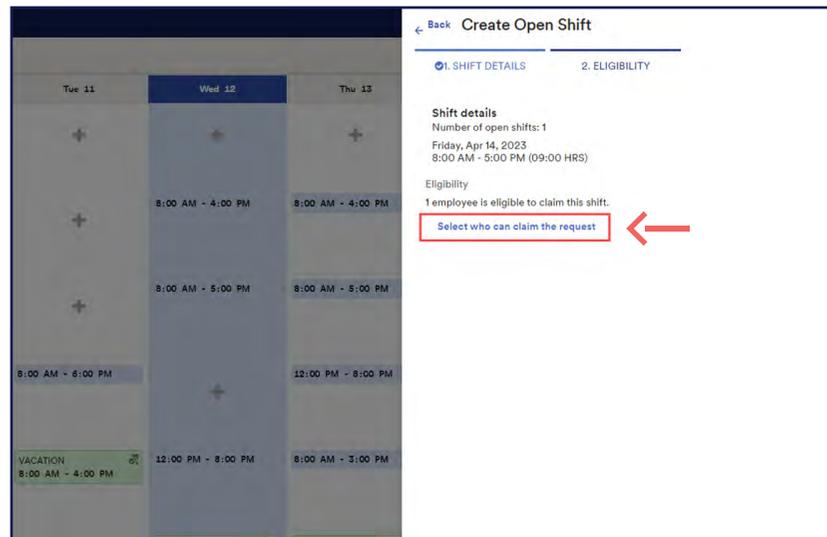
5 A menu will slide in from the right with a few options. At the top, you can choose the **Number of open shifts** you wish to create. Then, you must enter the **Start Time** and **End Time** for the shift.



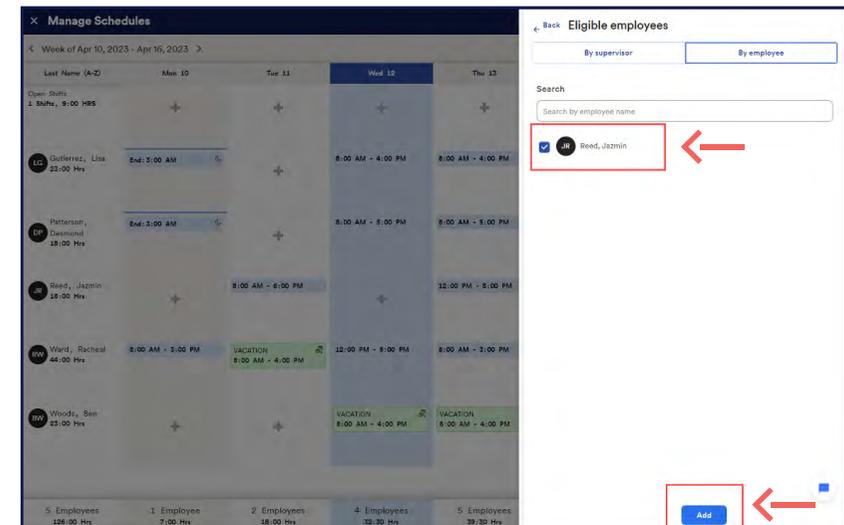
6 Below is an **Expiration date**. It is automatically created based on the shift date. However, you can adjust it as needed. If an employee doesn't claim the shift before the expiration date, the shift will delete itself. After all the information is entered, click **Next**.



**7** Next is the **Eligibility**. If an employee is already scheduled to work, they will be ineligible to claim the shift. You can also manually remove an employee's eligibility. Just click on **Select who can claim the request** and choose the employees manually.



**8** Manually select the employee and click **Add**.



9 Finally, you can **Publish** the shift right away for employees to claim it, or **Save draft** to publish later.

The screenshot displays the 'Manage Schedules' interface with a 'Create Open Shift' modal open. The modal has two tabs: 'SHIFT DETAILS' and 'ELIGIBILITY'. Under 'SHIFT DETAILS', it shows 'Number of open shifts: 1', the date 'Friday, Apr 14, 2023', and the time range '8:00 AM - 5:00 PM (9:00 HRS)'. The 'ELIGIBILITY' section states '1 employee is eligible to claim this shift' and lists 'Reed, Jazmin' with a profile icon. At the bottom of the modal, there are three buttons: 'Previous', 'Save draft', and 'Publish'. A red arrow points to the 'Publish' button.