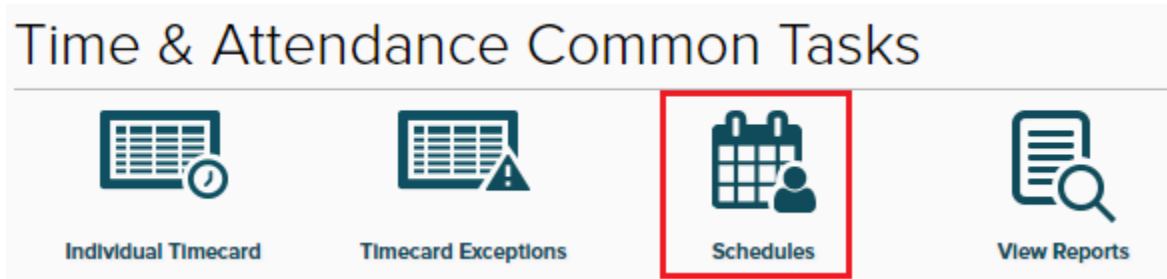
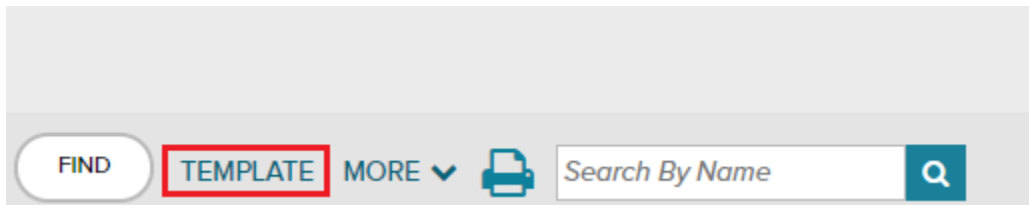


Editing a Template Assignment

1. From the Home page under Time & Attendance Common Tasks, click the Schedules icon.



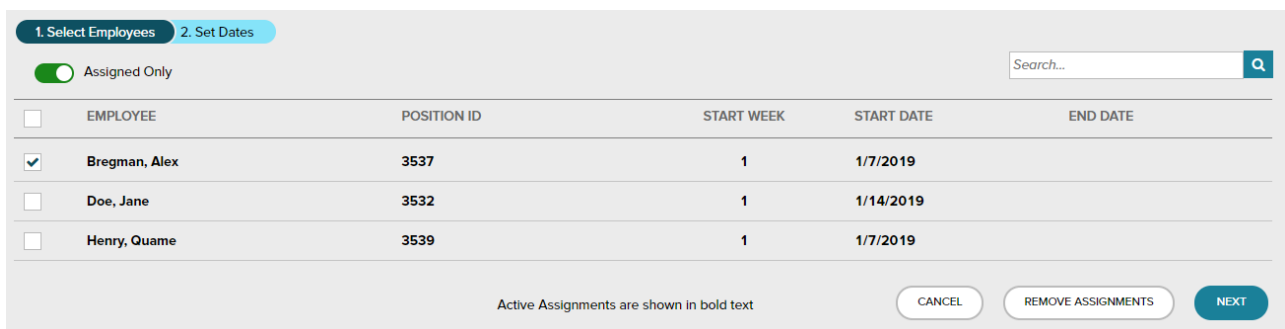
2. On the top bar click Template







3. On the template you wish to edit, click the Assigned Employees number



4. On the Manage Assignments page select the employees you wish to edit with a checkbox on the left and Click Next



5. Make the change to the Start Date, End Date or Start Week then click submit

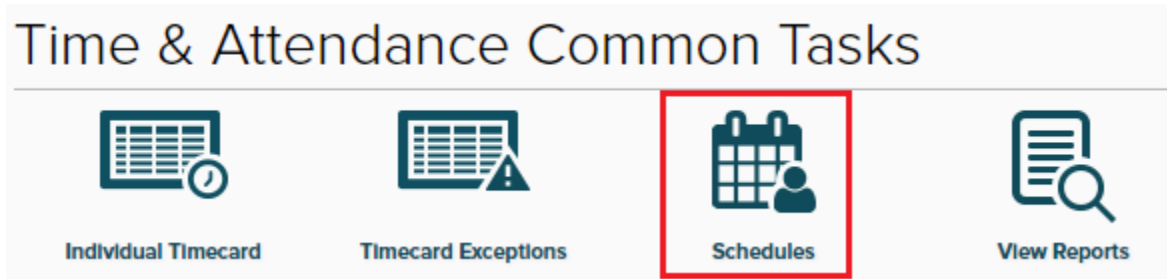
START WEEK *	START DATE *	END DATE
1 ▼	1/21/2019 	mm/dd/yyyy   
		<div>PREVIOUS</div> <div>SUBMIT</div>

6. Click Submit and you should get a confirmation message

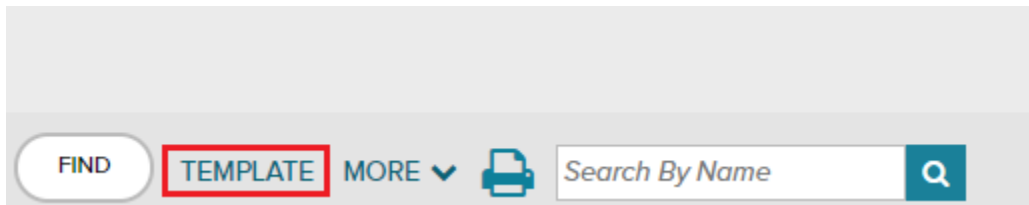
✔ Template has been assigned successfully

Removing a Schedule Assignment

1. From the Home page under Time & Attendance Common Tasks, click the Schedules icon.



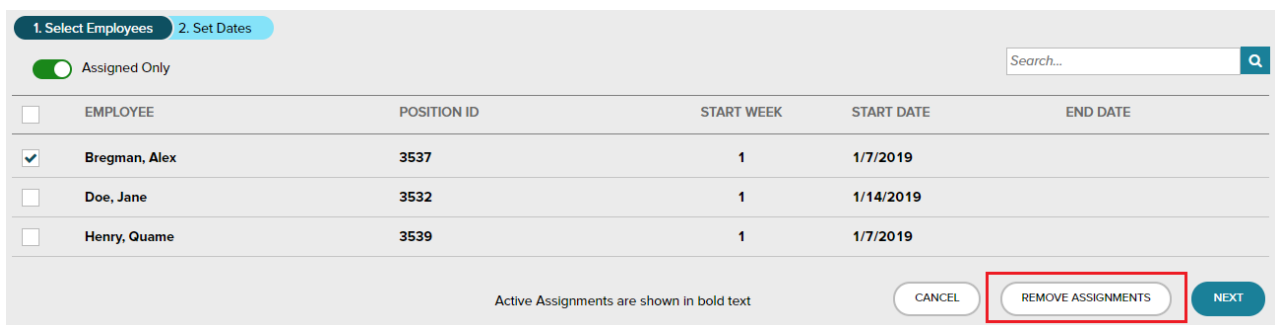
2. On the top bar click Template



3. On the template you wish to edit, click the Assigned Employees number




4. On the Manage Assignments page select the employees you wish to edit with a checkbox on the left and Click Remove Assignment



5. Select for removing the shift template from the beginning of the current period, or starting tomorrow and click OK

Remove Assignments




 Select how you want the shifts to be handled.

- ☐ Remove all shifts applied from this template for the selected employees from the start of the current pay period.
- ☐ Remove all future shifts (starting from tomorrow) applied from this template for the selected employees.

OK

CANCEL

6. You should get a confirmation box at the top

 Template assignments have been successfully removed.