

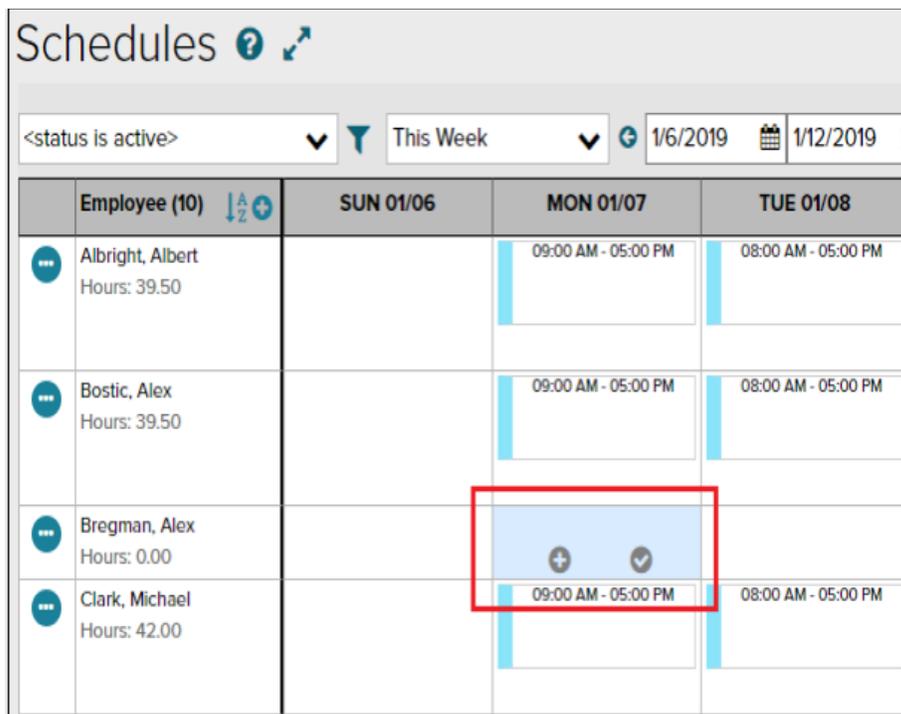
Schedule Guide - Add or Edit a Daily Shift

Add a Single Shift

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



2. Find the employee you wish to add the shift and navigate to the date you wish to add a schedule to. Click the + icon to begin.

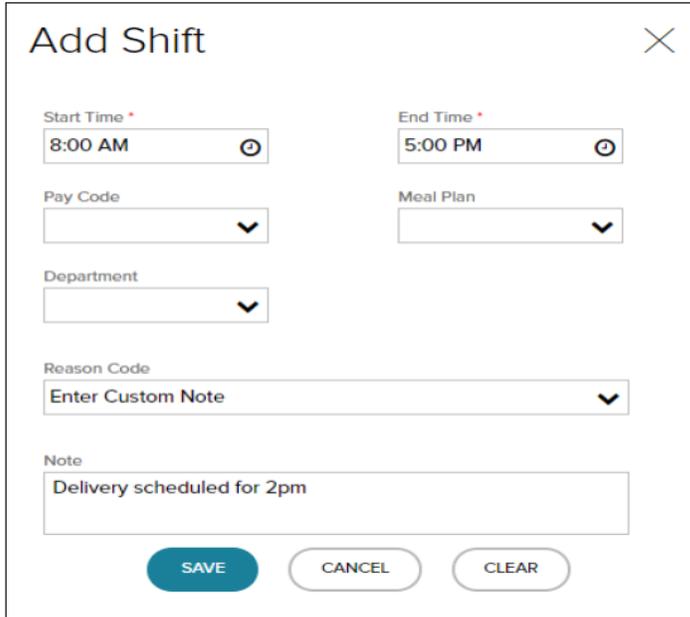


The screenshot shows the "Schedules" interface with a filter set to "status is active" and a view of "This Week" from 1/6/2019 to 1/12/2019. The table below displays the schedule for three employees: Albright, Albert; Bostic, Alex; and Clark, Michael. A red box highlights the "Add" (+) and "Edit" (checkmark) icons for the 09:00 AM - 05:00 PM shift on Monday, 01/07 for Alex Bregman.

Employee (10)	SUN 01/06	MON 01/07	TUE 01/08
Albright, Albert Hours: 39.50		09:00 AM - 05:00 PM	08:00 AM - 05:00 PM
Bostic, Alex Hours: 39.50		09:00 AM - 05:00 PM	08:00 AM - 05:00 PM
Bregman, Alex Hours: 0.00		+	
Clark, Michael Hours: 42.00		09:00 AM - 05:00 PM	08:00 AM - 05:00 PM

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3. From the add shift menu, enter the start and end time or desired shift.



Add Shift [Close]

Start Time * 8:00 AM [Clock Icon]

End Time * 5:00 PM [Clock Icon]

Pay Code [Dropdown]

Meal Plan [Dropdown]

Department [Dropdown]

Reason Code [Dropdown: Enter Custom Note]

Note [Text: Delivery scheduled for 2pm]

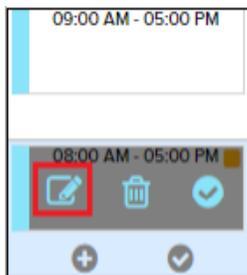
[SAVE] [CANCEL] [CLEAR]

Note: **Pay Code** and **Meal Plan** are overrides and will change the employee's normal overtime and meal break calculations. Don't use these options unless you meet your states Department of Labor requirements

4. Click Save.

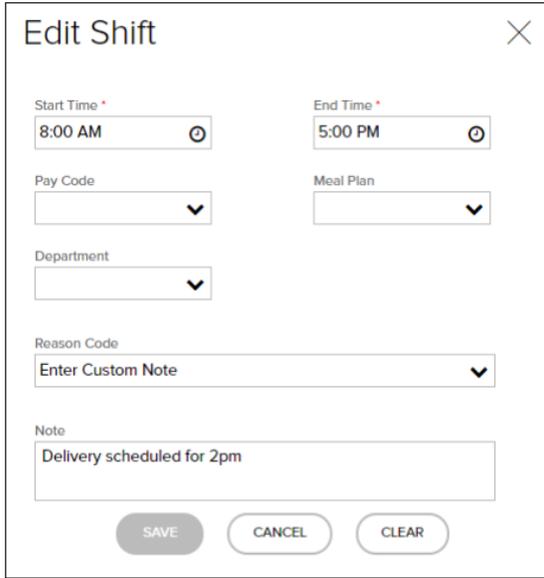
Edit a Single Shift

1. From the schedules page hover over the shift and click the Edit icon.



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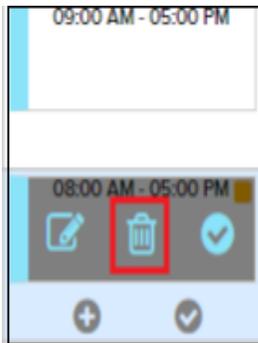
2. Make the necessary changes to the start and end time.



3. Click Save and the shift will be updated

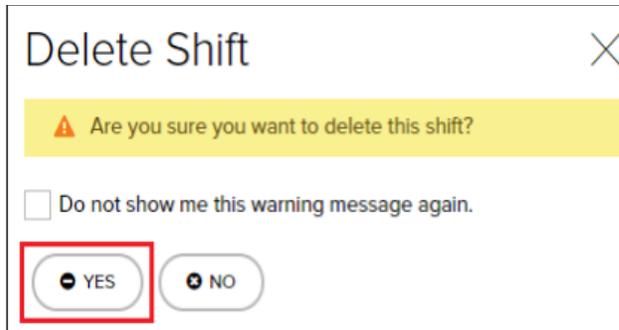
Delete a Single Shift

1. To delete the shift hover over the shift and click the Delete icon



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2. The Delete Shift box will pop up



3. Click Yes and the shift will be deleted from the schedule grid