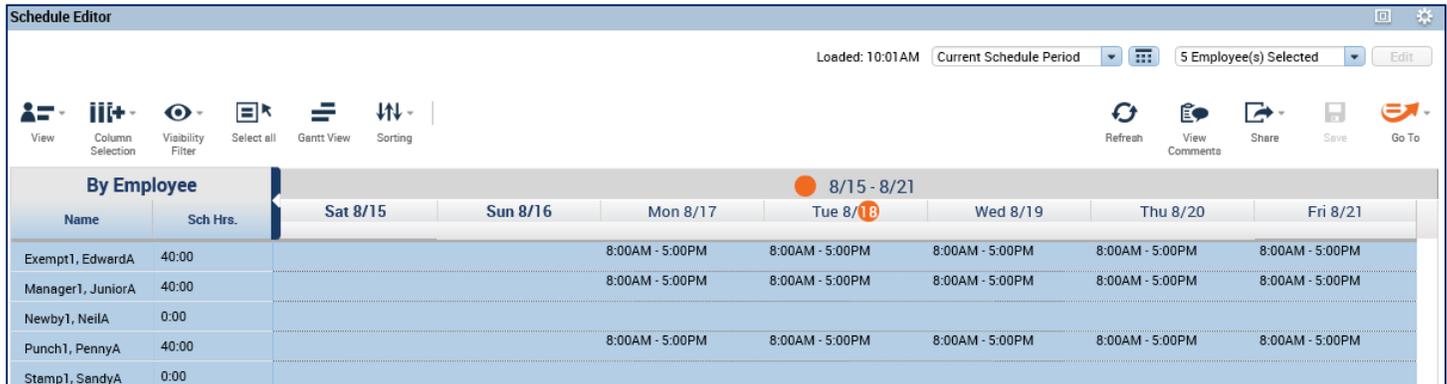


## Maintaining Schedules

Select **Related Items>Schedule Editor** to make changes to an employee’s schedule.



The screenshot shows the 'Schedule Editor' window. At the top, it indicates 'Loaded: 10:01AM', 'Current Schedule Period', and '5 Employee(s) Selected'. Below this is a toolbar with icons for View, Column Selection, Visibility Filter, Select all, Gantt View, and Sorting. On the right, there are icons for Refresh, View Comments, Share, Save, and Go To. The main area is a table with columns for days of the week (Sat 8/15, Sun 8/16, Mon 8/17, Tue 8/18, Wed 8/19, Thu 8/20, Fri 8/21) and rows for employees. The 'Tue 8/18' column is highlighted with a red 'B' in a circle. The table shows work times for employees like Exempt1, EdwardA (40:00) and Manager1, JuniorA (40:00) with 8:00AM - 5:00PM shifts on Mon-Fri.

## Scheduling a Shift Using In-Cell Editing (One-Time Schedule Change)

Shifts are individual work times for a particular day, i.e.: Monday 7:30am – 4:30pm.

1. Click in the date cell for the employee in the Schedule Editor.
2. Manually enter the shift start and end times, such as 8a-5p. Press **Tab**.
3. Select **Save**.

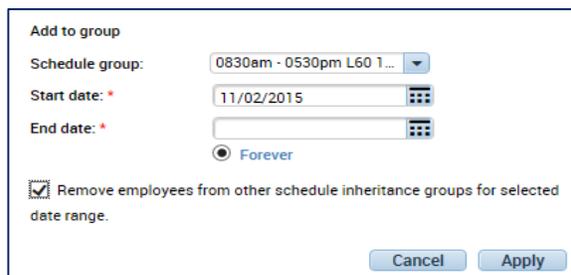
## Adding Employee(s) to a Schedule Group

Groups allow multiple employees to be assigned the same work pattern. The pattern is assigned to the group and applied to all employees within the group.

**NOTE:** Non-exempt employees must be assigned a schedule group with a lunch time, such as **0730-0430 Lunch 60 12-00**. “Lunch 60” refers to the length of the lunch time. There are also groups with 30-minute lunches. The “12-00” refers to the start time of the lunch. There are groups with varying lunch start times in the list, such as 11:15 or 12:30.

The groups ending with **Auto-PFS** are to be used for exempt employees only.

1. From the Schedule Editor, select **View>By Schedule Group**. Set the time period.
2. Highlight to select employees. Right-click on the employee names to display the selections.
3. Select **Add to Group** from the menu. The **Add to Group** window displays.



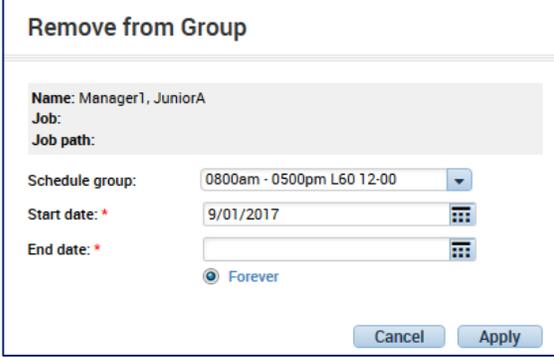
The 'Add to group' dialog box contains the following fields and options:

- Schedule group:** A dropdown menu showing '0830am - 0530pm L60 1...'.
- Start date:** A date field with '11/02/2015' and a calendar icon.
- End date:** An empty date field with a calendar icon.
- Forever:** A radio button that is selected.
- Remove employees from other schedule inheritance groups for selected date range.**
- Buttons:** 'Cancel' and 'Apply'.

4. Select the new **Schedule Group** assignment, choose the **Start Date** and **End Date** (or select **Forever**, if no specific End Date).
5. The check box for **Remove employees from other schedule inheritance groups for selected date range** should remain selected. Then click **Apply**.
6. Click the **Save** button on the **Schedule Editor** page.

## Removing Employee(s) from a Schedule Group

1. From the **Schedule Editor**, select **View>By Schedule Group**. Set the time period.
2. Highlight to select employees. Right-click on the employee names to display the selections.
3. Select **Remove from Group** from the menu. The **Remove from Group** window displays.

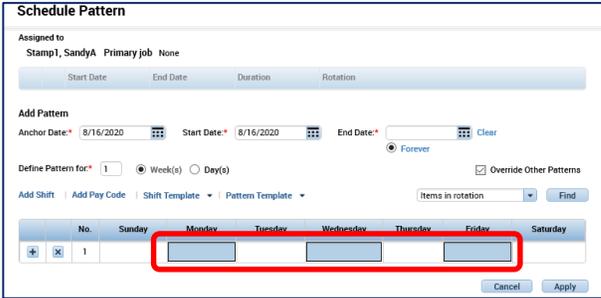


4. Verify that the current schedule group displays in the **Schedule Group** drop-down. Choose the **Start Date** and **End Date** (or select **Forever**, if no specific End Date). Click the **Apply** button.
5. Click the **Save** button on the **Schedule Editor** page.

## Assigning a Schedule Pattern

To add a pattern to the employee that is not assigned to a group:

1. Select the row with employee name from the **Schedule Editor** and right-click on the name.
2. Select **Schedule Pattern** from the selection menu. The **Schedule Pattern** window displays.

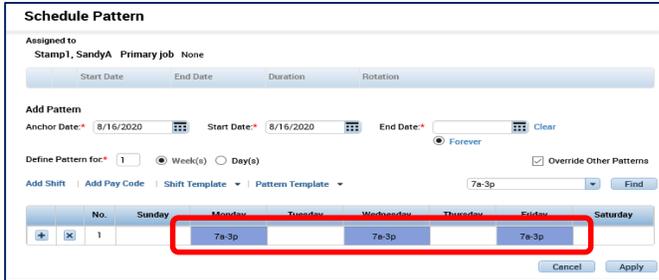


3. Select **Anchor Date**, **Start Date** and **End Date** (or select **Forever**, if no specific End Date).

4. Check the **Override Other Patterns** check box.

5. Select **Shift Template** drop-down. Choose a shift from the list.

6. The new pattern will populate into the calendar on the **Schedule Pattern** screen. If correct, click the **Apply** button.



7. A confirmation screen will display. Select **Yes**.
8. The Schedule populates on the Schedule Pattern screen. To add another pattern, select **Add Pattern**. Else, click **OK**. **Save** the **Schedule Editor** page.