

Show Me How

to Create and Manage Schedules

SCHEDULING

STEP 3

To create shifts, click "Add Shift" in the top, right corner. Enter the shift details, then click "Save."

The screenshot displays the scheduling interface. At the top, there are navigation options like 'Actions' and 'Sales', a search bar, and a date selector set to 'Dec 1 - 7, 2022'. Below this is a calendar grid with columns for days of the week (Thu 1 to Wed 7) and rows for shifts. A modal window titled 'Add Shift' is open on the right. It contains the following fields: 'Description' (Staff 2), 'Start Date' (12/09/2022), 'In Time' (08:00 AM), 'Out Time' (05:00 PM), 'Recurrence' (Never), 'Countdown' (0), 'Headcount' (1), and 'On-Call' (checkbox). There are also sections for 'Allocation Edit', 'Assignments', and 'Punches'.

STEP 4

Continue assigning shifts. Unpublished shifts display with a pending icon and notification. Click "Publish" to assign the schedule to employees and push to Employee Self-Service®.

The screenshot shows the scheduling interface after shifts have been assigned. The calendar grid now displays assigned shifts for employees. Below the calendar is a 'Job Board' section with employee profiles. For example, 'Abdul, John' (1247) and 'Harris, Robert' (3454) are listed with their assigned shifts. The date selector is now set to 'Dec 1 - 7, 2022'.