# Show Me How to Create and Manage Schedules

#### **SCHEDULING**

### STEP 1

Navigate to Time Management > Scheduling > Manage Schedules.

Time Management	Human Resources	Talent Management	Reports	User O
Time and Attendance	>	📃 Schedulir	ng Menu	
Timecard Search			Set Up Sch	neduling
Who's Clocked In/Out		Schedule Builder Schedule Template		
Reports		Schedule Group		
Time-Off Requests	$\geq$	View Schedule Change His	story	
Scheduling	>	Exception Rules		•
		Employee Availability		
		Create Schedules		
		Manage Schedules		
		Import Center		



Select the appropriate dates and use the Search or Filter bar to find employees. Drag and drop shifts from the top of the screen to the appropriate employees.

From the Actions drop-down menu, you can run the auto-scheduler.

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

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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 Unpublished shifts display with a pending icon and notification.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<sup>®</sup>.

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