

Maintaining Schedules

Select **Schedule Editor** from the **Related Items** pane to make changes to an employee's schedule.

Timecard | Schedule | People | Reports | Leave Cases

SCHEDULE EDITOR

Loaded: 12:27PM Show: AL-All Home and Transf... Edit Time Period: Current Schedule Period Refresh

◀◀ 10/11/2014-10/17/2014 ▶▶

BY EMPLOYEE BY GROUP

Save Actions Shift Pay Code Leave View

Name	Total Pay Status H...	Sch Hrs.	Sat 10/11	Sun 10/12	Columbus Day Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17
Exempt1, EdwardA	40:00	40.00			8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p
Manager1, JuniorA		40.00			8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p
Newby1, NeilA		0.00							
Punch1, PennyA		40.00			8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p
Stamp1, SandyA	16:00	0.00							

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

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

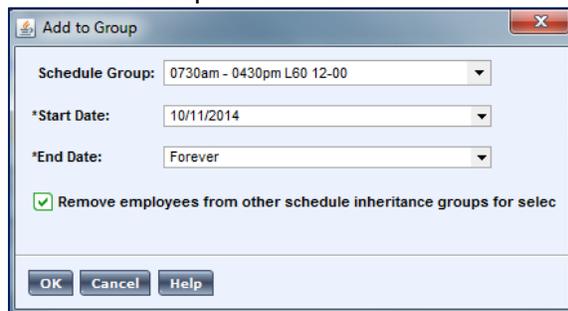
- 1 Click in the date cell for the employee in the Schedule Editor.
- 2 Manually enter the shift start and end times, such as 8a-5p. Press **Tab**.
- 3 Select **Save**.

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.

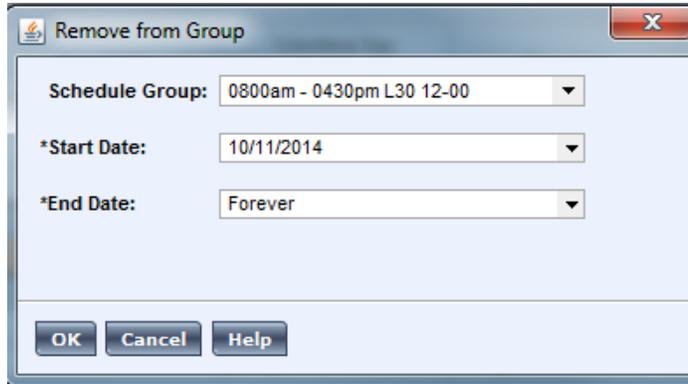
- 1 From the Schedule Editor, select the **By Group** tab.
- 2 Highlight the row with one or more employees.
- 3 Select **Add to Group** from the Group action menu. The Add to Group window displays.



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

Removing Employee(s) from a Schedule Group

- 1 From the Schedule Editor, select the **By Group** tab.
- 2 Select one or more employees.
- 3 Select **Remove from Group** from the Group action menu. The Remove from Group window displays.



The 'Remove from Group' dialog box contains the following fields and controls:

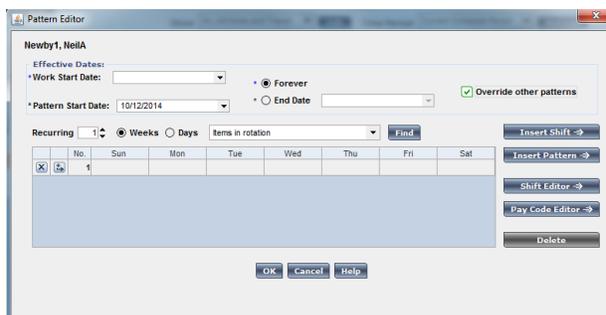
- Schedule Group:** A dropdown menu with the selected value '0800am - 0430pm L30 12-00'.
- *Start Date:** A date field with the value '10/11/2014'.
- *End Date:** A dropdown menu with the selected value 'Forever'.
- Buttons: **OK**, **Cancel**, and **Help**.

- 4 Select the current schedule group from the **Schedule Group** drop down, choose the **Start Date** and **End Date** (or select **Forever**, if no specific End Date). Click the **OK** 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 line with employee name from the Schedule Editor.
- 2 Select **Shift > Add Pattern** from the Shift action menu. The Pattern Editor window displays.



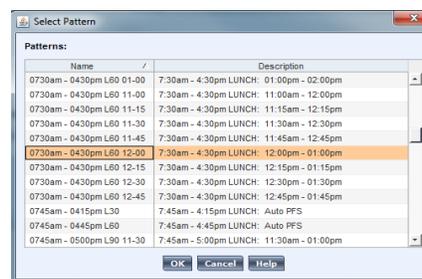
The 'Pattern Editor' dialog box for 'Newby1, NeilA' contains the following fields and controls:

- Effective Dates:** A dropdown menu.
- *Work Start Date:** A date field.
- *Pattern Start Date:** A date field with the value '10/12/2014'.
- Recurring:** Radio buttons for **Forever** (selected) and **End Date**.
- Override other patterns:** A checked checkbox.
- Recurring:** A dropdown menu with 'Weeks' selected.
- Items in rotation:** A dropdown menu.
- Find:** A button.
- Insert Shift:** A button with a right arrow.
- Insert Pattern:** A button with a right arrow.
- Shift Editor:** A button with a right arrow.
- Pay Code Editor:** A button with a right arrow.
- Delete:** A button.
- Buttons: **OK**, **Cancel**, and **Help**.

- 3 From the Pattern Editor, select **Work Start Date**, **Pattern Start Date** and **End Date** (or select **Forever**, if no specific End Date).

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

- 5 Select **Insert Pattern**. Choose a pattern from the Select Pattern window. Then click the **OK** button.



The 'Select Pattern' dialog box displays a table of available patterns:

Name	Description
0730am - 0430pm L60 01-00	7:30am - 4:30pm LUNCH: 01:00pm - 02:00pm
0730am - 0430pm L60 11-00	7:30am - 4:30pm LUNCH: 11:00am - 12:00pm
0730am - 0430pm L60 11-15	7:30am - 4:30pm LUNCH: 11:15am - 12:15pm
0730am - 0430pm L60 11-30	7:30am - 4:30pm LUNCH: 11:30am - 12:30pm
0730am - 0430pm L60 11-45	7:30am - 4:30pm LUNCH: 11:45am - 12:45pm
0730am - 0430pm L60 12-00	7:30am - 4:30pm LUNCH: 12:00pm - 01:00pm
0730am - 0430pm L60 12-15	7:30am - 4:30pm LUNCH: 12:15pm - 01:15pm
0730am - 0430pm L60 12-30	7:30am - 4:30pm LUNCH: 12:30pm - 01:30pm
0730am - 0430pm L60 12-45	7:30am - 4:30pm LUNCH: 12:45pm - 01:45pm
0745am - 0415pm L30	7:45am - 4:15pm LUNCH: Auto PFS
0745am - 0445pm L60	7:45am - 4:45pm LUNCH: Auto PFS
0745am - 0500pm L90 11-30	7:45am - 5:00pm LUNCH: 11:30am - 01:00pm

Buttons: **OK**, **Cancel**, and **Help**.

- 6 The new pattern will populate into the calendar on the Pattern Editor screen. If correct, click the **OK** button. An "override" message will display. Click the **Yes** button.

- 7 The Schedule populates on the Schedule Editor screen. Click the **Save** button.