Group Schedule

The group schedule displays a group schedule for employees.

The total number of shifts, working hours and benefit hours are summarized at the bottom. Clicking Update Totals displays fresh summary information. Clicking an employee name drills down to the employee's individual schedule.

Adding Schedules

To add a schedule, click ⊞ in the calendar cell or right-click a calendar cell and choose Add a Schedule. You can add a standard schedule, indicating the start time and the end time. You can add a flex schedule, indicating a set number of work hours for the day. You can also add a benefit schedule, indicating the employee is scheduled for a paid day off.

You may be able to add a quick schedule. A quick schedule is a schedule where the details have already been pre-determined for you. To add a quick schedule, right-click in a calendar cell and choose Quick Schedule, then click on the correct scheduled start and end time.

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Editing Schedules

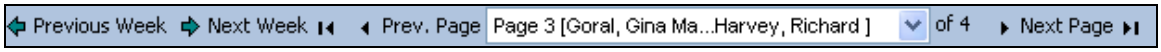
To edit a schedule, double-click the schedule. The Edit Schedule window is displayed. Make changes as needed and click Ok.

Removing Schedules

To remove all schedules from a day, click ☒. You can also right-click in a calendar cell and choose Cut (Off This Day) to remove all schedules from a day. Right-click in a calendar cell and choose Cut (Off This Week) to remove all schedules from the week.

Navigating Schedules

Use



to browse schedules from page to page, from workgroup to workgroup, or from week to week.

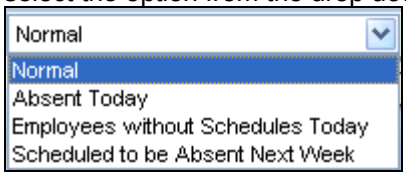
Viewing Specific Workgroup Level Employee Schedules

To view employee schedules for a specific workgroup level, select workgroup from the

drop down list.

Viewing Employee Schedules with Specific Condition

To view employee schedules that meet specific condition, such as absent today, select the option from the drop down list.



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