Employee Schedules

You can view, create, and change schedules for a single employee or for groups of employees by the day, week, month, or custom time period.

Schedule patterns are predefined repeating schedules. You can create schedule patterns, for example, Monday – Friday 9am-5pm., and assign them to employees who work the same schedule, simplifying scheduling.

This job aid will cover the following topics:

- Adding an Employee Schedule
- Adding Schedules for a Group of Employees

Detailed instructions and screen shots for each step begin on the next page.

Adding an Employee Schedule

A schedule is not just the range of time the employee is expected to be at work. A schedule can also indicate a planned absence, like a doctor's appointment (sick time) or vacation.

There are many ways to add a schedule in the employee schedule or group schedule:

- Double-click a day without schedules
- Click the **+** in a calendar cell
- Right-click a calendar cell
- Copy and paste a schedule into a cell

In most cases, complete the Add a New Schedule for This Employee window.

Add a New Schedule for This Employee

Date	8/22/2011
Schedule Type	Standard Schedule
Benefit	Vacation
Start Time	8:00a
End Time	5:00p
Amount	8:00
Location	Other Locations
Department	Other Departments
Cost Center	**Default**
Rate	1.0000
Schedule Style	Standard

Ok   Cancel

Field	Description
Schedule Type	Defines whether the schedule is a standard, benefit, or flex schedule.
Start Time	Defines the start time for a standard schedule.
End Time	Defines the end time for a standard schedule.
Amount	Specifies the total number of hours in the schedule, or the total time off in the case of a benefit schedule.
Department	Specifies the workgroup where the employee is scheduled. Your workgroup level names can be different.

Rate	Defines the pay rate for these scheduled hours. Click the Calculate Rate icon to refresh the workgroup rate.
Schedule Style	Specifies the style associated with this schedule. Schedule styles are predefined for you and may cause a pay enhancement.

Adding a Schedule: Double-Click a Day without Schedules

❶ Double-click Off on a day without schedules.

❷ Use the Add a New Schedule for This Employee window to enter the schedule.

❸ Click **Ok**.

Adding a Schedule: Click the + in a Calendar Cell

❶ Click **+** in a calendar cell.

❷ Use the Add a New Schedule for This Employee window to enter the schedule.

❸ Click **Ok**.

Adding a Schedule: Right-Click a Calendar Cell

❶ Right-click in a calendar cell and choose Add a Schedule.

❷ Use the Add a New Schedule for This Employee window to enter the schedule.

❸ Click **Ok**.

(or, to add a predefined schedule)

❶ Right-click in a calendar cell.

❷ Click Quick Schedules.

❸ Click the selected schedule.

(or, to add a flex schedule

❶ Right-click in a calendar cell.

❷ Click Flex Schedule.

(or, to add a predefined planned absence schedule)

❶ Right-click in a calendar cell.

❷ Click Benefits Schedules.

❸ Click the selected schedule.

Adding Schedules for a Group of Employees

Using the Group Adjustment from a group editing sheet you can add schedules for a group of employees simultaneously. For example, you can schedule all employees for 4 hours on Saturday in order to do volunteer work. Use this feature to add the schedules quickly and easily.

❶ Browse to a group editing sheet.

❷ Under the Operations menu, click **Group Adjustment**. The Group Adjustment Properties page is displayed.

❸ Click Change in the respective area to define the properties for adding schedules for a group of employees.
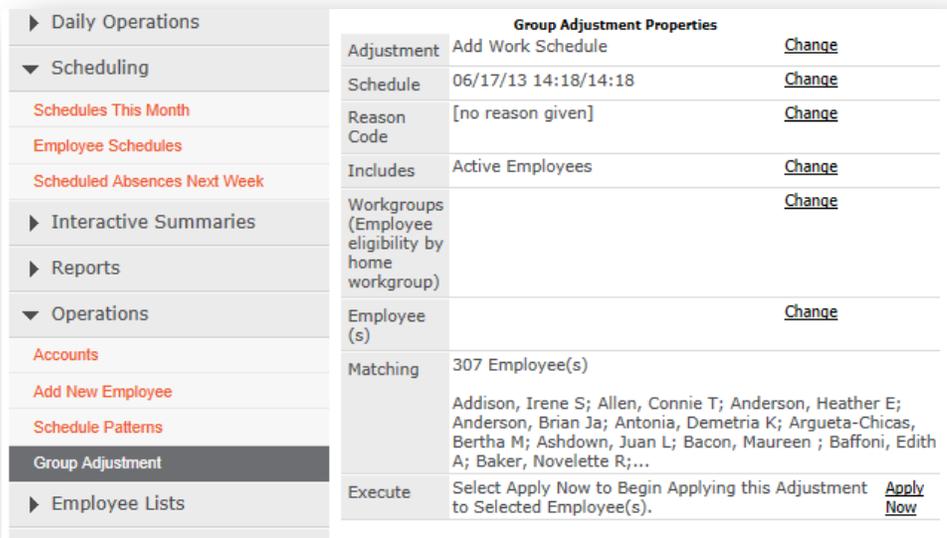
❹ Use the following table to specify the properties of schedules to add.

Area	Properties
Adjustment	Select the transaction type: Add Work Schedule.
Schedule	Select the schedule date, schedule start time and schedule end time to add a schedule.
Reason Code	Add a reason for adding schedules, if needed.
Includes	Select the employee attribute used to determine employees who are scheduled.
Workgroups or Employees(s)	Select either workgroup or employees from whom to add schedules.
Matching	Review the list of employees for whom schedules are to be added.

❺ Click Apply Now in the Execute area to add schedules for selected employees.

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