Entering a Schedule

1. Using the Quickfind, search for the employee or employees you wish to enter a schedule for

2. Select the employee or employees a schedule will be entered for

3. Using the Time Period dropdown list, select "*Current Scheduled Period*"

4. Right- click the employee's name and select "*Schedule Pattern*"

5. Click "*Add Pattern*"

6. Verify Anchor date and Start date are the start of the pay period. For example 7/1/17 or 8/16/18.

7. Select the days the employee should be scheduled for

8. Click "*Add Shift*"

9. Type Shift Start time and End Time

Note: If your are entering a schedule for a transfer position, you will need to enter transfer position information.

10. Click "*Apply*"

Note: If you are replacing an existing shift with a new shift click the Override Other Patterns" check box.

11. Click Apply

12. Click Ok

13. Click Save

You have successfully entered a schedule