

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

Timekeeper Workspace

Genies

QuickFind

Loaded 3:28PM Current Pay Period

Select All Rows | Column Selection | Filter | Timekeeping | Approval | Share | Go To

Name	ID	Primary Labor Account	Pay Rule
MANBOARD, ISIS	119111	15465/17012/1615/PROGDIR/6950/-/ASSOCSUP5	Exempt
MANGALORE, DILIP	121551	18089/18050/7666/REPCOMCRD/2477/-/DIRDISBURS	Exempt
MARABLE, CHERYL	108050	42518/42518/1202/PARAPRO/1807/-/EPLIN	Parapro - 75H
MARABLE, JACQUELINE	100439	23343/23343/1101/PARENTLIA/6605/-/HPGRADY	School Staff N...
MARTIN, GERALD	118834	16020/16095/8004/SRPOANLYS/2698/-/ASDRPOSMGT	Exempt
MARTIN, JEFFREY	130028	61112/61112/1301/PARAPRO/2947/-/MPBUNCHE	Parapro - 75H
MARTIN, MICHAEL	128813	16049/63749/6701/CUSTODIAN/6718/-/FACMGRSRT3	Class Meal - 7...

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”**

Schedule Pattern

Assigned to
MARTIN, JEFFREY Primary job None

Start Date	End Date	Duration	Rotation

Add Pattern

Anchor Date:* Start Date:* End Date:*

Forever

Define Pattern for: * Week(s) Day(s) Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							

9. Type Shift Start time and End Time

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

Schedule Pattern

Assigned to
MARTIN, JEFFREY Primary job None

Insert Template ▾ Shift Label Shift Details 8:00am-4:30pm(8.50h)

	Type	Day	Start Time	Day	End Time	Sch. Hours	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	Regular	1	8:00am	1	4:30pm	8.50			

10. Click "Apply"

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

Schedule Pattern

Assigned to
MARTIN, JEFFREY Primary job None

	Start Date	End Date	Duration	Rotation
✎ x	7/15/2018	Forever	1 week	1 Week:830a - 5p(Mon,Tue,Wed,Thu,Fri)

Edit Pattern

Anchor Date:* Start Date:* End Date:* Clear

Forever

Define Pattern for: * Week(s) Day(s) Override Other Patterns

Add Shift | Add Pay Code | Shift Template ▾ | Pattern Template ▾

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+ x	1		830a-5p	830a-5p	830a-5p	830a-5p	830a-5p	

11. Click Apply

12. Click Ok

Schedule Pattern

Assigned to
MARTIN, JEFFREY Primary job None

	Start Date	End Date	Duration	Rotation
✎ x	7/15/2018	Forever	1 week	1 Week:830a - 5p(Mon,Tue,Wed,Thu,Fri)

13. Click Save

You have successfully entered a schedule

