




## Employee Schedule

The employee schedule gives you a quick overview of an employee's work schedule and scheduled absences (paid and unpaid). The schedule is used to review and add schedules for employees. If the employee diverges from his or her schedule, exceptions appear on the time card, indicating a potential issue.

Pages		Schedules	◀ Prev. Month	▶ Next Month	◀ Prev. Empl.	Alexander, David	▶ Next Empl.	Cost Center	
		S1							
<b>Alexander, David (L1, TRANS, S1)</b>								November 2005	
Last Name	First Name	ID	Badge	Location	Department	Cost Center	Hired		
Alexander	David	216	15678138	L1	TRANS	S1	05/16/00		
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	
Week of Oct-31	31 8:15/16:45 ×	November 1 8:15/16:45 ×	2 8:15/16:45 ×	3 8:15/16:45 ×	4 8:15/16:45 ×	5 Off	6 Off	40:00	
Week of Nov-7	7 8:15/16:45 ×	8 8:15/16:45 ×	9 8:15/16:45 ×	10 8:15/16:45 ×	11 8:15/16:45 ×	12 Off	13 Off	40:00	
Week of Nov-14	14 Vacation 8:00 ×	15 7:15/16:45 ×	16 Brvment 1 0:00 ×	17 Vacation 8:00 ×	18 Off	19 Off	20 Off	24:00	

The calendar view is intuitive; it makes it easy to quickly understand the employee's schedule:

- The schedules with  are created by schedule patterns.
- The schedules with  are company holidays.
- Schedules with  are scheduled benefits. This means the employee is scheduled for a paid absence such as a vacation or sick day.
- Days marked Off are unpaid days off.

## 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.

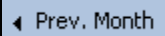
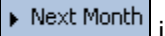
## Editing Schedules

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 the . 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.

## Browsing

- Use the Pages drop-down menu to browse to different information about the employee, such as the employee time card.
- Use  or  in the toolbar to browse to the previous or next month's schedule.
- Use the Employee drop-down menu to browse to a different employee.
- Use the Prev. Empl. and Next Empl. to browse to a previous or next employee in the Employee drop-down menu.
- Use the workgroup drop-down menu to browse to employees in the different workgroup. In this example, the workgroup drop-down menu available is Cost Center.