

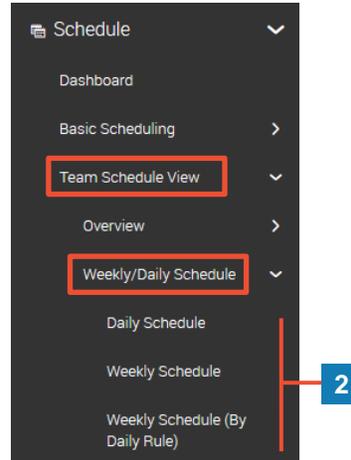


Viewing Employee Schedules in Time and Labor

In the Time and Labor module, you can view employee schedules in multiple ways. This job aid covers how to locate and use the different schedule views.

Locating schedule screens in the Time and Labor module

- 1 Click **Show Menu** , click the **Team**  tab, then navigate to **Schedule > Team Schedule View > Weekly/Daily Schedule**.
- 2 Under the **Weekly/Daily Schedule** menu section, click to select **Daily Schedule**, **Weekly Schedule**, or **Weekly Schedule (By Daily Rule)**.



Using the Daily Schedule screen

The **Daily Schedule** screen is used most often used to view today's schedules.

A Time Range: Click this pill icon to change the date and time frame being shown on the screen.

B Shift: Click a shift to view additional details or edit the assigned shift.

← Daily Schedule

Page 1 of 2 | 1 - 20 of 37 Rows | Saved: [System]

2019-11-25 [12:00 am - 12:00 am] | Columns (1) | (2)

| | Employee Id | First Name | Last Name | Employee Status | Time Off | Scheduled | Employee Schedule |
|--------------------------|-------------|------------|-----------|-----------------|----------|-----------|-------------------|
| <input type="checkbox"/> | 1000 | Alan | Edwards | Active | | Yes | Shift: 8am-5pm |
| <input type="checkbox"/> | 1001 | Adil | Wilcox | Active | | Yes | Shift: 8am-5pm |
| <input type="checkbox"/> | 1002 | Anel | Harrell | Active | | Yes | Shift: 8am-5pm |
| <input type="checkbox"/> | 1003 | Amy | Decker | Active | | Yes | Shift: 8am-5pm |
| <input type="checkbox"/> | 1004 | Ben | Edwards | Active | | Yes | Shift: 8am-5pm |
| <input type="checkbox"/> | 1005 | Bruce | Giles | Active | | Yes | Shift: 8am-5pm |

Using the Weekly Schedule screen

The **Weekly Schedule** screen is used most often for editing schedules.

- A** **Date Range:** Using the fields to change the date columns that appear in the screen.
- B** **Extra Settings:** Click this pill icon to toggle on/off additional details for the assigned shifts.
- C** **Shift:** Click in the cell of a corresponding date and employee to view details and/or make changes to the scheduled shift(s).

- D** **Add/Replace/Remove Schedules:** Use these options to mass edit schedules.
Note: You must select employees first.
- E** **Create/Edit Daily Schedules:** Use these options to create new daily schedule rules or edit existing daily schedule rules.

The screenshot shows the 'Weekly Schedule' interface. At the top, there are navigation options like 'Community Help', 'Feedback', and notification icons. Below the header, there are controls for 'Date Range: This Week' and 'Additional Options (2)'. A table lists employees with columns for 'Employee Id', 'First Name', 'Last Name', 'Employee Status', and daily schedule columns for 'Mon Nov 25', 'Tue Nov 26', and 'Wed Nov 27'. A context menu is open over the table, showing options: 'Remove Schedules', 'Create New Daily Schedules', and 'Edit Daily Schedules'. Callout boxes A, B, C, D, and E are placed around the interface to highlight specific features.

| | Employee Id | First Name | Last Name | Employee Status | Schedule Mon Nov 25 | Schedule Tue Nov 26 | Schedule Wed Nov 27 | Time Off |
|-------------------------------------|-------------|------------|-----------|-----------------|---------------------|---------------------|---------------------|------------------|
| <input type="checkbox"/> | 1000 | Alan | Edwards | Active | 8am-5pm | 8am-5pm | | (Time Off) |
| <input type="checkbox"/> | 1001 | Adil | Wilcox | Active | 8am-5pm | 8am-5pm | 8am-5pm | 8am-5 (Time Off) |
| <input checked="" type="checkbox"/> | 1002 | Anel | Harrell | Active | 8am-5pm | 8am-5pm | 8am-5pm | 8am-5 (Time Off) |
| <input type="checkbox"/> | 1003 | Amy | Decker | Active | 8am-5pm | 8am-5pm | 8am-5pm | 8am-5 (Time Off) |

Using the Weekly Schedule (By Daily Rule) screen

The **Weekly Schedule (By Daily Rule)** screen shows the employees assigned to the same shift.

A Date Range: Click this balloon to change the date filters for the report. This will affect the columns displayed.

B Manage Schedules: Click this icon to add/remove employees from the daily rule (shift).

C Create/Edit Daily Schedules: Use these options to create new daily schedule rules or edit existing daily schedule rules.

The screenshot shows the 'Weekly Schedule (By Daily Rule)' interface. At the top right, there are buttons for 'Refresh', 'Create New Daily Schedule', and 'Edit Daily Schedules'. Callout 'C' points to these buttons. Below the buttons, there is a 'Date Range: This Week' filter and a 'Mode' dropdown. Callout 'A' points to the 'Date Range' filter. The main table displays a grid of employees assigned to different shifts across the week (Mon Dec 3 to Fri Dec 7). Callout 'B' points to a small icon in the '8 Hour' row, which is used for managing the schedule.

| Daily Rule Name | Mon Dec 3 | Tue Dec 4 | Wed Dec 5 | Thu Dec 6 | Fri Dec 7 |
|-----------------------|--|--|--|--|--|
| 8 Hour | Blackburn, Max Clark, Emma Hudson, Carlos Martin, David Montgomery, Todd Parker, Diana Powell, Tracy Preston, Janet | Blackburn, Max Clark, Emma Hudson, Carlos Martin, David Montgomery, Todd Parker, Diana Powell, Tracy Preston, Janet | Blackburn, Max Clark, Emma Hudson, Carlos Martin, David Montgomery, Todd Parker, Diana Powell, Tracy Preston, Janet | Blackburn, Max Clark, Emma Hudson, Carlos Martin, David Montgomery, Todd Parker, Diana Powell, Tracy Preston, Janet | Blackburn, Max Clark, Emma Hudson, Carlos Martin, David Montgomery, Todd Parker, Diana Powell, Tracy Preston, Janet |
| 8-9am 8 Hour Floating | | | | | |
| 8am-5pm | Atkins, Ted Bray, Lucy Decker, Amy Edwards, Ben Ford, Fred Giles, Bruce Gross, Curt Harrell, Anel Hines, Naak Holloway, Danny Jacobs, Scott Kent, Grace | Atkins, Ted Bray, Lucy Decker, Amy Edwards, Alan Edwards, Ben Ford, Fred Giles, Bruce Gross, Curt Harrell, Anel Hines, Naak Holloway, Danny Jacobs, Scott | Atkins, Ted Bray, Lucy Decker, Amy Edwards, Alan Edwards, Ben Ford, Fred Giles, Bruce Gross, Curt Harrell, Anel Hines, Naak Holloway, Danny Jacobs, Scott | Atkins, Ted Bray, Lucy Decker, Amy Edwards, Alan Edwards, Ben Ford, Fred Giles, Bruce Gross, Curt Harrell, Anel Hines, Naak Holloway, Danny Jacobs, Scott | Atkins, Ted Bray, Lucy Decker, Amy Edwards, Alan Edwards, Ben Ford, Fred Giles, Bruce Gross, Curt Harrell, Anel Hines, Naak Holloway, Danny Jacobs, Scott |