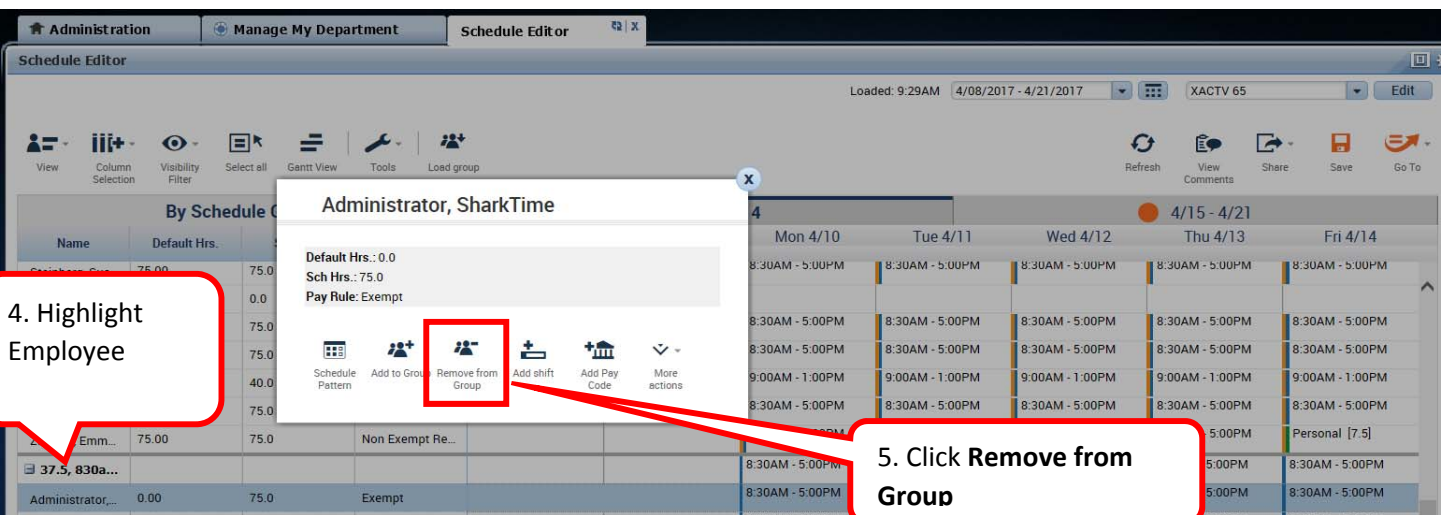
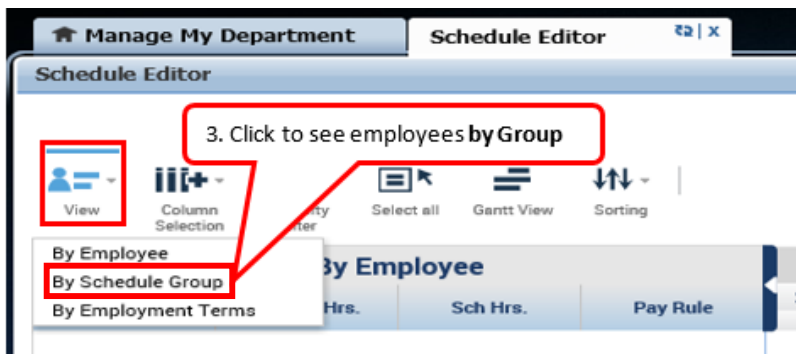
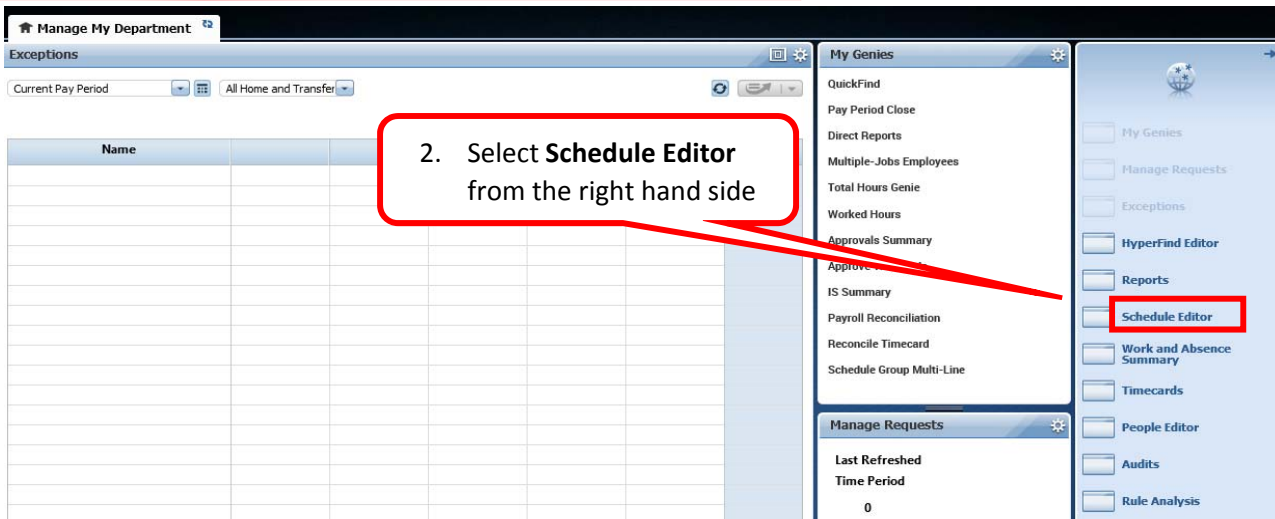


Supervisor – PC – Setting up a Schedule

Important: Please note that time off request and holiday pay is driven by the employee's schedule. Schedules should be based on an employee's Benefit applicable hours set when hired.

1. Go to SharkTime Navigator → Manage My Department



Note: All employees are automatically set up under 37.5, 830am-5pm 1Lunch group, to update their schedule the employee must be removed from the Group.

Supervisor – PC – Setting up a Schedule

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6. Click **Apply** → Employee will now show up under "Ungrouped Employees" section → Click **Save**

The screenshot shows the 'Schedule Editor' window with a table of employees. A red callout points to the 'Apply' button at the bottom of the interface.

7. Highlight Employee under "Ungrouped Employees"

8. Click on **Schedule Pattern**

The screenshot shows the 'Administrator, SharkTime' employee selected in the 'Ungrouped Employees' list. A red callout points to the 'Schedule Pattern' button in the context menu.

8. Enter **Anchor Date** and **Start Date**, should be work start date or pay period begin date of current pay period → Click **Forever** or enter an **End Date**.

9. Click **Override other patterns**

The screenshot shows the 'Schedule Pattern' dialog box. A red callout points to the 'Anchor Date' and 'Start Date' fields. The 'Forever' radio button is selected. The 'Override Other Patterns' checkbox is checked.

Supervisor – PC – Setting up a Schedule

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10. Click on **Pattern Template** for preset schedules → Click on available pattern template

11. Click **Apply** → Click **Yes**.

Confirm

Selecting Override may delete shifts or unavailable days, except for locked days or shifts. Do you want to continue?

Cancel Yes

Cancel Apply

Name	Description
9a - 530p PG...	9a - 530p PG ASSIT M-SAT
11a-730p 1hr...	11a-730p 1hr Lunch M-F
8a-5p M-F	8a-5p M-F
8:30a - 6p 2 h...	8:30am - 6 p 2 hour lunch break M-F
830a-5p + Sa...	830a-5p + Sat Predoc Front M-S
8:30a - 5p PG...	8:30a - 5p PG ASSIT M-SAT

If there is no preset pattern available then follow the below:

19. Select **where shift needs to be added**

20. Select **Add Shift**

Schedule Pattern

Assigned to
Supervisor, John Primary job None

Start Date	End Date	Duration	Rotation
------------	----------	----------	----------

Add Pattern

Anchor Date: 6/14/2015 Start Date: 4/08/2017 End Date: Clear

Define Pattern for: 1 Week(s) Day(s) Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Temp...

830a-645p Find

No.	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1			830a-645p	830a-645p			

Cancel Apply

Add Shift
Edit Shift
Add Pay Code
Cut
Copy
Delete
Paste

Supervisor – PC – Setting up a Schedule

Important: Please note that time off request and holiday pay is driven by the employee's schedule. Schedules should be based on an employee's Benefit applicable hours set when hired.

Schedule Pattern

Assigned to: Supervisor, John Primary job: None

Shift Label: 8a 9a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p 10p 11p 12a 1a 2a

Shifts: 3:45pm-6:45pm(3.00h)

Day2

15. Enter **Type - Regular** → Enter **Start time and End time**

16. Click here to add another shift type. (Ex. use when including breaks or lunch)

Type	Day	Start Time	Day	End Time	Sch. Hours	Job Transfer	Labor Level Transfer	Work Rule Transfer
Regular	1	3:45pm	1	4:45pm	1.00			
Break	1	4:45pm	1	5:45pm	1.00			
Regular	1	5:45pm	1	6:45pm	1.00			

17. Change **Type - Break** → Enter **Start time and End time**

18. Click **Apply**.

Schedule Pattern

Assigned to: Supervisor, John Primary job: None

Start Date: 3/25/2017 End Date: 3/25/2017 Duration: 830a-645p

Add Pattern

Anchor Date: 3/25/2017 Start Date: 3/25/2017

Define Pattern for: 1 Week(s) Day(s)

Forever Override Other Patterns

830a-645p Find

No.	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1			830a-645p	830a-645p			

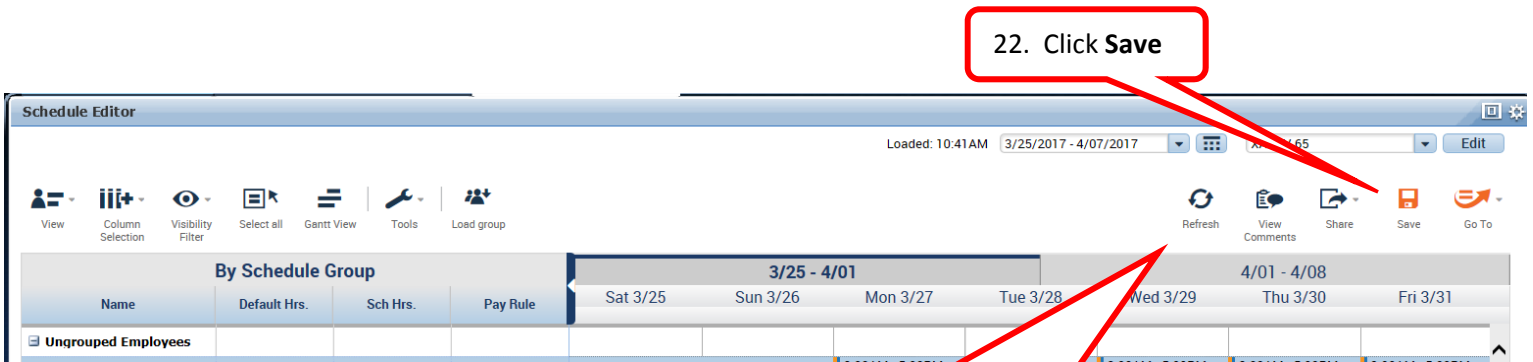
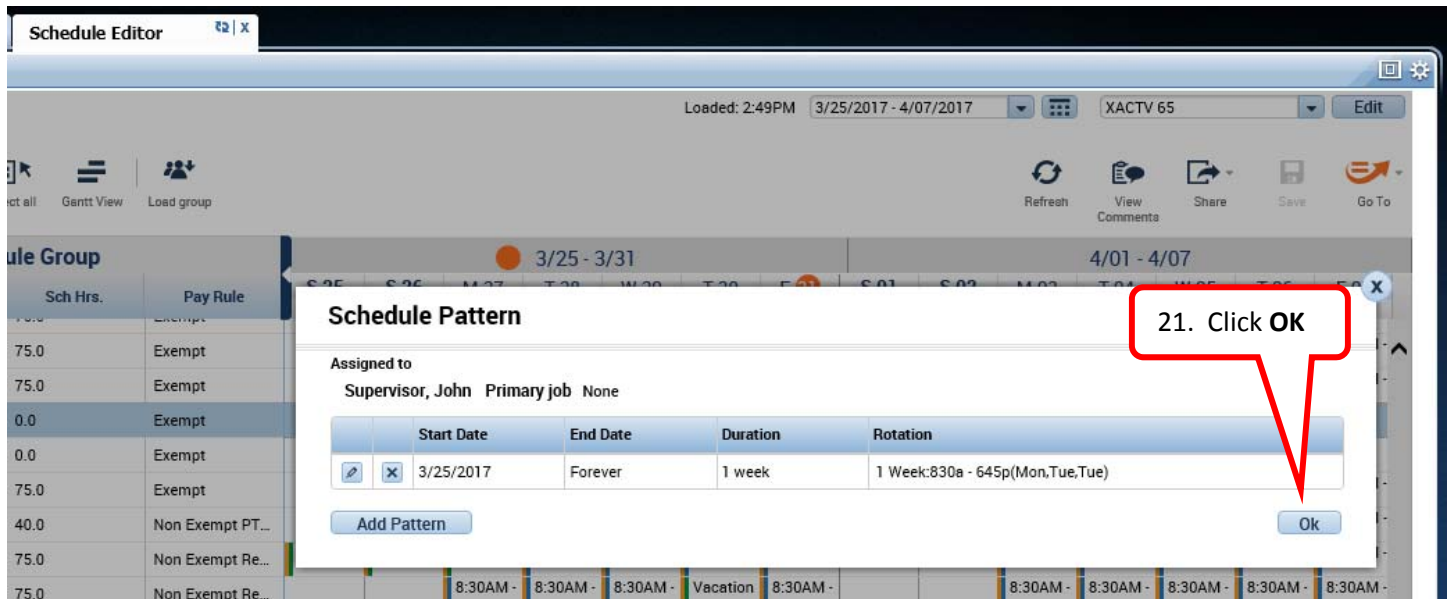
19. If all days have the same shift: right click on shift and select **Copy**. Right click in other days and select **Paste**.

If all days have different shifts: repeat Steps 15-18.

Copy Paste

Supervisor – PC – Setting up a Schedule

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23. Click **Refresh** –to ensure changes were applied

Note:

Pattern Template → to enter the pattern of the week

Shift Template → to update individual days.

Add Shift → to create a new shift