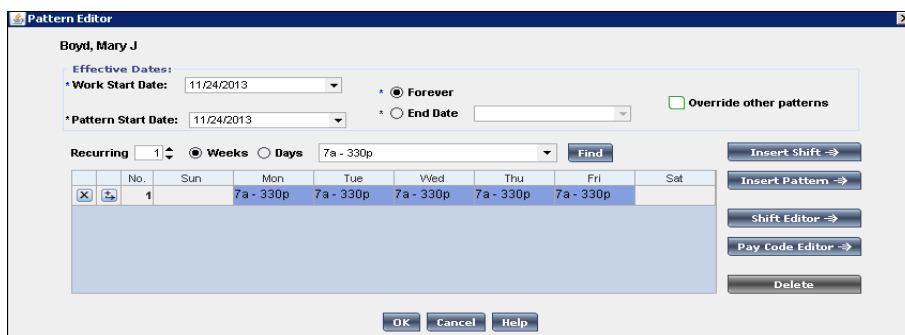


Displaying Employee Schedules

1. Select **Scheduling > Schedule Editor**.
2. From the **Show** drop-down list, select a specific set of employees.
3. From the **Time Period** drop-down list, select a specific time period

Creating Schedules Using Pattern Templates

1. Select the employee who you will schedule using a pattern template. To select multiple employees, hold the **Ctrl** key and single-click each employee's name.
2. Select **Shift > Add Pattern**.
3. Click **Insert Pattern**.
4. Select a pattern from the list and click **OK**.
5. From the **Work Start Date** drop-down list, specify the effective date on which the employee(s) starts working the pattern.
6. From the **Pattern Start Date** drop-down list, specify the effective date on which the pattern starts.
7. To have the pattern in effect with no end date, select **Forever**.
8. Click **OK** and then click **Save**.
9. If prompted, click **OK** and then click **Refresh** to update the schedule.



The screenshot shows the 'Pattern Editor' window for employee 'Boyd, Mary J'. It includes fields for 'Effective Dates' with 'Work Start Date' and 'Pattern Start Date' both set to 11/24/2013. There are radio buttons for 'Forever' (selected) and 'End Date'. A checkbox for 'Override other patterns' is present. Below these are 'Recurring' options for 'Weeks' and 'Days', with a 'Find' button. A table shows the schedule pattern for the week of 11/24/2013, with shifts from 7a - 330p on all days. On the right are buttons for 'Insert Shift', 'Insert Pattern', 'Shift Editor', 'Pay Code Editor', and 'Delete'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Creating Schedule Patterns without Pattern Templates

1. Select the employee who you will schedule using a pattern template. To select multiple employees, hold the **Ctrl** key and single-click each employee's name.
2. Select **Shift > Add Pattern**.
3. Click the cell of each day that applies to the schedule pattern. To select multiple days hold the **Ctrl** key and click the appropriate cells.
4. Click **Shift Editor**.
5. Enter the shift start and end times in the designated fields and click **OK**.
6. From the **Work Start Date** drop-down list, specify the date when the employee(s) starts working the schedule pattern.
7. From the **Pattern Start Date** drop-down list, specify the date when the schedule pattern starts.
8. From the **End Date** drop-down list, specify the last date the pattern is effective. To have the assignment in effect with no end date, select **Forever**.
9. Click **OK** and then click **Save**.
10. If prompted, click **OK** and then click **Refresh** to update the schedule.

Adding a Shift to a Day

1. Click in a date cell.
2. Enter the start and end times for the shift you want to add, separating the times with a hyphen.
3. Press the **Enter** or **Tab** key, or click another cell to finish adding the shift.
4. Click **Save**.

Note: You can enter time using either 12-hour or 24-hour time formats. For example, you can enter 8:00 A.M. to 5:00 P.M. as **0800-1700** or as **8a-5p**.

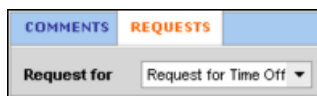
Editing a Shift for a Day

1. Click in a date cell.
2. Change the start or end times for the shift.
3. Press the **Enter** or **Tab** key, or click another cell.
4. Click **Save**.

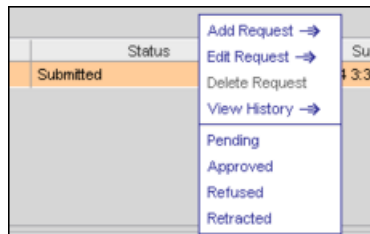
Approving/Editing Requests for Time Off

Responding to a Time Off Request

1. Forward an employee's request for time off to his or her manager asking if the request can be approved.
2. Once the manager responds, access the **Schedule Editor**.
3. From the **Show** drop-down list, select a specific set of employees. From the **Time Period** drop-down list, select a specific time period.
4. Click the **Requests** tab.
5. From the **Request For** drop-down list, select a request type.



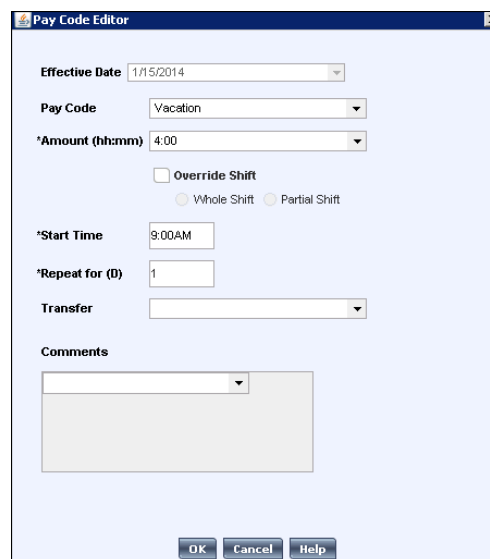
6. Click **Reload**.
7. Right click on a request to display the request's action context menu, and then select an action.



8. Click **Save**.

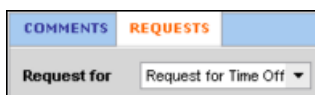
Editing an Approved Time Off Request

1. Access the **Schedule Editor**.
2. From the **Show** drop-down list, select a specific set of employees. From the **Time Period** drop-down list, select a specific time period.
3. Double click the cell containing the pay code for the request that needs to be edited.
4. To change the pay code, from the **Pay Code** drop-down list, select a new pay code.
5. To change the duration, in the **Amount (hh:mm)** field, enter a different amount.
6. Click **OK**.
7. Click **Save**.

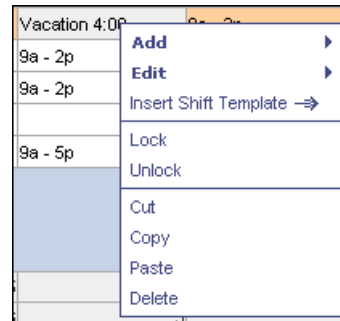


Canceling an Approved Time Off Request

1. Access the **Schedule Editor**.
2. From the **Show** drop-down list, select a specific set of employees. From the **Time Period** drop-down list, select a specific time period.
3. Click the **Requests** tab.
4. From the **Request For** drop-down list, select a request type.



7. To remove the pay code from the schedule, right click on the pay code and select **Delete**.



5. Click **Reload**.
6. Right click on a request to display the request's action context menu, and then select **Retracted**.

8. Click **Save**.