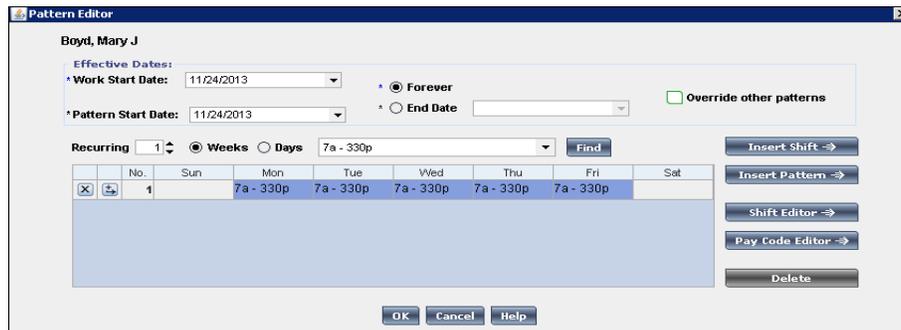


Displaying Employee Schedules

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.



Pattern Editor
Boyd, Mary J

Effective Dates:
 * Work Start Date: 11/24/2013
 * Pattern Start Date: 11/24/2013

Forever
 End Date

Override other patterns

Recurring: 1 | Weeks Days | 7a - 330p | Find

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1		7a - 330p					

Buttons: Insert Shift, Insert Pattern, Shift Editor, Pay Code Editor, Delete, OK, Cancel, Help

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**.

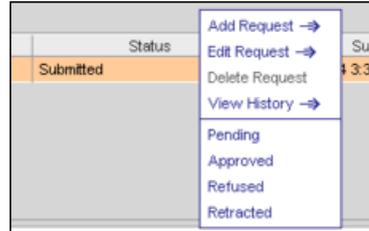
Editing a Shift for a Day

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**.

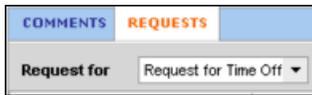
Note: You can enter time using either 12-hour or 24-hour time formats. For example, you can enter 8:00 A.M. to 5:00 P.M. as **0800-1700** or as **8a-5p**.

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.

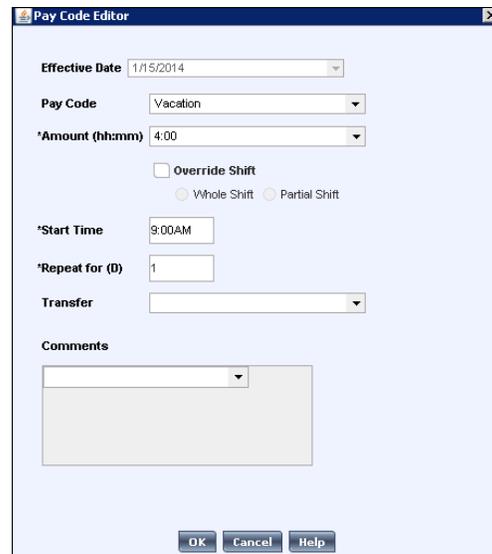


8. Click **Save**.



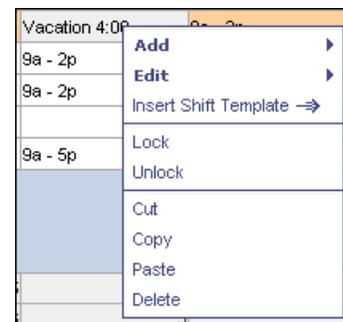
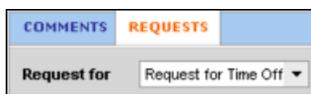
Editing an Approved Time Off Request

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**.