

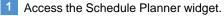
Viewing the Schedule Planner widget

From the Related Items pane, activate the Schedules widget.



Note: You may have limited access to some of the features shown here; it depends on how Workforce Timekeeper is configured for you.

Viewing the Schedule Outline for One Employee



3 Select More Actions> View Schedule Outline.

2 Right-click an employee.

The Schedule Outline displays a summary view of an employee's shifts, pay codes, and schedule group assignments.

ssigned to Time Period 9/13/2015 - 9/19/2 Babson, Mildred Primary job Organization/MFG/SE/Miami/Olsen/Dist/Rec/REC						A Vacation pay cod
Туре	Name	Start Date	End Date	Details		overrides the 10a-2 schedule pattern of
Pay Code	Vacation	9/18/2015	9/18/2015	Vacation 4:00, Fri		September 18, 201
Pattern	1 Week	6/02/2008	Forever	1 Week: 9a · 2p(Mon,Tue,Wed,Thu,Fri)	-	• The 9a-2p schedul
Pattern	1 Week	9/13/2015	9/18/2015	1 Week: 10a - 2p(Mon,Tue,Wed,Thu,Fri)		from June 2, 2008
				ОК		The 10a-2p schedu pattern from Septer 2015 through Sept

overrides the 10a-2p schedule pattern on September 18, 2015.

The 10a-2p schedule pattern from September 13, 2015 through Sept 18,

2015.

The 9a-2p schedule pattern from June 2, 2008 to

Workforce Timekeeper[™] Maintaining Schedules

Scheduling a Shift Using In-Cell Editing

Click a cell in the Schedule Planner widget.

² Enter one of the following:

- Shift start and end times, such as 7-330p.
- Shift label, such as D8.

Scheduling a Shift Using the Shift Editor

- Right-click the **cell** in the Schedule Planner widget where you want to schedule a shift.
- 2 Click the Add Shift icon.
- 3 Optionally, enter a **Shift Label** OR click **Insert Template** to select a shift template to insert.
- 4 Use the graphic to drag the boundaries to the start and end times of the shift OR for each shift segment:
 - Select a shift type.
 - Enter the shift start and end times.
 - If the shift type is Transfer or Off, specify a labor account transfer, job transfer, and/or work rule transfer.

5 Click Apply.

Assigning an Employee to a Schedule Group and Schedule Pattern

- 1 In the Schedule Planner widget, select View>By Schedule Group.
- 2 Select one or more employees.
- 3 Right-click the selected employees, and select Add to Group.
- 4 Select the new schedule group assignment.
- 5 Select start and end dates, and then click Apply.
- 6 Right-click the schedule group heading of the group to which you assigned the selected employees, and select Schedule Pattern.
- 7 Click Add Pattern.
- 8 Enter work start and end dates, specify a pattern, and click **Apply**.

Scheduling a Pay Code

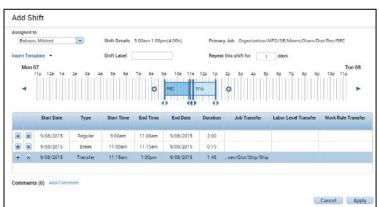
- Click in a **cell** in the Schedule Planner widget.
- 2 Select Add Pay Code.
- From the **Pay Code** drop-down list, select a **pay code**.
- 4 Enter the **number of hours** or select the increment of time.
- 5 Enter a **Start Time** for the pay code.
- 6 Select the **Override Shift** check box if the pay code will replace a shift. Additionally, select an option to specify whether the pay code will replace the whole shift or only a partial shift.

Clear the check box if the pay code is in addition to the shift.

- 7 Enter the number of days that you want this pay code to repeat.
- 8 Optionally, specify a job, labor account, and/or work rule transfer.
- 9 Optionally, add one or more comments.
- 10 Click OK.

Scheduling a Shift by Applying a Shift Template

- Click the **Quick Actions** icon in the Schedule Planner widget.
- Click the Insert Shift Template Quick Action.
- Click the **cell** in the schedule grid where you want to apply the shift template.





Assigned to Oertel, Barbara			
Effective Date: *	9/08/2015		
Pay Code: *	Vacation		
Amount (hh:mm): *	8:00		
	Override Shift		
	Whole Shift O Partial Shift		
Start Time: *	9:00am		
Repeat for:	1 days	Transfer Job:	· · · · · · · · · · · · · · · · · · ·
		Transfer Labor Level:	•
Comments (0) Add	d Comment		

