





Job Aid

Assigning a Schedule to an Employee (TLM)

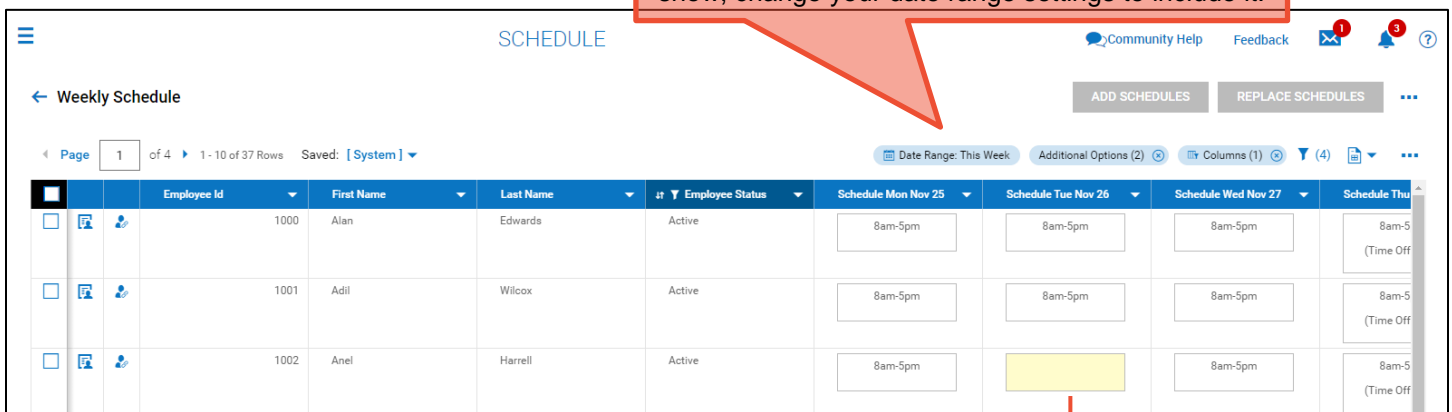
In the Time and Labor module, employees can be assigned basic schedules to reflect their expected work time. This job aid covers how to add a basic schedule to an employee from the Weekly Schedule screen.

Assigning a schedule using a daily rule

Your organization will likely set up daily rules for the most commonly used types of shifts you have at your company. These rules will contain all the details needed to schedule an employee for the applicable shift which helps to speed up the assignment process. Follow these steps to assign a schedule using a daily rule.

- 1 Click **Show Menu** , click the **Team**  tab, then navigate to **Schedule > Team Schedule View > Weekly/Daily Schedule** and select **Weekly Schedule**.
- 2 In the **Weekly Schedule** screen, locate the matching employee's row and the date column that you wish to assign a schedule for and click the field.
- 3 In the Shift 1 **Type** field, select the name of the rule you wish to assign.
Note: The names of the rules at your organization will likely vary from the examples shown in this job aid.
- 4 Verify the values that populated from the daily rule are correct.
- 5 Select values in the cost center fields (if applicable).
- 6 If the employee will be working two shifts in the same day, repeat steps 3 – 5 for Shift 2.
- 7 Click **Save**.

If the date column you are looking for does not show, change your date range settings to include it.



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

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Assigning a schedule using an on the fly schedule type

You may have to schedule an employee outside of your organization’s normal shift rules. For these times, you can use one of the “on the fly” schedule types and enter custom details for the shift.

“On the Fly” Shift Types

Fixed—Fixed start and end time

Floating—Range for start time and bulk hours

Free Flow—Bulk Hours

Flexitime—Range for start and end times

If a shift needs to cross midnight, use the **Start Date** field to indicate that the shift starts on the previous day.