



# Mass Editing Employee Daily Schedules

This job aid describes how to mass edit schedules for employees in the Weekly Schedule screen within the Time and Labor module. Schedules can be added, replaced, or removed using these mass edit options.

## Mass editing schedules

- 1 From the **Team** tab, navigate to **Schedule > Team Schedule View > Weekly/Daily Schedule > Weekly Schedule**.
- 2 Set the date range settings to include the days you wish to edit.
- 3 Select the check boxes of the employees you wish to edit.
- 4 Click **Add Schedules, Replace Schedules** or **Remove Schedules**.
- 5 To complete the Add Schedules or Replace Schedules window:
  - a. Select the schedule type and complete the daily schedule settings as needed.
  - b. Use the check boxes to select the days you wish to apply the new schedule for the selected employees.
  - c. Click **Generate**.or To complete the Remove Schedules window:
  - d. Select the check boxes of the days you wish to remove schedules for the selected employees.
  - e. Click **Delete**.

SCHEDULE

Community Help Feedback

Weekly Schedule

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Date Range: This Week Additional Options (2)

	Employee Id	First Name	Last Name	Employee Status	Schedule Mon Nov 25	Schedule Tue Nov 26	Schedule Wed Nov 27	Schedule Thu Nov 28	Schedule Fri Nov 29	Schedule Sat Nov 30	Schedule Sun Nov 31
<input type="checkbox"/>	1000	Alan	Edwards	Active	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm
<input type="checkbox"/>	1001	Adil	Wilcox	Active	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm
<input checked="" type="checkbox"/>	1002	Anel	Harrell	Active	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm

Remove Schedules  
Create New Daily Schedules  
Edit Daily Schedules

### Add Schedules

**Shift (Template)**

Shift Type: Fixed  
Start Date: Mon

From: 07:00am To: 04:00pm

Has Lunch: Yes (selected)

Cost Centers: [Dropdown]  
Activities: [Dropdown]  
Overrides: [Dropdown]

**5a**

CANCEL GENERATE

### Add Schedules

Cost Centers: [Dropdown] Activities: [Dropdown]

Overrides: [Dropdown]

Please select days on which you want to generate schedules.

**Note:** 1 employees will be affected.

Date(s) \*

- 11/25/2019
- 5b**  11/26/2019
- 11/27/2019
- 11/28/2019
- 11/29/2019
- 11/30/2019
- 12/01/2019

CANCEL GENERATE

**5c**

### Remove Schedules

Please select days from which you want to remove schedules.

**Note:** 1 employees will be affected.

Date(s) \*

- 11/25/2019
- 5d**  11/26/2019
- 11/27/2019
- 11/28/2019
- 11/29/2019
- 11/30/2019
- 12/01/2019

CANCEL DELETE **5e**