



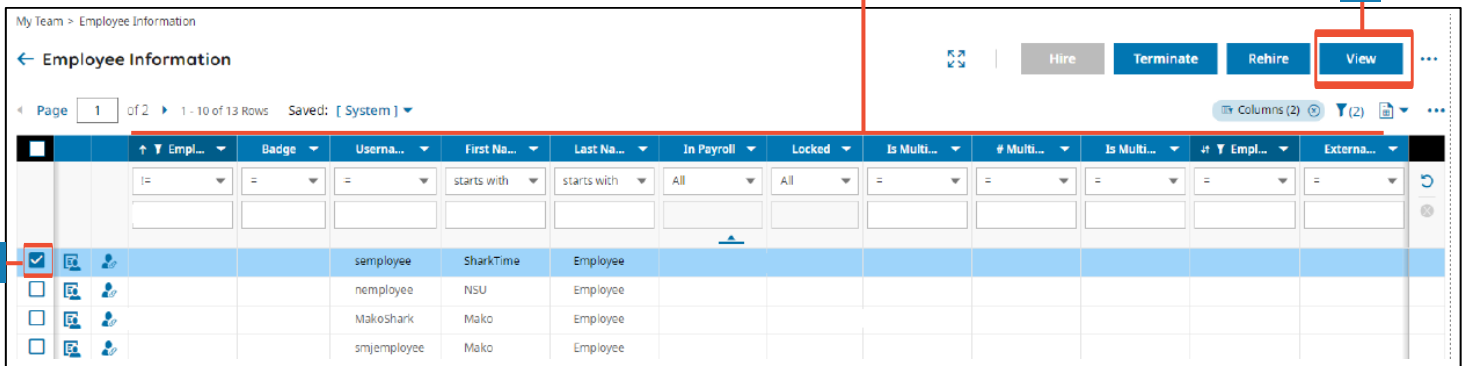
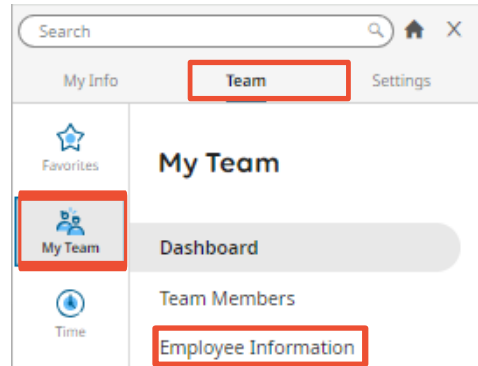


Assigning a Schedule to an Employee



This job aid covers how to assign a preset schedule and a personal schedule to an employee's profile.

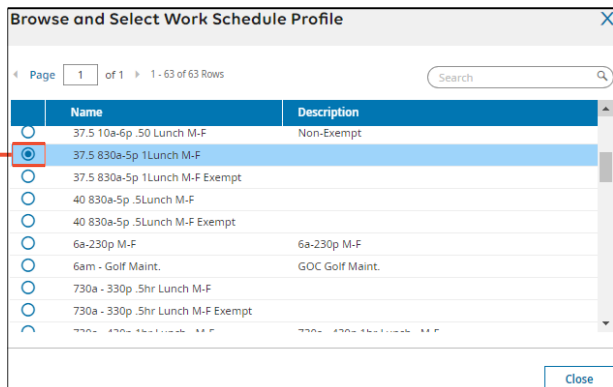
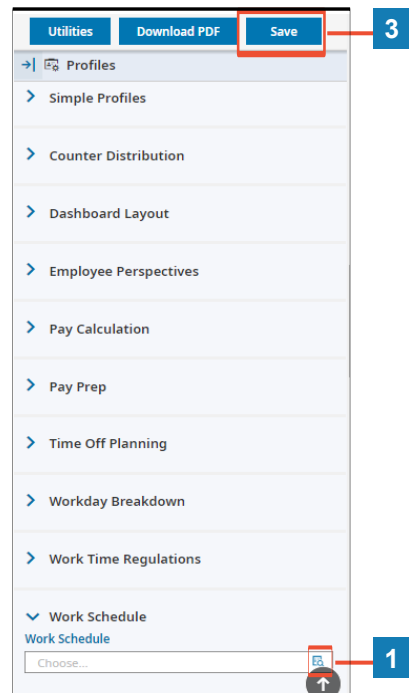
Locating Work Schedule from Employee Information Module

- 1 Click **Menu** , click the **Team** tab, then navigate to **My Team > Employee Information**.
- 2 Search for the employee by any one of the columns.
- 3 Select the employee.
- 4 Click **View**. 




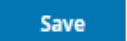


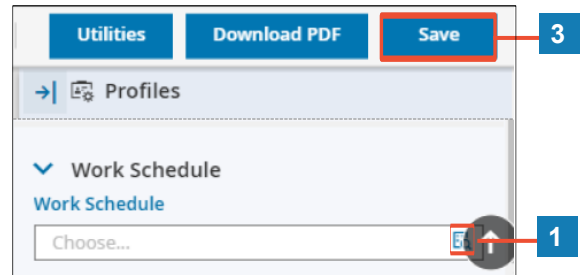
Assigning a Preset Schedule

- 1 Navigate to **Work Schedule** & click **Browse**. 
- 2 Select a preset schedule.
- 3 Click **Save**. 



Assigning a Personal Schedule

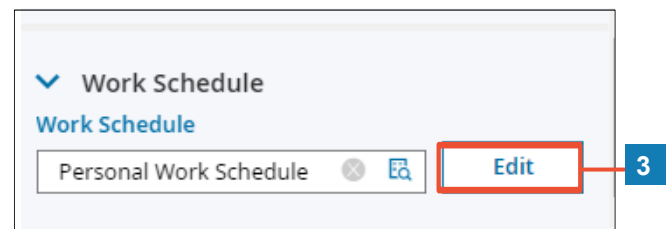
- 1 Click **Browse**. 
- 2 Select **Personal Work Schedule**.
- 3 Click **Save**. 
- 4 Click **Edit**. 
- 5 Enter pay period begin date for **Initial Cycle Start Date & Change Effective From**.
- 6 From the **Type** drop down select either **Free Flow** (Exempt) or **Fixed** (Non-exempt) or a **Daily Schedule Pattern** (Non-exempt).
- 7 Click **Save**. 



Browse and Select Work Schedule Profile

Page 1 of 4 | 1 - 20 of 63 Rows

Name	Description
<input checked="" type="radio"/> Personal Work Schedule	
<input type="radio"/> 1030a - 7p M-F 1 hr lunch	Monday-Friday
<input type="radio"/> 1130a - 6p 1.5hr M-F	
<input type="radio"/> 1130a-330p	1130a-330p M-F NoLunch
<input type="radio"/> 1130a-330p Exempt	1130a-330p M-F NoLunch
<input type="radio"/> 11a-730p 1hr Lunch M-F	11a-730p 1hr Lunch M-F



Edit Work Schedule Profile

SAVE CREATE NEW DAILY SCHEDULE

7

Work Schedule Profile

Name* Personal

Description

Active

Days In Cycle 7 Days Weeks

Initial Cycle Start Date* 07/22/2023

Change Effective From 07/22/2023

5

Days On Page 7 Showing: 1-7 of 7

TYPE	START DATE	FROM	TO	TOTAL (HL:00)	HAS LUNCH	LUNCH MIN TIME	LUNCH START	LUNCH END (MIN)	WORK ON HOLIDAY
Sat X							After		No
Sun X							After		No
Mon X							After		No
Tue X							After		No
Wed X							After		No
Thu X							After		No
Fri X							After		No

6

- A** **Description:** Optional field to add any schedule details.
- B** **Days in Cycle:** Can remain at 7 days if the schedule is the same each week. If schedule alternates select 2 weeks.
- C** **Initial Cycle Start Date & Change Effective From:** Should be the first date of a pay period.

D **Type: Free Flow** is used for exempt employees, **Fixed** is used for non-exempt employees, **template daily patterns** are used for non-exempt employees

Work Schedule Profile

Name* Personal

Description Exempt: 60 hrs. per pay; M-F

Active

Days In Cycle 7 Days Weeks

Initial Cycle Start Date* 07/22/2023

Change Effective From 07/22/2023

Days On Page 7 Showing: 1-7 of 7

	TYPE	START DATE	FROM	TO	TOTAL (HH:00)	HAS LUNCH	LUNCH MIN TIME	LUNCH START	LUNCH END (MIN)	WORK ON HOLIDAY
Sat	X							After		No
Sun	X							After		No
Mon	X	Free Flow			6.00			After		No
Tue	X	Free Flow			6.00			After		No
Wed	X	Free Flow			6.00			After		No
Thu	X	Free Flow			6.00			After		No
Fri	X	Free Flow			6.00			After		No

Work Schedule Profile

Name* Personal

Description Non-exempt: 60 hrs. per pay; M-F 1 hr. lunch

Active

Days In Cycle 7 Days Weeks

Initial Cycle Start Date* 07/22/2023

Change Effective From 07/22/2023

Days On Page 7 Showing: 1-7 of 7

	TYPE	START DATE	FROM	TO	TOTAL (HH:00)	HAS LUNCH	LUNCH MIN TIME	LUNCH START	LUNCH END (MIN)	WORK ON HOLIDAY
Sat	X							After		No
Sun	X							After		No
Mon	X	Fixed	Mon	8:00a	3:00p		Yes	1.00	At	11:00a
Tue	X	Fixed	Tue	8:00a	3:00p		Yes	1.00	At	11:00a
Wed	X	Fixed	Wed	8:00a	3:00p		Yes	1.00	At	11:00a
Thu	X	Fixed	Thu	8:00a	3:00p		Yes	1.00	At	11:00a
Fri	X	Fixed	Fri	8:00a	3:00p		Yes	1.00	At	11:00a