Lesson

Scheduling
Employee Schedules

Schedules will be required for all nonexempt benefited employees in the new TRS. Schedules will be used to assist with tracking holidays, overtime, and missed punch corrections.

- All benefited nonexempt employees will be given a default Schedule Group of 8:30 am to 5:30 am
- Default schedules can be removed and then the correct Schedule Pattern can be applied
Navigate the Schedule

- Quick Actions
- Timeframe
- Locations & Hyperfinds
- Transfer shifts
- Pay codes
- Time Off
Removing the default Schedule Group

• How to remove Schedule Group:

1. In the schedule, click **View by > Schedule Group**. The available groups are listed in the first column as well as the ungrouped employees.

2. To remove an employee from a group, right-click an employee name, and select **Remove from Group**.

3. The system will prompt you for a date to end the group. Select an appropriate date to end.

**Note:** To remove multiple employees, click the check box next to each name you want to add, then right-click one of them. You can also control-click or shift-click the employees, then right-click one of them.
Schedule Patterns

Often, employees work the same hours and days of the week. Pattern templates allow you to assign a specified rotation of shifts to one or more employees, so that those shifts automatically populate their schedules.

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Build a Schedule Pattern

- Use Search
- New Schedule Pattern
- Hover over the description for details
- Set parameters for the schedule pattern
Add, Edit, and Delete Shifts

- Add a Shift
- Edit a shift
- Delete a shift
Editing employees shift

Use the slide bar to edit a employees daily shift.