


Adding an Employee Schedule

A schedule is not just the range of time the employee is expected to be at work. A schedule can also indicate a planned absence, like a doctor's appointment (sick time) or vacation.

There are many ways to add a schedule in the employee schedule or group schedule:

- Double-click a day without schedules
- Click the  in a calendar cell
- Right-click a calendar cell
- Copy and paste a schedule into a cell

In most cases, complete the Add a New Schedule for This Employee Window.

Add a New Schedule for This Employee

Date	<input type="text" value="11/7/2005"/>
Schedule Type	<input type="text" value="Standard Schedule"/>
Benefit	<input type="text" value="Vacation"/>
Start Time	<input type="text" value="8:00a"/>
End Time	<input type="text" value="5:00p"/>
Amount	<input type="text" value="8:00"/>
Cost Center	<input type="text" value="S2"/>
Rate	<input type="text" value="18.25"/>
Schedule Style	<input type="text" value="Standard"/>

Field	Description
Schedule Type	Defines whether the schedule is a standard, benefit, or flex schedule.
Start Time	Defines the start time for a standard schedule.
End Time	Defines the end time for a standard schedule.

Field	Description
Amount	Specifies the total number of hours in the schedule, or the total time off in the case of a benefit schedule.
Department	Specifies the workgroup where the employee is scheduled. Your workgroup level names can be different.
Rate	Defines the pay rate for these scheduled hours. Click the Calculate Rate icon to refresh the workgroup rate.
Schedule Style	Specifies the style associated with this schedule. Schedule styles are predefined for you and may cause a pay enhancement.

Adding a Schedule: Double-Click a Day without Schedules

1. Double-click Off on a day without schedules.
2. Use the Add a New Schedule for This Employee window to enter the schedule.
3. Click OK.

Adding a Schedule: Click the in a Calendar Cell

1. Click + in a calendar cell.
2. Use the Add a New Schedule for This Employee window to enter the schedule.
3. Click OK.

Adding a Schedule: Right-click a Calendar Cell

1. Right-click in a calendar cell and choose Add a Schedule.
2. Use the Add a New Schedule for This Employee window to enter the schedule.
3. Click OK.

(or, to add a predefined schedule)

1. Right-click in a calendar cell.
2. Click Quick Schedules.
3. Click the selected schedule.

(or, to add a flex schedule)

1. Right-click in a calendar cell.
2. Click Flex Schedule.

(or, to add a predefined planned absence schedule)

1. Right-click in a calendar cell.
2. Click Benefit Schedules.
3. Click the selected schedule.