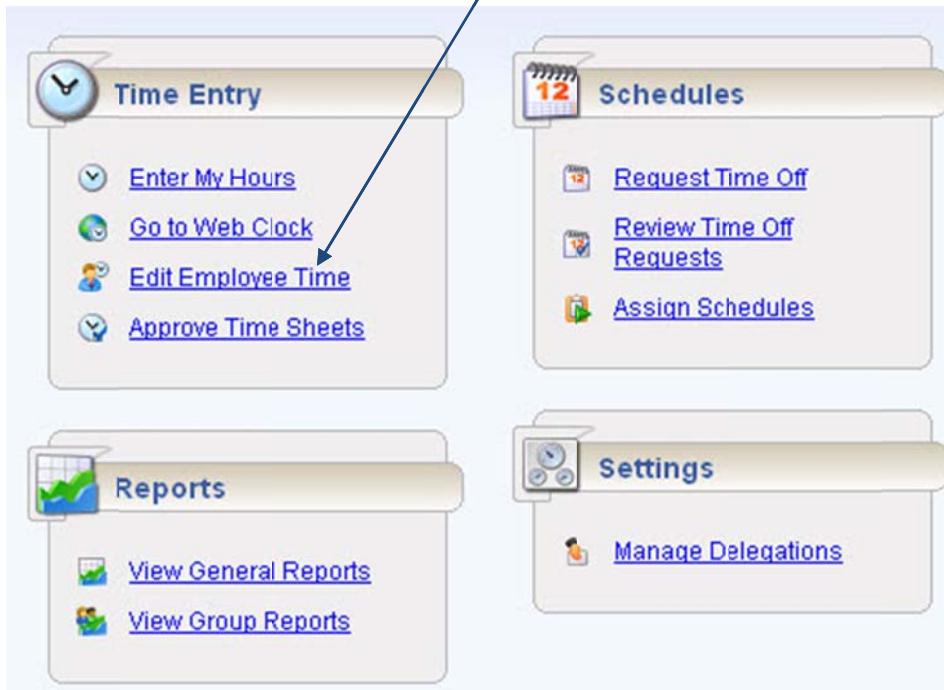


How to Edit an Employee's Schedule

* This document is for training purposes and screen shots used may say "Upgrade" or "Test". In the live upgraded version this verbiage will be replaced with "Production" or "Prod".

On the Dashboard screen click on *Edit Employees Time*.



On the Assignments list of Employees, click on the employee's name to edit their schedule. That employee's Time Sheet will come up.

Work Period << 08/15/2010 - 08/28/2010 >>
(Loading default period)

Assignments

Prev Next Find Sort

Employees of Michael (91)

- Mary
- Christina
- Kimberly
- Gregory
- Steven
- Sarah
- Ryan
- Jeffrey
- Lillian
- JoAnn
- Joseph
- Deborah
- Bryan
- Cynthia**
- Victoria
- Jennifer
- William

Below is the employee's time sheet. Click on the *Schedule* Tab in order to edit the schedule.

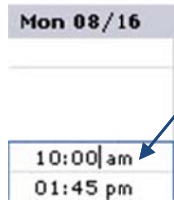
Exceptions Bank Balances Pay Preview **Schedule**

S M T W T F S S M T W T F S Aug 15, 2010 to Aug 21, 2010 Show All Weeks

Pay Code	Job	Acct Code	Sun 08/15	Mon 08/16	Tue 08/17
Regular					
Scheduled Regu				07:45 am 01:45 pm	07:45 am 01:45 pm
			0.00	0.00	0.00

Change the start or end time as needed.

For this example the start time changed.



A screenshot of a calendar interface. At the top, a grey header displays "Mon 08/16". Below the header, there are two rows of time slots. The first row contains the text "10:00 am" and the second row contains "01:45 pm". A blue arrow points from the text above to the "10:00 am" slot.

Click the *Save* button when finished.

