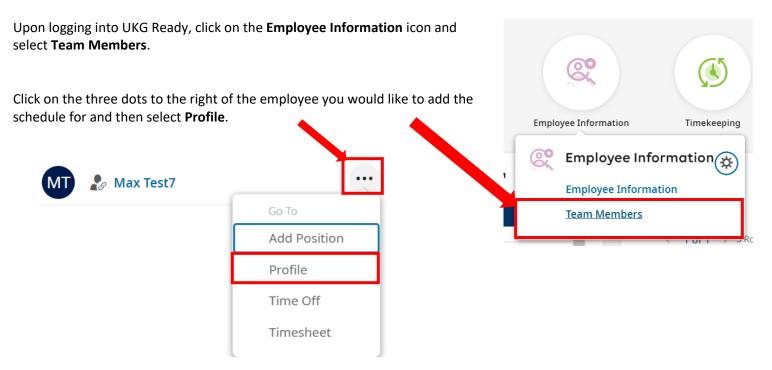


Manager Adding Employee Schedule:

This training document is intended to provide instruction on how to update an employee's schedule.



Click on the gray **Profiles** tab to the far-right side of the screen:

y Team > Employee Information			Utilities Download Pl	DF Save
Max Test7	29			Single-Column View
Employee ID: NOPQRSTU Hired Date: 04 Sep, 2023 (3 Months, 8 Days)			Search Widget Names	٩
 Account Information Username* 	Nickname	First Name *	Middle	
TestBENFTStaff2		Max		
	Suffix	Locale (Language & Format)	Time Zone	
Last Name *				
Last Name * Test7		Company Default	Eastern	
		Company Default	Eastern	-



Scroll to the bottom of the popup to the **Work Schedule** section. Then click the browse icon to search for the schedule template you would like to use for this employee.

	Default Effective Date * 12/31/1900 + Add Vork Schedule	Subject in the second sec	
	Work Schedule 9am-5pm M-F Start Schedule On Day		
Brows	se and Select Work Schedule Profile	J	
Brows	se and Select Work Schedule Profile	Search	С
Page	se and Select Work Schedule Profile	✓ Search Description	
Page	se and Select Work Schedule Profile		
Page	se and Select Work Schedule Profile e 1 of 3 > 1-20 of 41 Rows Name		
Page	se and Select Work Schedule Profile 1 of 3 > 1 - 20 of 41 Rows Name Personal Work Schedule		
Page O O	se and Select Work Schedule Profile 1 of 3 1 - 20 of 41 Rows Name Personal Work Schedule 10:30am-6:30pm M-F		
Page	se and Select Work Schedule Profile 1 of 3 1 - 20 of 41 Rows Name Personal Work Schedule 10:30am-6:30pm M-F 10am-6pm M-F		
Page	se and Select Work Schedule Profile 1 of 3 1 - 20 of 41 Rows Name Personal Work Schedule 10:30am-6:30pm M-F 10am-6pm M-F 10pm-6am M-F		
Page 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	se and Select Work Schedule Profile 1 of 3 1 - 20 of 41 Rows Name Personal Work Schedule 10:30am-6:30pm M-F 10am-6pm M-F 10pm-6am M-F 11pm-7am Sun-Th		
Page 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	se and Select Work Schedule Profile 1 of 3 1 - 20 of 41 Rows Name Personal Work Schedule 10:30am-6:30pm M-F 10am-6pm M-F 10pm-6am M-F 11pm-7am Sun-Th 11pm-7am T-Sat		

Click on the radio button of the schedule you would like to add. Then click on the **Save** button in the upper right to complete the action.

Close

If the schedule you would like to add is not there, please contact <u>Payroll@pace.edu</u> to setup.