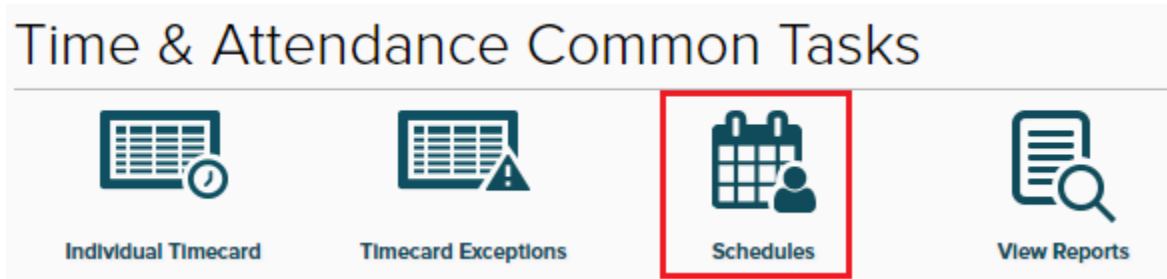## Adding multiple shifts

1. From the Home page under Time & Attendance Common Tasks, click the Schedules icon.

2. Find the employee you wish to add the shift on the left and the date at the top and hover over the grid space until the options appear

3. Select the check and it will turn green. Select as many open shifts as you want by clicking the additional checks until you've selected all the days you want

Note: This is not limited to a single employee, you can add shifts to multiple employees at the same time

Employee (10) ↓A↓Z ⊕	SUN 01/06	MON 01/07	TUE 01/08	WED 01/09
Albright, Albert Hours: 39.50		09:00 AM - 05:00 PM	08:00 AM - 05:00 PM	09:00 AM - 05:00 PM
Bostic, Alex Hours: 39.50		09:00 AM - 05:00 PM	08:00 AM - 05:00 PM	09:00 AM - 05:00 PM
Bregman, Alex Hours: 0.00		✔	✔	✔
Clark, Michael Hours: 42.00		09:00 AM - 05:00 PM	08:00 AM - 05:00 PM	09:00 AM - 05:00 PM

4. At the top, click the + Add button

Schedules ❓ ↗

- ⊕ ADD   ⊕ QUICK SHIFTS
- ✎ EDIT   🗑 DELETE
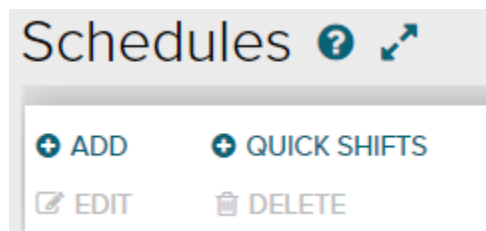
5. The add shift menu will appear, enter the start and end time, department and any note for the employee to see.

Note: **Pay Code and Meal Plan are overrides and will change the employees normal overtime and meal break calculations. Don't use these options unless you meet your states Department of Labor requirements**

Add Shift ✕

Start Time *
8:00 AM 🕐

End Time *
5:00 PM 🕐

Pay Code
▼

Meal Plan
▼

Department
▼

Reason Code
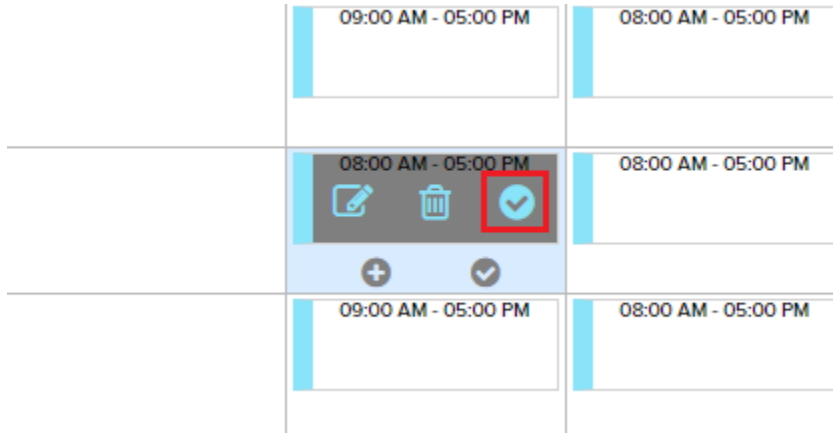Enter Custom Note ▼

Note
Delivery scheduled for 2pm

SAVE   CANCEL   CLEAR

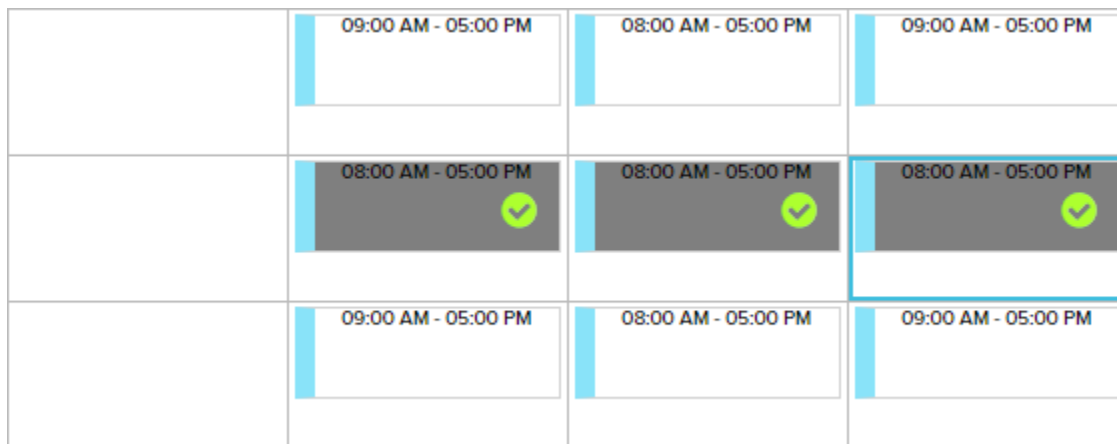**6. Click Save and the shift will be applied to the grid**

Editing multiple shifts

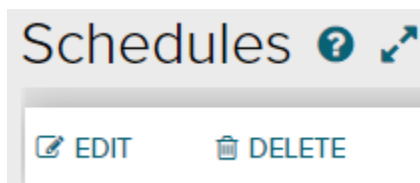**1. Hover over an existing shift and select the check**

2. Select as many existing shifts as you want by clicking the additional checks until you've selected all the days you want

Note: This is not limited to a single employee, you can edit shifts to multiple employees at the same time

3. Click Edit in the top left

4. the Edit Multiple Shifts box will pop up, toggle the boxes on in order to make the edit then make the change

Edit multiple shifts ✕
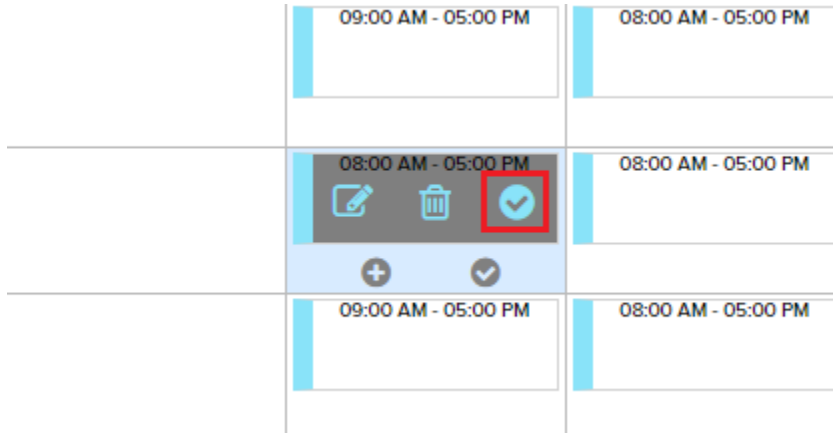
ℹ Select the fields that you wish to edit.
Fields marked with ⚠ currently have different values for the selected shifts.

Start Time *
🟢 | 9:00 AM 🕐

End Time *
⚪ | 5:00 PM 🕐

Pay Code
⚪ | ⌄

Meal Plan
⚪ | ⌄

Department
⚪ | ⌄

Reason Code
⚪ | Enter Custom Note ⌄

Note
⚪ | [   ]

SAVE   CANCEL   CLEAR

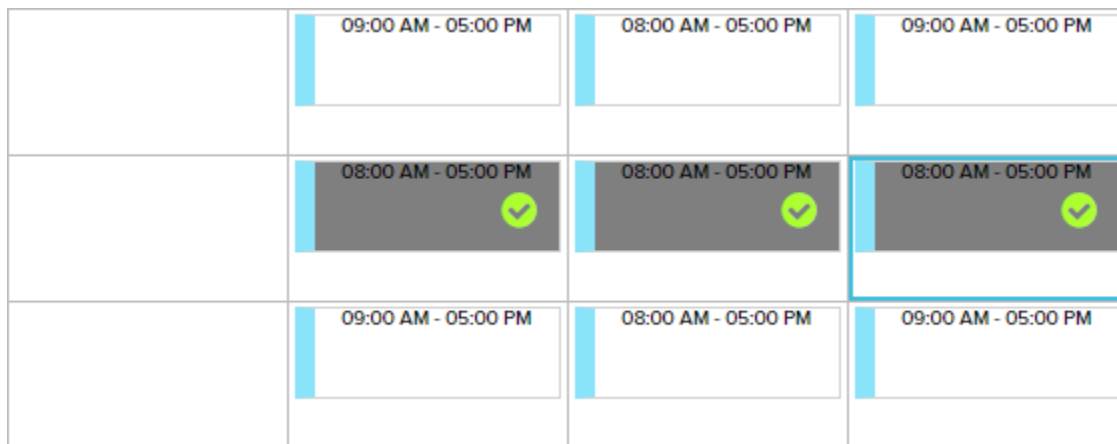**5. Click Save and all shifts will be updated on the schedule grid**

Deleting multiple shifts

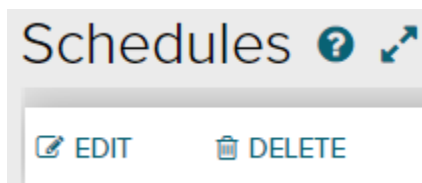**1. Hover over an existing shift and select the check**

2. Select as many existing shifts as you want by clicking the additional checks until you've selected all the days you want to delete
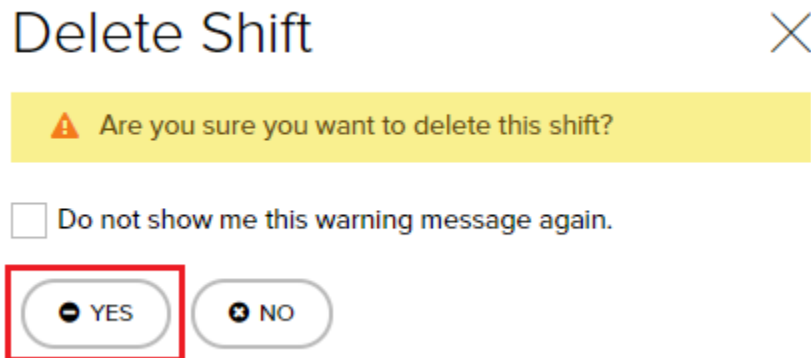
Note: This is not limited to a single employee, you can select shifts to multiple employees at the same time

3. Click Delete in the top left

4. The Delete Shift box will pop up

Delete Shift ✕

⚠ Are you sure you want to delete this shift?

☐ Do not show me this warning message again.

⊖ YES   ⊗ NO

5. Click Yes and the shifts will be deleted from the schedule grid