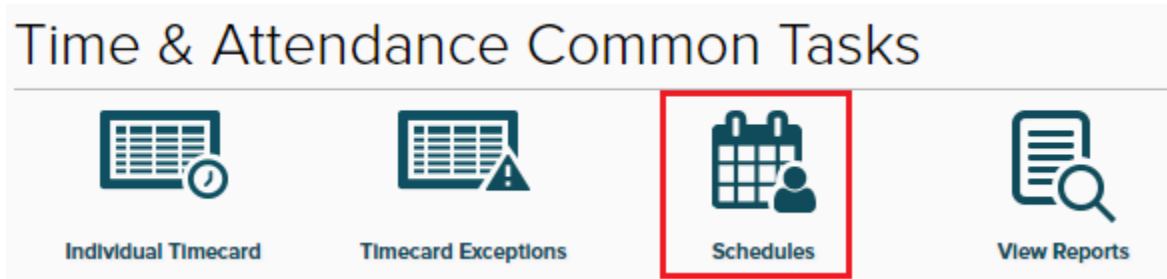
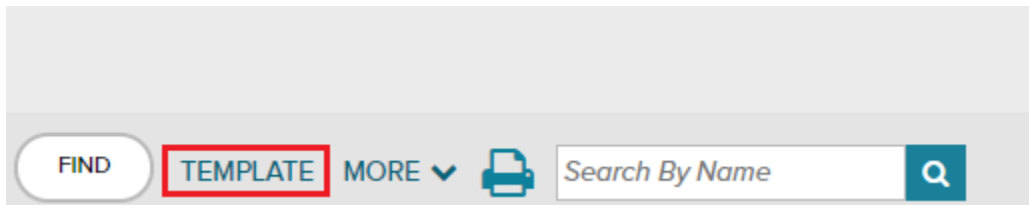


## Assigning a Recurring Shift Template to an Employee

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



2. On the top bar click Template



3. On the template you wish to assign, click Manage Assignments

ASSIGNED EMPLOYEES	
5	Manage Assignments
0	Manage Assignments

4. On the Manage Assignments page select the employees you wish to assign with a checkbox on the left and Click Next

## Manage Assignments

Template	Show Details	Description	Status	Access
Weekday Shift		8am to 5pm Weekday Shift	Active	Public

1. Select Employees
2. Set Dates

☐ Assigned Only

<input type="checkbox"/>	EMPLOYEE	POSITION ID
<input type="checkbox"/>	Albright, Albert	3029
<input type="checkbox"/>	Bostic, Alex	3025
<input checked="" type="checkbox"/>	Bregman, Alex	3537
<input type="checkbox"/>	Clark, Michael	3031
<input checked="" type="checkbox"/>	Doe, Jane	3532
<input type="checkbox"/>	George, Regina	3540
<input checked="" type="checkbox"/>	Henry, Quame	3539
<input type="checkbox"/>	Pecan, Peter	3033

5. If you selected multiple employees, you can set the date range for all the employees at once with the selection in the top right and click apply to all

**Note:** An End Date is not required and will make the schedule recur indefinitely

Start Week

☒ 1 ▼

Start Date

☒ 1/7/2019

End Date

☐ mm/dd/yyyy

CLEAR

APPLY TO ALL

Set date range for all employees

6. If you only have one employee, or wish to make a single employee change you can edit within the page as well

START WEEK *	START DATE *
1 ▼	1/7/2019
1 ▼	1/14/2019
1 ▼	1/7/2019

7. Click Submit and you will be brought back to the Templates page, your Assigned employees will update

ASSIGNED EMPLOYEES ?
5
3

Your employees schedule will now be updated, you've successfully added a recurring schedule to your employees