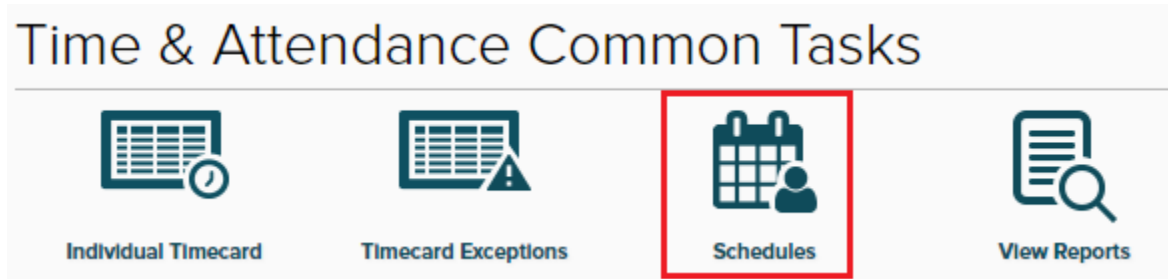
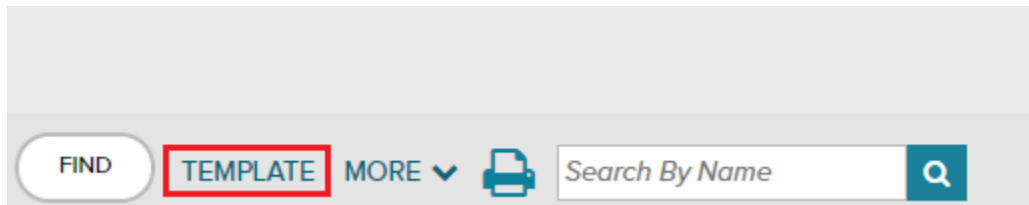


Creating Recurring Shift Templates

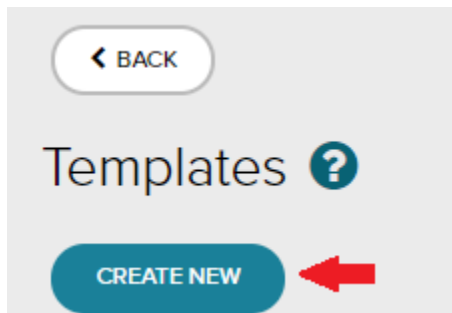
1. From the Home page under Time & Attendance Common Tasks, click the Schedules icon.



2. On the top bar click Template



3. Under Templates, click Create New



4. Give the template a name and description. Status should be left active.

Note: Access should be public, unless you want to be the only one to view, edit and assign this shift.

Name *	Description *	Type	Status	Access
Weekday Shift	8am to 5pm Weekday Shift	Employee	Active	Public

5. Add a starting date, this is when the template will be available to be added

This template will be available starting on **12/1/2018**

6. Select the days you want to add shifts for by clicking them, they will highlight

	Week # : Total	SUN	MON	TUE	WED	THU	FRI	SAT
⋮	1:00.00		+	+	+	+	+	

7. Click the + on any day you have selected to bring up the Add Shift menu, enter the start time and end time and click Save

Add Shift ✕

Start Time *
 ⌚

End Time *
 ⌚

Pay Code
 ▼

Meal Plan
 ▼

Department
 ▼

SAVE

CANCEL

CLEAR

8. If your template is on a biweekly or monthly rotation, you can add weeks on the left by select the triple dot menu

	Week # : Total	SUN
⋮	1:45.00	

Add new row above

Add new row below

9. Once you have added all the shifts, click **Save Template** in the bottom right

	Week # : Total	SUN	MON	TUE	WED	THU	FRI	SAT
☰	1: 45.00		08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	
	Total Hours 45.00	0.00	9.00	9.00	9.00	9.00	9.00	0.00

[Manage Assignments](#)

10. You will be taken back to the Templates menu, and your template will appear below

Templates ?

	NAME	DESCRIPTION	STATUS
☰	Morning	Morning Schedule	Active
☰	Weekday Shift	8am to 5pm Weekday Shift	Active

You have successfully created a recurring shift template