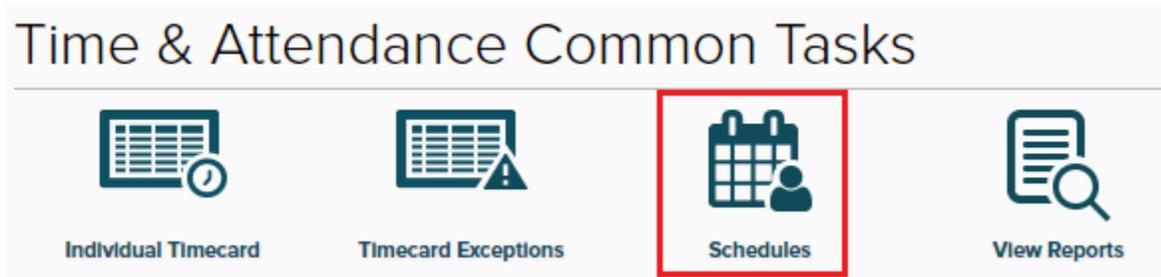
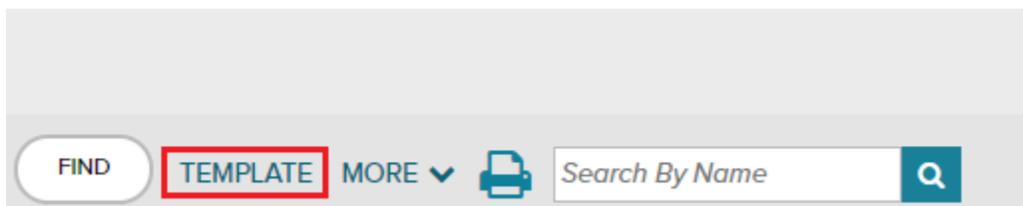


Editing a Recurring Shift Templates

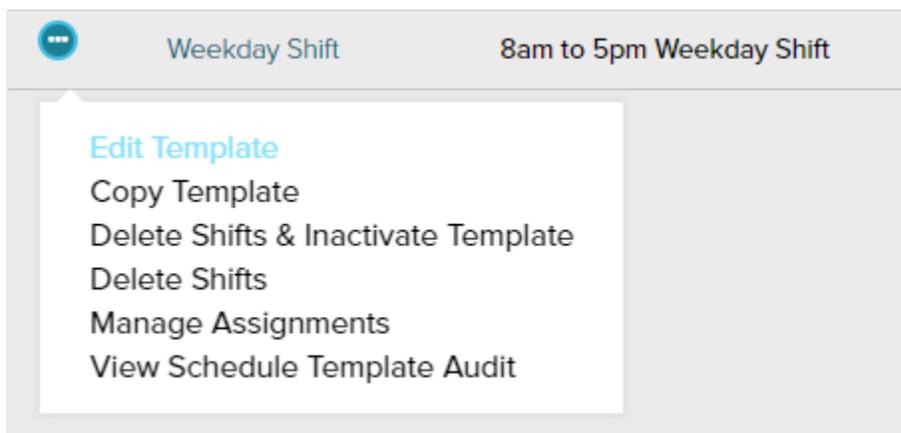
1. From the Home page under Time & Attendance Common Tasks, click the Schedules icon.



2. On the top bar click Template



3. Under Templates, click the menu button next to the shift you wish to edit and Edit Template



4. If you wish to change the name, description or the edit date (when the change will occur) make the changes here

Name *	Description *
Weekday Shift	8am to 5pm Weekday Shift

The following schedule is available:
12/1/2018 - beyond

 EDIT DATE  DELETE RECORD

5. To change a single day, hover over a day, click the cog, then click edit

MON	TUE	WED
08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	08:00 AM - 05:00 PM 

 EDIT  ADD  DELETE

6. Edit the shift then click Save

Edit Shift ×

Start Time * 

End Time * 

Meal Plan

Department

7. To change multiple days at once, select the days until they're all highlighted, then click a cog on any day and select edit

MON	TUE	WED	THU	FRI
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

 EDIT  ADD  DELETE

8. Once you've made all your edits, click Save Template and you'll be presented the effective date question. Enter the date and click done

When will the schedule changes be effective? ✕

Employees using this template will have their schedule updated on or after the date selected.

Select a Date *

CANCEL DONE

The template is now updated and will be reflected on the schedule grid