As an admin I want to have a subsection called" Work Shifts"

Status	In Progress	**Project**	Testaremanual25
Assignee	Unassigned	**Reporter**	testaremanual25
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Description

In this feature the HR Admin can define work shifts for an individual or a group of employees.

To add an entry, go to Admin>> Job>> Work Shifts and click "Add" and a screen .

Click "Save" once the fields are added.

You may assign employees to the particular shift by selecting the employee's name from the "Available Employees" box and "Add" him/her to the "Assigned Employees" box.

*Note: An Employee list needs to be created first under the PIM Module before assigning employees to a particular work shift.

A list of work shifts would appear once a "Work Shift" is added.

To view Work Shift details, click on "Work Shift" name.

You may also add multiple entries of work shifts.

To delete a work shift click on the check box next to the "Work Shift"" name.

It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking "Delete".

Attachments (0)