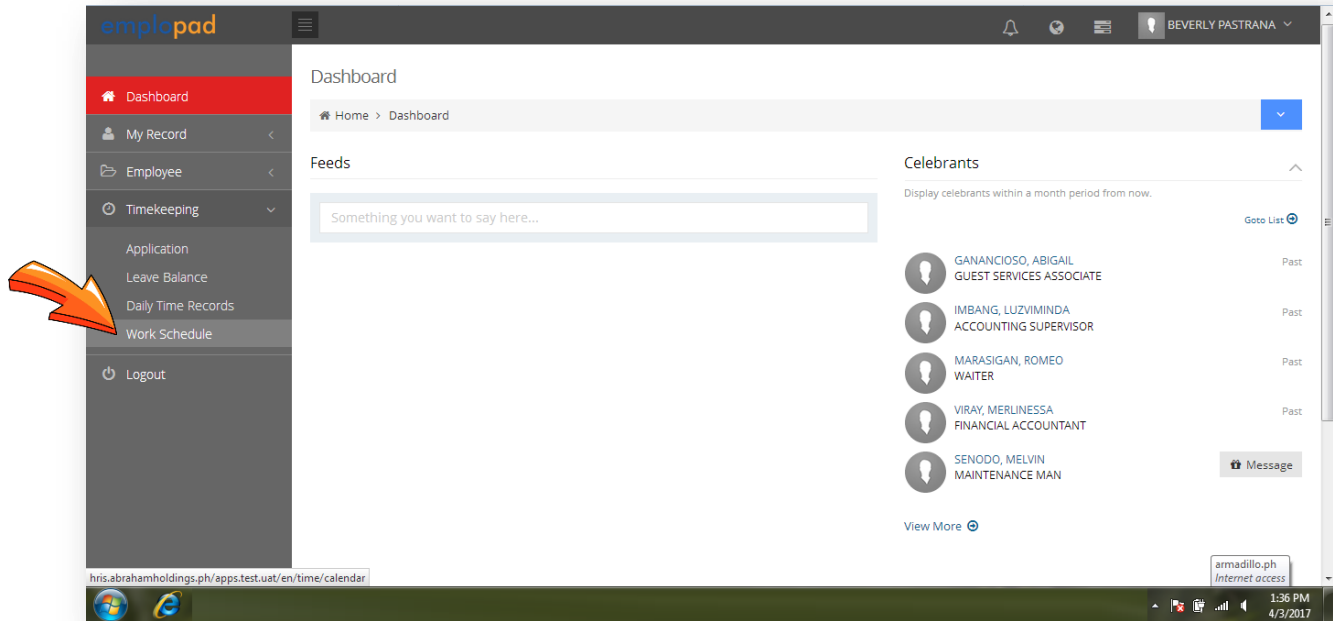
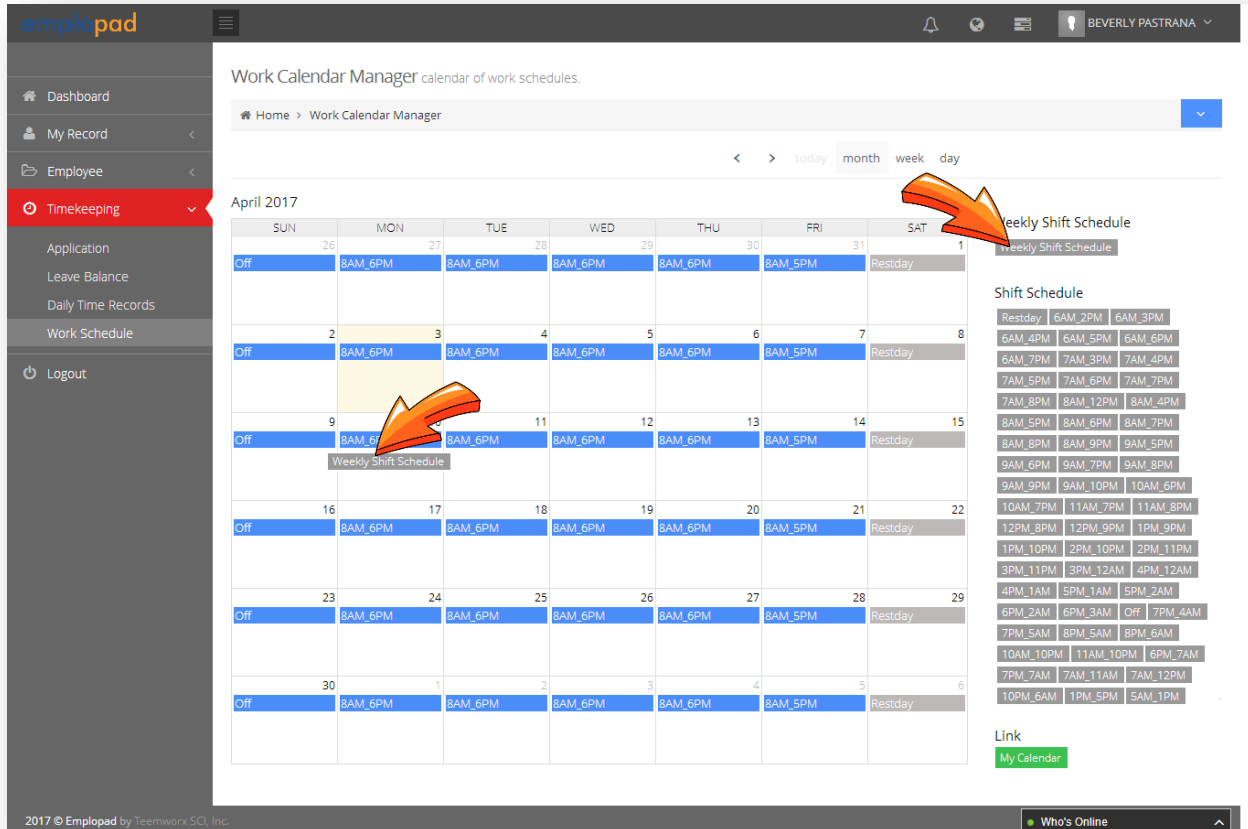


This module is available for Immediate Superior, HR Administrator and Work Schedule Coordinators.

Step 1 – From Dashboard select [Timekeeping](#) > [Work Schedule](#)

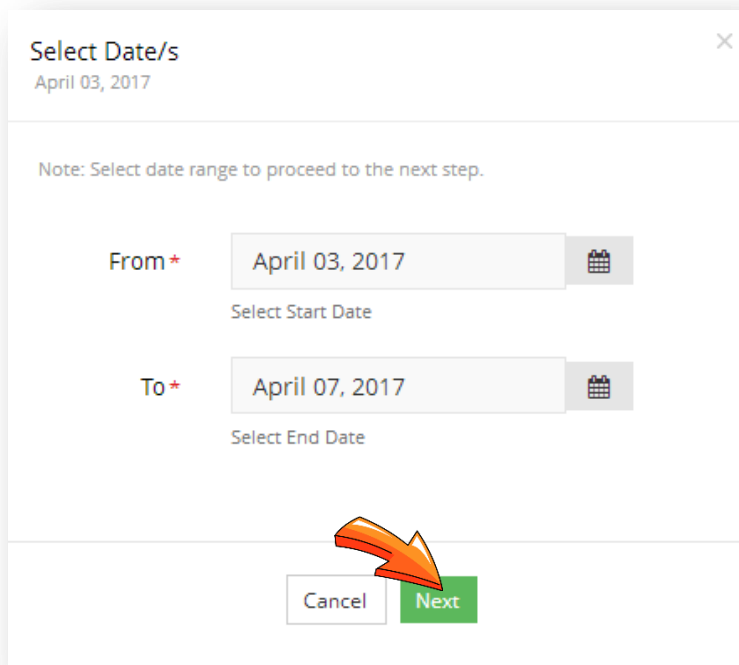


Step 2 – Select (Drag) **Weekly Shift Schedule** then Drop to the selected **Start Date**.



The screenshot displays the Emplopad Work Calendar Manager interface. On the left, a sidebar menu includes options like Dashboard, My Record, Employee, Timekeeping (highlighted), Application, Leave Balance, Daily Time Records, Work Schedule, and Logout. The main area shows a calendar for April 2017. A red arrow points to the 'Weekly Shift Schedule' option in the sidebar, and another red arrow points to a specific date (April 3rd) on the calendar. On the right, a 'Shift Schedule' dropdown menu is open, showing various shift options such as 'Restday', '6AM_2PM', '6AM_3PM', etc. The interface also includes a top navigation bar with the Emplopad logo, user name (BEVERLY PASTRANA), and a bottom status bar with '2017 © Emplopad by Teemworx SCI, Inc.' and 'Who's Online'.

Step 3 – Set the [end date](#) (To*) of the new work schedule then click [Next](#) button.



Step 4 – Select the New Weekly Sched per employee then click Save Changes Button.

Employee List Form
×

April 03, 2017 - Mon to April 07, 2017 - Fri

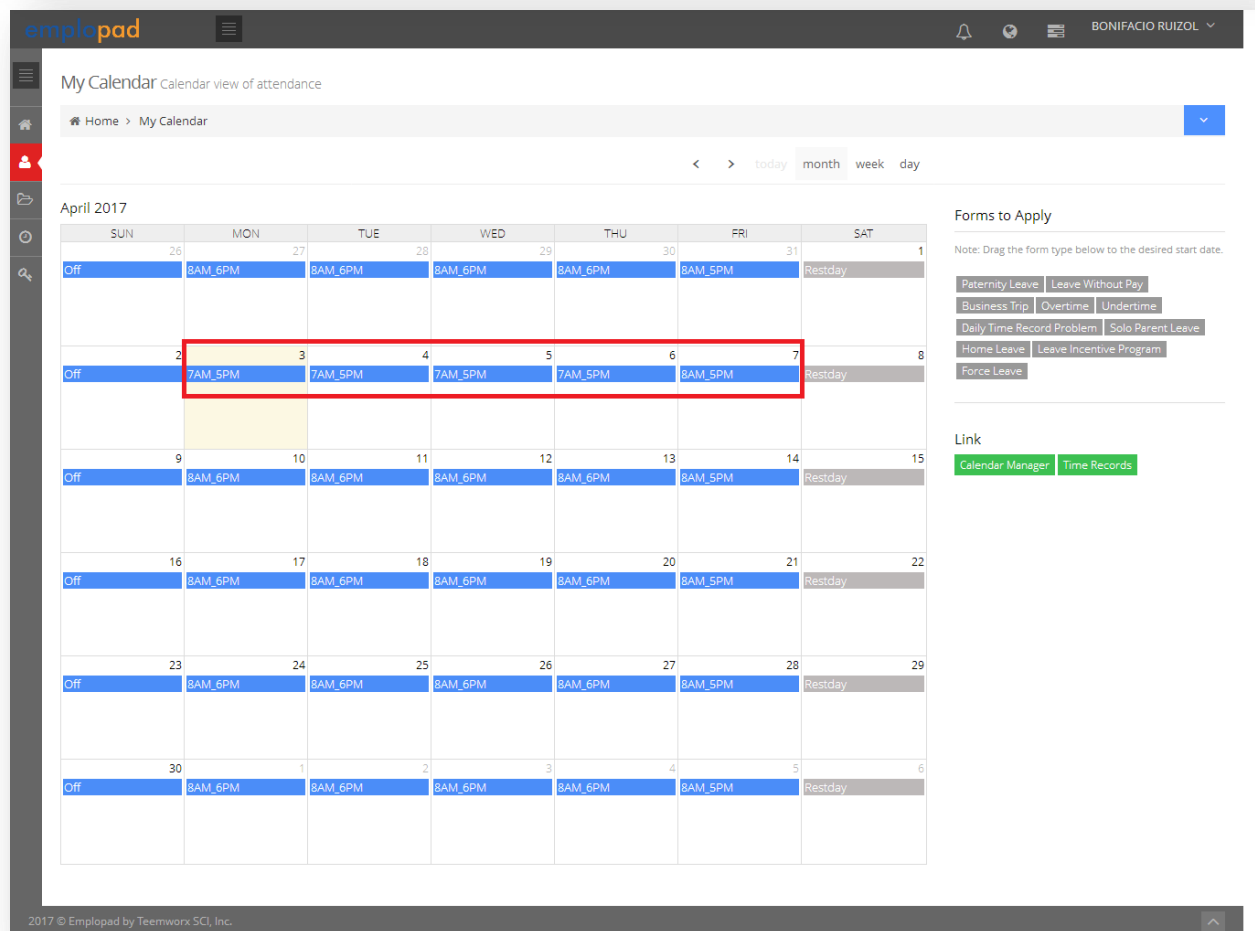
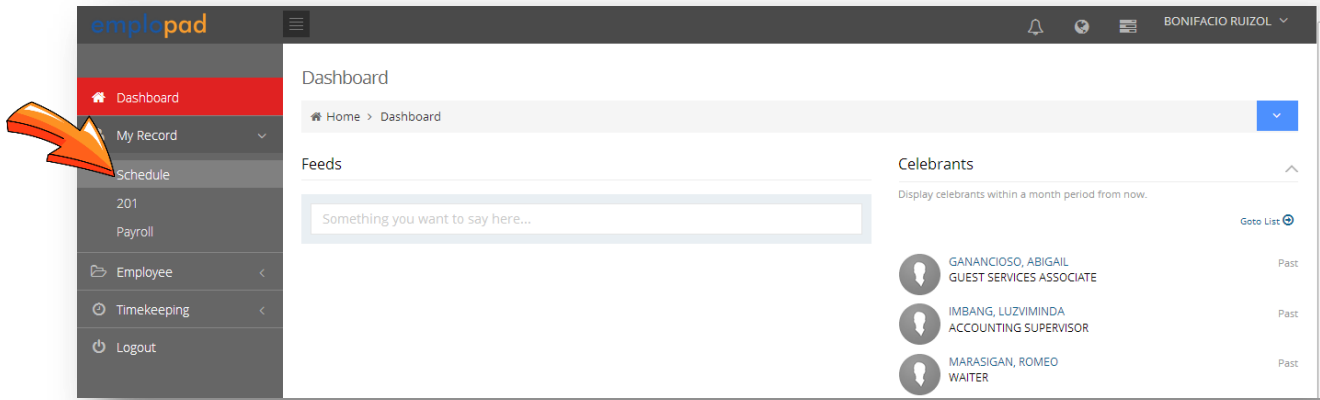
Find employee ...

Batch Update

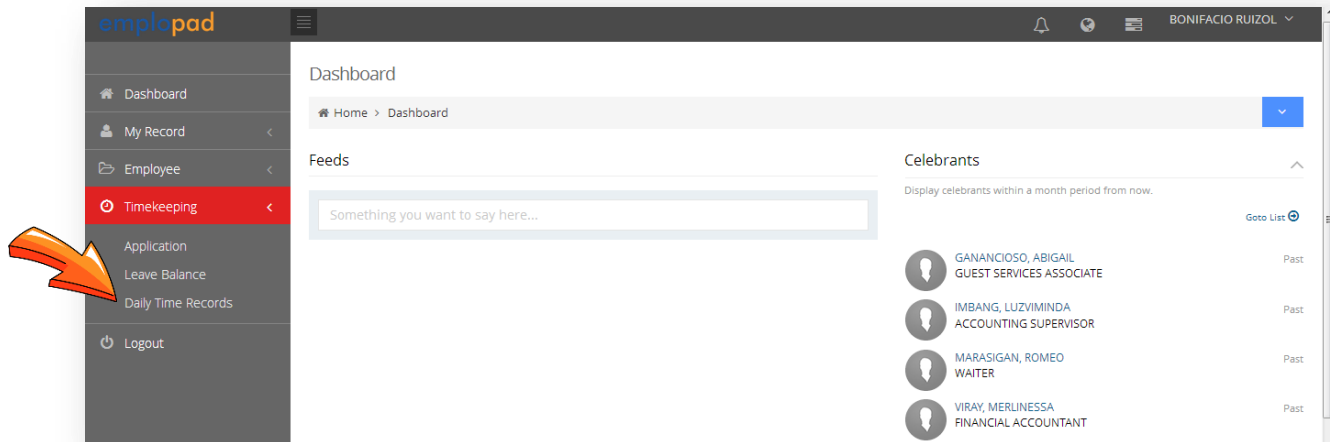
<input type="checkbox"/> Employee	Current Schedule	Assign New Weekly Sched
<input type="checkbox"/> BACCAY JR., MARCELO 32901	WORKSCHED R&F	<div> R_MT75_WTH86_F85 RANK_MTH210_S812 RANKS_MTH75_F74 RANKS_MTH75_F85 RANKS_MTH97_F85 S_8PM_6AM_8PM_5AM SUP_7_5PM_7AM_4PM SUP_7PM_5AM_7_4AM RANKS_MTH75_F85 </div>
<input type="checkbox"/> CASIAO, EDMUND 30114	WORKSCHED R&F	
<input type="checkbox"/> GONZALES, IRWIN 32861	WORKSCHED R&F	
<input type="checkbox"/> ROBLES, ALLAN 01564	WORKSCHED SUPERVISOR	
<input type="checkbox"/> RUIZOL, BONIFACIO 00425	WORKSCHED R&F	
<input type="checkbox"/> SEVILLA, LUIS 31166	WORKSCHED R&F	--
<input type="checkbox"/> TIBATIB, BENJIE 31801	WORKSCHED R&F	--
<input type="checkbox"/> URBANO, DENNIS 32815	WORKSCHED R&F	--
<input type="checkbox"/> VITUG, ROGELIO 31897	WORKSCHED R&F	--

Close
Save changes

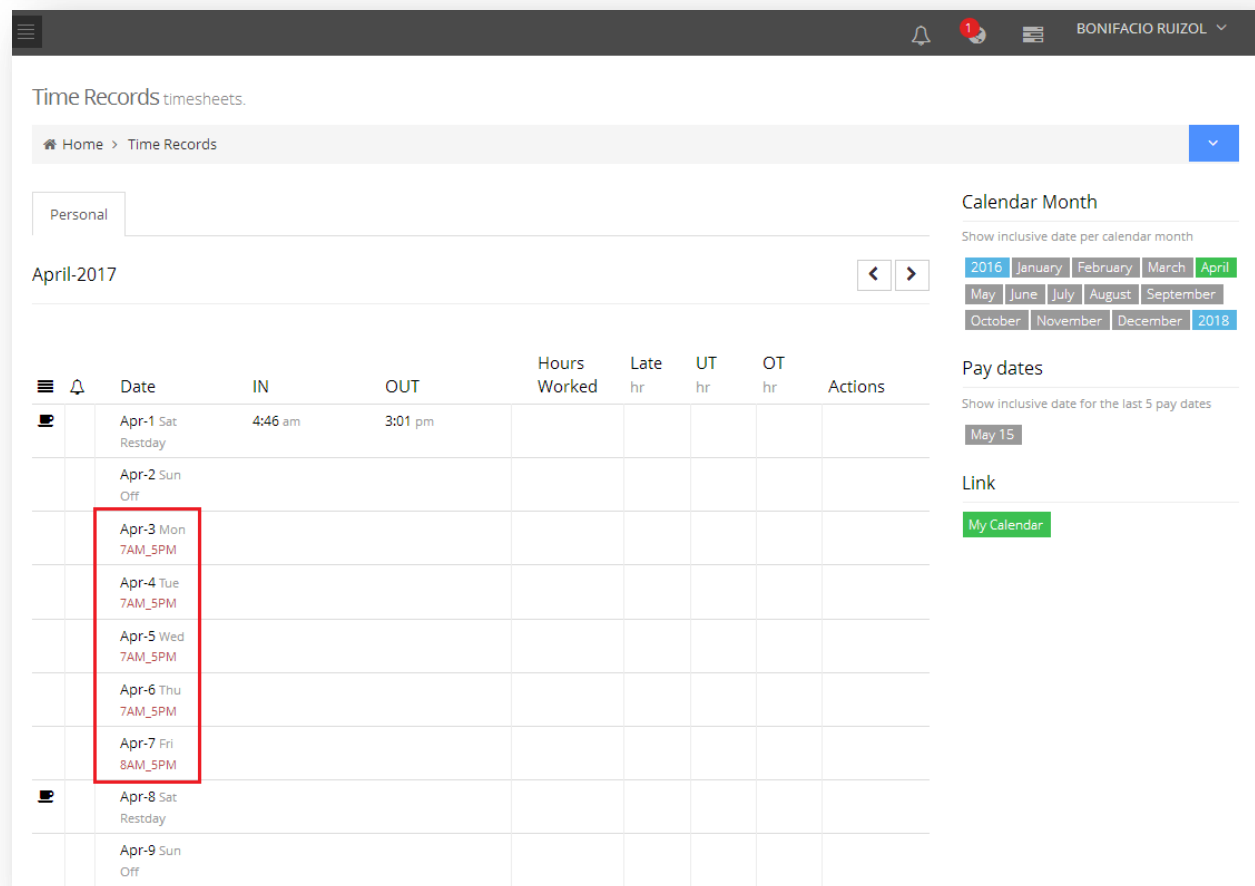
Employees can validate his/her new weekly schedule thru [My Record](#) > [Schedule](#)



Or thru **Timekeeping > Daily Time Records**



The screenshot shows the EMPLOPAD dashboard. On the left sidebar, the 'Timekeeping' menu item is highlighted with an orange arrow. The main content area shows the 'Dashboard' with a 'Feeds' section and a 'Celebrants' list.



The screenshot shows the 'Time Records' page. The 'Personal' tab is selected, and the calendar for April 2017 is displayed. The calendar shows the following dates and times:

Date	IN	OUT	Hours Worked	Late hr	UT hr	OT hr	Actions
Apr-1 Sat Restday	4:46 am	3:01 pm					
Apr-2 Sun Off							
Apr-3 Mon 7AM_5PM							
Apr-4 Tue 7AM_5PM							
Apr-5 Wed 7AM_5PM							
Apr-6 Thu 7AM_5PM							
Apr-7 Fri 8AM_5PM							
Apr-8 Sat Restday							
Apr-9 Sun Off							

The dates from April 3rd to April 7th are highlighted with a red box. On the right side, there is a 'Calendar Month' section showing the months of the year 2017, with April selected. Below it, there is a 'Pay dates' section showing the date May 15.