

Supervisor & Manager Scheduling Shifts

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Procedure Overview

Overview & Objective

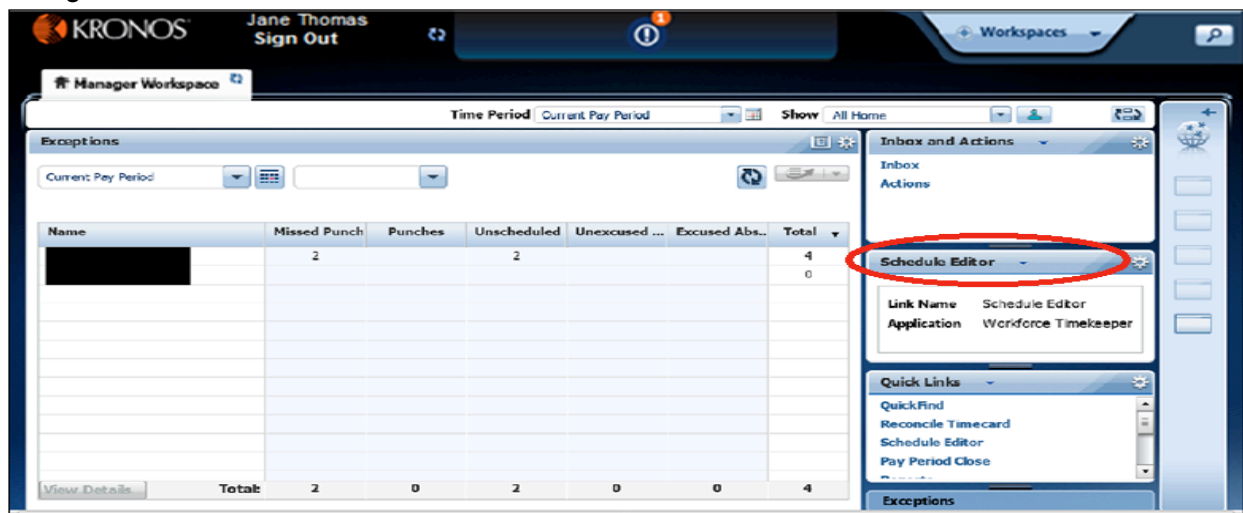
Below outlines the steps by the manager/supervisor to create a schedule in uTIME.

To obtain a general understanding of how the manager/supervisor creates a schedule in uTIME.

Schedule Editor Window

Scheduling Shifts

The **Schedule Editor** window is used to create shifts, assign people the right shifts and make changes.



Supervisor & Manager – Scheduling Shifts

Scheduling Shifts

From the Schedule Editor main menu select **Schedule** (greyed out in the menu). This gives the manager/supervisor access to create the employee's work schedule.

The supervisor/manager can assign/schedule shifts for employees by manually entering the start and end times for the days required. The result is shown below:

The screenshot shows the 'Schedule Editor' window. At the top, there's a 'Back to Schedule Editor' button and a 'Timecard | Schedule | People | Reports' menu. Below the menu, the 'SCHEDULE EDITOR' section is active, showing 'Loaded: 2:48PM'. The main area is a table with columns for days of the week (Sun 8/30 to Tue 9/08) and rows for employees. The first row shows a schedule for an employee with '60.00' hours on Sun 8/30 and '9a - 5a' shifts on Mon 8/31, Tue 9/01, and Wed 9/02. Below the table, there's a 'COMMENTS' section with columns for Date, Shift/Pay Code, Name, Comments, and Note.

The manager/supervisor can also create a shift by using **Shift** from the main menu.

- **Highlight the employees required** (use the Ctrl key and select the employees)
- Go to **Shift** from the main menu and select **Add**

This screenshot shows the 'Schedule Editor' window with the 'Shift' menu open. The 'Add' option is highlighted. The main table shows a schedule for an employee with '60.00' hours on Sun 8/30 and '9a - 5a' shifts on Mon 8/31, Tue 9/01, and Wed 9/02. The 'COMMENTS' section is also visible at the bottom.



Tip

Go to **Actions** and choose "Select All" to select all of your employees.

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The **Add Shift** screen will be proposed (as below)

Start Date *	Type *	Start Time *	End Time *	End Date *	Sch Hrs.	Details	Transfer
9/16/2015	Regular	7:00AM	2:00PM	9/16/2015	7.0		
9/17/2015	Regular	7:00AM	2:00PM	9/17/2015	7.0		
9/18/2015	Regular	7:00AM	2:00AM	9/17/2015	29.0		

Comments:

Notes:

Shift Label:

Repeat for (D):

Buttons: Add, Delete, OK (circled), Cancel, Help

- Enter the **Start Date** of the shift
- Select the **Type (Regular, Transfer, Break)**
- Enter the **Start Time**
- Enter the **End Time**
- Enter the **End Date**
- Select **OK**

Schedule Editor

Back to Schedule Editor

Timecard | Schedule | People | Reports

*SCHEDULE EDITOR

Loaded: 4:35PM Show: All Home Edit Time Period: Current Schedule Period Refresh

BY EMPLOYEE

Name	1/	Sch Hrs.	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Sun 9/20	Mon 9/21	Tue 9/22
		0:00										
		0:00										
		0:00										
		0:00										
		21:00			7a - 2p							
		21:00			7a - 2p							
		21:00			7a - 2p							
		0:00										

To return to the main menu, select Back to Schedule Editor.