

Access Employee Schedules

Provides step-by-step instructions on how to access the schedule to view, modify, evaluate and create employee schedules.

Access Employee Schedules

View Employee Schedules

Managers can view information about their employee's schedules from the Current Schedules page.

There are two ways to access the Current Schedules page:

- **Navigation:** Main Menu > Schedule > Current Schedule
- **Navigation:** Home page > Manage Schedule tile

Note The Manage Schedule tile displays the following information:

- Starting - number of employees starting within X minutes or hours.
- Missing - number of employees that are scheduled but have not punched in.
- On Break - number of employees that are currently on break.
- Leaving - number of employees whose shift ends within X minutes or hours.

Change the Schedule View

By default, schedules are organized by employee; however, schedules can also be displayed by schedule group.

Navigation: Main Menu > Schedule > Current Schedule

1. From the **Current Schedule** page, select **View By Employee**.
2. Then select **Schedule Group**.

Sort Employees

By default, employees display in alphabetical order.

To sort employees in reverse alphabetical order, select the **Arrow** icon in the **Name** column on the **Current Schedule** page.

Change the Timeframe

By default, schedules display for the previous day and the next six days; however, schedules can also be displayed for a variety of timeframes.

Navigation: Main Menu > Schedule > Current Schedule

1. From the Current Schedule page, select the **Timeframe** icon.
2. From the drop-down list, select your desired timeframe or choose **Select Range** to enter a start and end date.

Note If a timeframe that includes multiple weeks is selected, select a week from the date header to navigate between weeks.

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