Viewing the Schedule Planner widget

- From the Related Items pane, activate the Schedules widget.

Note: You may have limited access to some of the features shown here; it depends on how Workforce Timekeeper is configured for you.

Viewing the Schedule Outline for One Employee

1. Access the Schedule Planner widget.
2. Right-click an employee.

The Schedule Outline displays a summary view of an employee's shifts, pay codes, and schedule group assignments.
Scheduling a Shift Using In-Cell Editing

1. Click a cell in the Schedule Planner widget.
2. Enter one of the following:
   - Shift start and end times, such as 7:30p.
   - Shift label, such as D8.

Scheduling a Shift by Applying a Shift Template

1. Click the Quick Actions icon in the Schedule Planner widget.
2. Click the Insert Shift Template Quick Action.
3. Click the cell in the schedule grid where you want to apply the shift template.

Scheduling a Shift Using the Shift Editor

1. Right-click the cell in the Schedule Planner widget where you want to schedule a shift.
2. Click the Add Shift icon.
3. Optionally, enter a Shift Label OR click Insert Template to select a shift template to insert.
4. Use the graphic to drag the boundaries to the start and end times of the shift OR for each shift segment:
   - Select a shift type.
   - Enter the shift start and end times.
   - If the shift type is Transfer or Off, specify a labor account transfer, job transfer, and/or work rule transfer.
5. Click Apply.