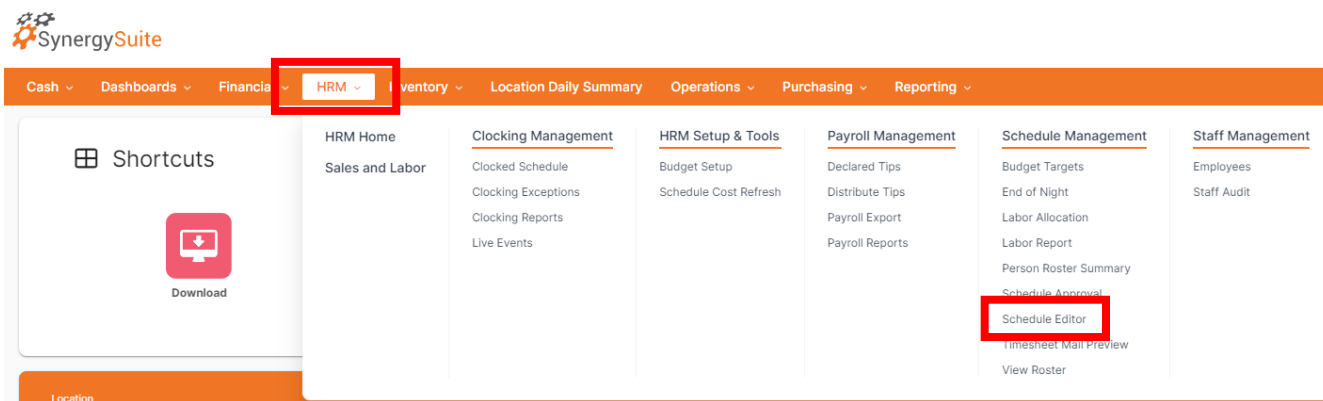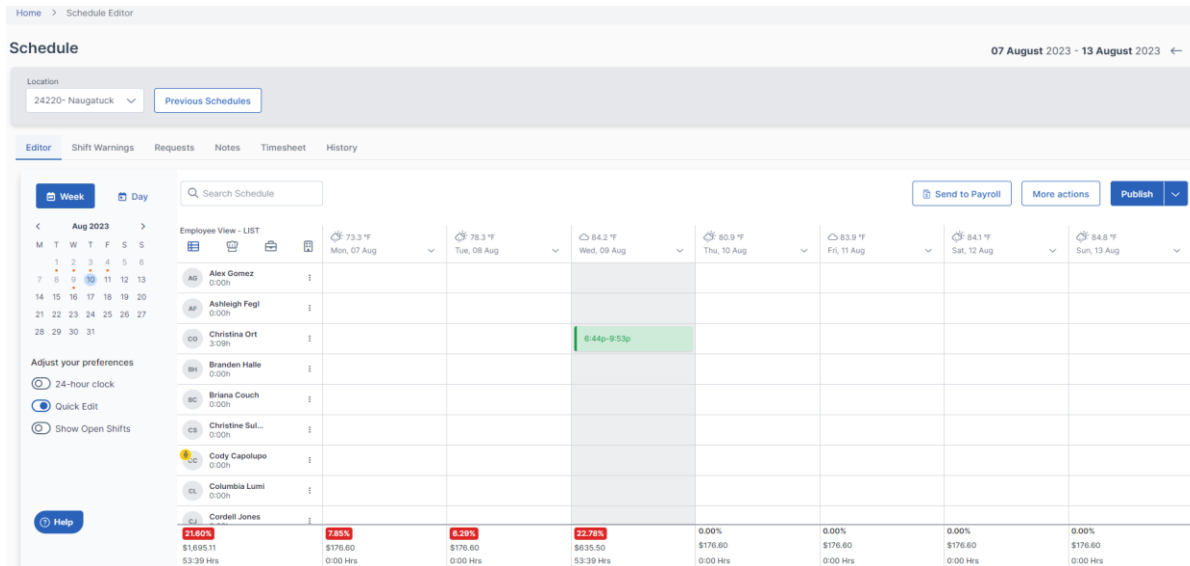**Before you create a new schedule, you need to make sure the budgets, forecasting, and labor targets are entered.**
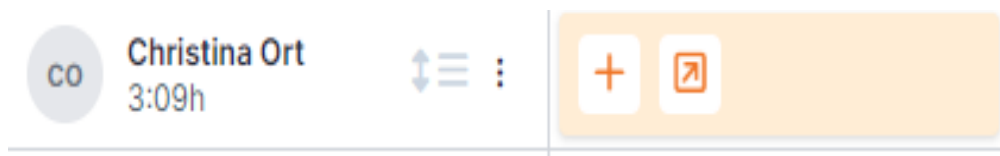
To start a Schedule, select Schedule Editor under the HRM tab:

Click Create Schedule - once inside you can choose to copy previous week's or create a brand new schedule.

This presents your options. It is defaulted to the Week View and Quick Edit.
To Add shifts: Select the box you want to add the shift two. Once you click on it you have two options:

1) A plus sign, which allows you to add a time to that person, which Defaults to their primary job code, if you need to adjust the job, use the shift entry box.

2) An arrow, which options a Shift Entry Box. This allows you to choose the Employee, Date, Time, and Role (section). It also allows you to choose from an open shift or add an absence (time off request). Once you add the shift, you can re-open the shift editor.

Note: The total cost and labor percent accumulate at the bottom of each day, allowing you to manage your hours budget and your labor and schedule budgets as you build your schedule.

You also see individual pay rates total across the employees. This will not show correctly if all 3 steps in the labor and budget directions aren't followed.

Note: GM's labor is spread across all 7 days not just on the specific days they are scheduled.

Remember this when looking at schedule labor on the bottom of the schedule.

Other Views

Employee View : Chef Hat is by position 👑 , Briefcase by Section 💼 Grid by Alphabetical Order 🔲

This will show you only those people who can be assigned to that specific job code. It also will show you the projected hours, scheduled hours, and over-short variance.
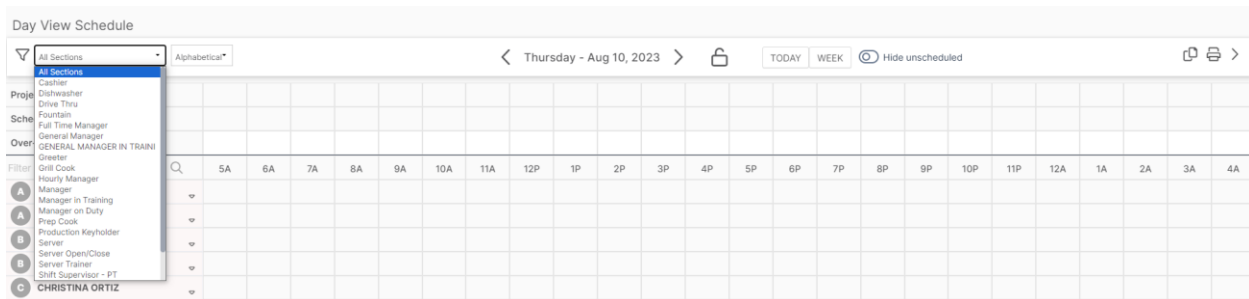
Options and Settings:

- 24-Hour Clock: Allows you to enter schedules in 24 hours instead of AM/PM
- Show Open Shifts: Shows any unassigned shifts.
- Shift Warnings: Shows all warnings (i.e., max shift amount reached, minors' hours, etc.)
- Requests: Shows any requests from the staff. Includes specific shift requested or change of shift requested and any time off (absence) requested. You can toggle the "show closed requests" button to see any approved requests.
- Notes: Allows you to add any notes. These will be viewable on the schedule.
- The Person Icon: Alerts you the employee is a minor.
- Breaks are automatically added based on state's labor laws. You can not delete these.
- Shift warnings are created by state laws.

Q. How do you print the schedule and/or daily line ups?

A. There are two ways:

1) Under the schedule editor, you can choose actions and print. This prints the entire week, in a line up format.
2) On Quick Reports, choose Day Report and that will print just the schedule for today. Must be done per day.