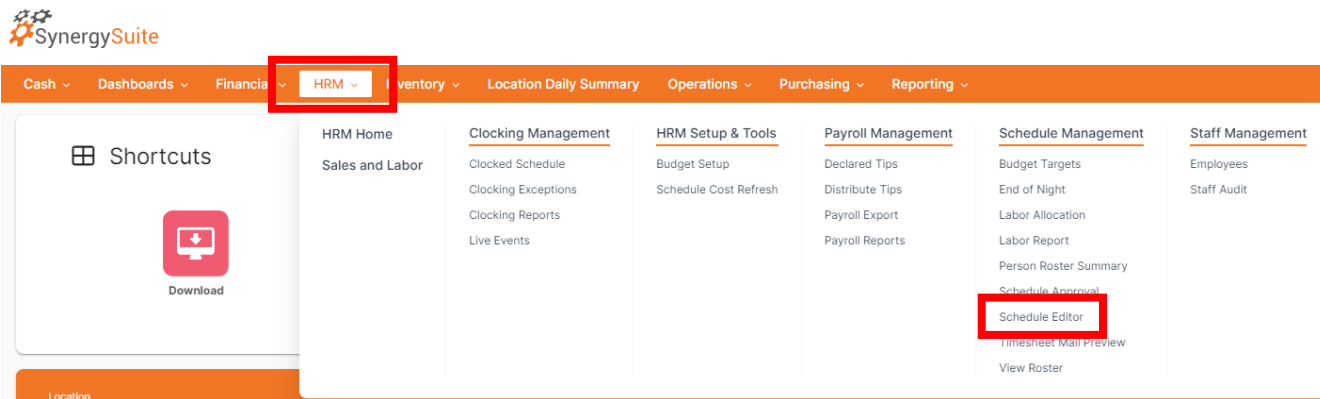
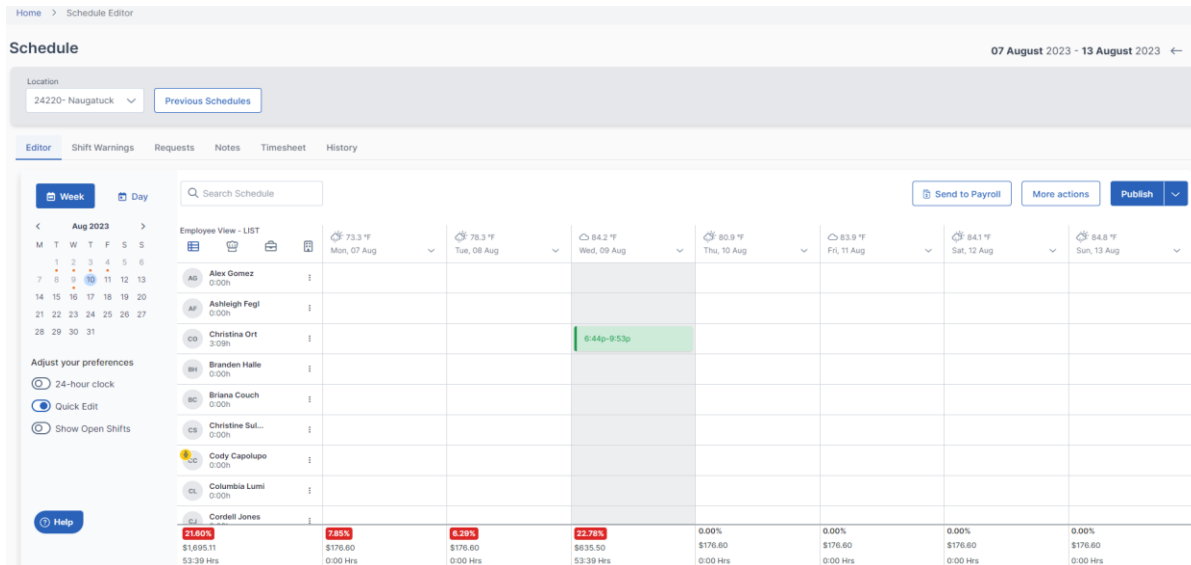


**Notes: Before you create a new schedule, you need to make sure the budgets, forecasting, and labor targets are entered.**

**To start a Schedule, select Schedule Editor under the HRM tab:**



Click Create Schedule - once instead 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.

### Shift Entry

**Shift Information** | Open Shifts | Absence

Employee •  
Ashleigh Fegley

Date •  
8/6/23

Shift Time  
9a-5p OR Common Shift Time  
Select Common Shift...

Section •  
Fountain

Offsite  
No

Cancelable

### Shift Editor

**Shift Information** | Breaks | Move | Bonus

Employee •  
Alex Gomez

Date • 8/6/23 | Shift Time  
11a-5a

Section •  
Greeter

Paid Breaks  
0 minutes

Unpaid Breaks  
0 minutes

Offsite  
Select Offsite

Last Modified Time: Aug 10, 2023 9:42 AM

Note: Breaks will be added automatically based on your state’s labor laws. Please reach out to your franchise owner about any questions.

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.

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

Because GM’s labor is included, please make sure you use the Rest Labor Budget and not the hourly labor budget.

## 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.

Day View Schedule

Thursday - Aug 10, 2023

Alphabetical\*

TODAY WEEK Hide unscheduled

	5A	6A	7A	8A	9A	10A	11A	12P	1P	2P	3P	4P	5P	6P	7P	8P	9P	10P	11P	12A	1A	2A	3A	4A
Christina Ortiz																								

## 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.)

Shift Warnings Requests Notes Timesheet History

Search Table Download Table

Year Name	Shift Date	Shift Time	Warning Type	Description	Edit Shift
414 Zavala	Sep 16, 2024	1a-2a	Rules	Min. Shift Length 3 Hours	
414 Zavala	Sep 18, 2024	1a-2a	Rules	Min. Shift Length 3 Hours	
414 Duperrin	Sep 17, 2024	6:00p-1a	Shift Overlap	There is a 6 hours and 20 minutes overlap with another shift on the same day	
414 Duperrin	Sep 17, 2024	4:00p-11:00p	Shift Overlap	There is a 6 hours and 20 minutes overlap with another shift on the same day	

- 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. This will be printable by the end of 2024.