

Assigning a Shift to an Employee

Contents

Overview

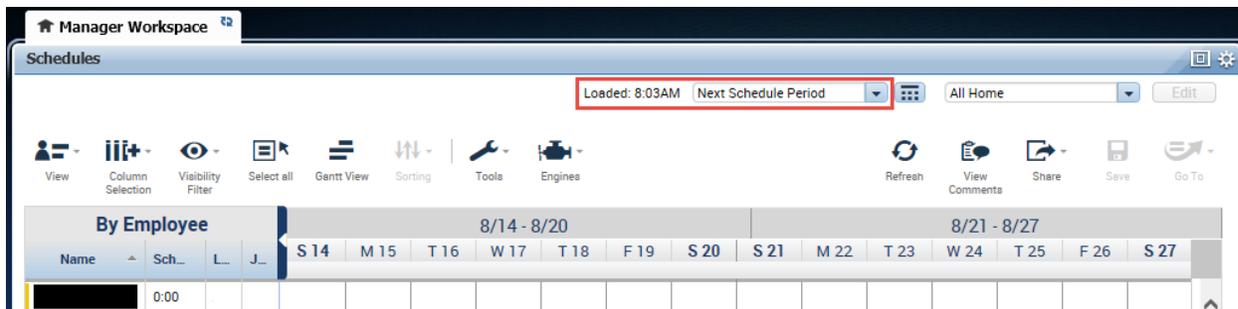
Assigning a Shift to an Employee

Overview

Overview Below outlines the steps taken by the Supervisor and Manager to assign a shift to an employee in uTIME.

Assigning a Shift to an Employee

1. On the **Schedules Widget**, click  and select **pop-out** to open.
2. In the **Time Period** field, verify that you are viewing the relevant time period.



3. Select an employee by highlighting the rows and right-click.

Assigning a Shift to an Employee

4. Select **Add Shift**.
5. On the **Add Shift** pop-up window, enter or select **Start Date** of the shift.

	Start Date	Type	Start Time	End Time	End Date	Duration
+ x		Regular	11:45am	12:45pm	8/01/2016	1:00

6. On the **Add Shift** pop-up window, enter **Start Time** of the shift

	Start Date	Type	Start Time	End Time	End Date	Duration
+ x	7/18/2016	Regular		1:00am	7/18/2016	1:00

7. On the **Add Shift** pop-up window, enter **End Time** of the shift

	Start Date	Type	Start Time	End Time	End Date	Duration
+ x	7/18/2016	Regular	10:00am		7/18/2016	1:00

8. Alternatively, a predefined shifts may be used by clicking Insert Template ▾ and select the applicable shifts from the list. For example, if KPE1000a-545p is selected, the start time of the shift is 10:00am and the end time is 5:45pm. Thus, no need to enter **Start Time** and **End Time** for the selected date.

Insert Template ▾		Shift Label
Name	Description	KPE 1000a-545p
KPE 1000a-5...		
KPE 100p-93...		
KPE 1030a-1...	KPE 1000a-545p	

9. If the same schedule will apply for the next succeeding days, indicate the number of

days in Repeat this shift for days. Otherwise, leave the default number of days.

10. Click Apply.

11. Click Save.

Assigning a Shift to an Employee