

Creating an Employee Schedule

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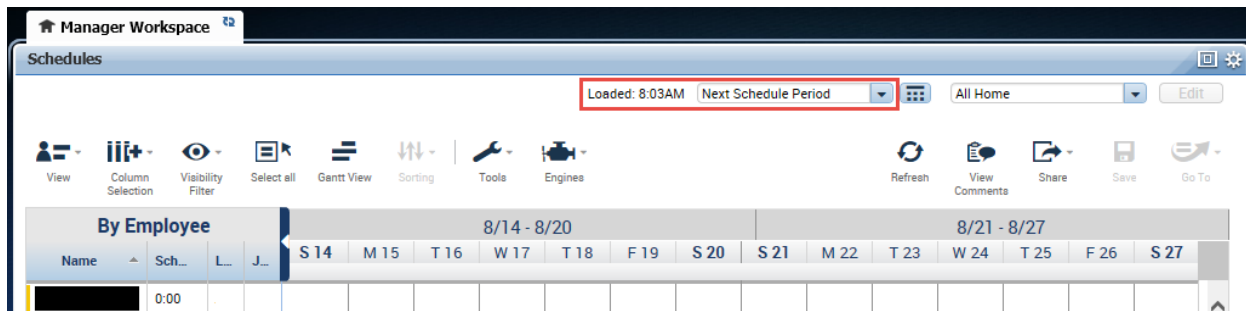
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Overview

Overview Below outlines the steps taken by the Supervisor and Manager to create a schedule for a specific period for an Employee in uTIME.

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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.
4. Select **Schedule Pattern**.

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- On the **Schedule Pattern** pop-up window, enter or select **Anchor Date**, **Start Date**, and **End Date** of the work schedule.

Note: Anchor Date should be the same as Start Date.

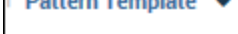
- On the **Schedule Pattern** pop-up window, enter the required number weeks

- On the **Schedule Pattern** pop-up window, select the start day of the schedule and enter the **start time** and **end time**, e.g. 9a-5p for 9:00am to 5:00pm

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+ x	1							


- Select the day for the **next work day** and enter **start time** and **end time**, e.g. 9a-5p for 9:00am to 5:00pm.

- Repeat the previous process as needed to create the employee's schedule

- Alternatively, a predefined schedules may be used by clicking  and select the applicable schedule from the list. For example, if KPE 1100a-300p MTF is selected, the **Start Time** will be 11:00am and the **End Time** will be 3:00pm for **Monday, Tuesday, Friday** for the selected period. Thus, no need to enter start time and end time for each day for the specified period.

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11. Click .

12. On the **Schedule Pattern** pop-up window, click  to confirm the schedule pattern assigned to the employee.

13. Click .