mySchedule

Assign a Primary Schedule Job

Overview

When an employee is hired or has a labor metric change (promotion, transfer), mySchedule assigns the employee as *Unassigned* in the Primary Schedule Job field. The following statuses are considered Unassigned Labor:

- New hires
- Transfers from other stores
- Promotions

Process

Store Director/Schedule Writers must review and assign a Primary Schedule the Unassigned Labor report BEFORE starting the schedule for the week.
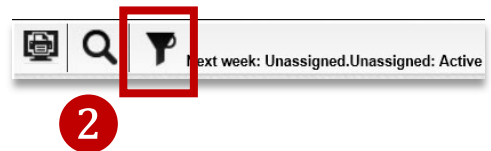
In this exercise, Mary Richards was promoted to a Floral Manager and appeared in the Unassigned Labor report. The Store Director/Schedule Writer will need to update her information in the Personnel tab.
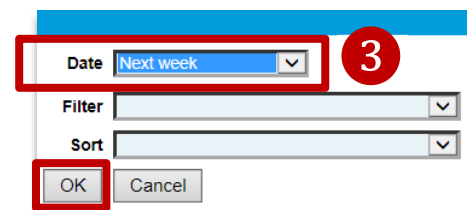
From the main screen:
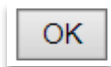
1. Select **Unassigned Labor** tab.

2. Go to the toolbar and select **Filter**. A selection window will appear.

3. Select the correct timeframe in the date drop-down option. For next week's schedule, select *Next Week*.

4. Click **OK**. The main screen populates with employee names that have Unassigned Labor.

5. Select **Print** from the toolbar to print a copy of the list for reference.
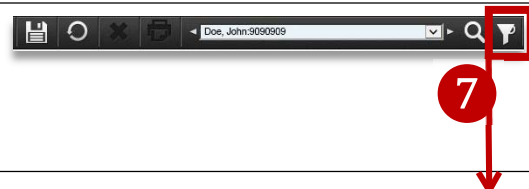
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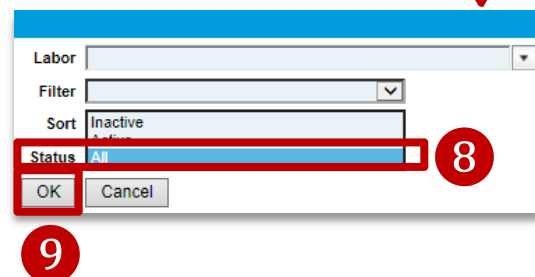
Assign a Primary Schedule Job (continued)

6. Select the **Personnel** tab.

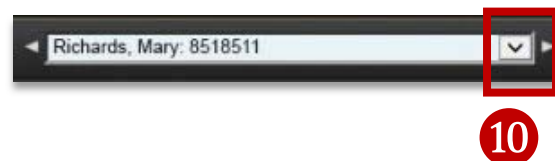7. Select the **Filter** icon to change the settings. A selection window will appear.

8. Use the drop down option to select **All** in the Status field.
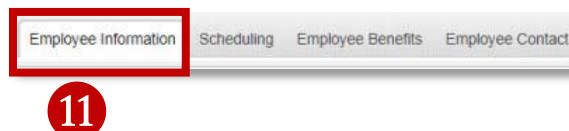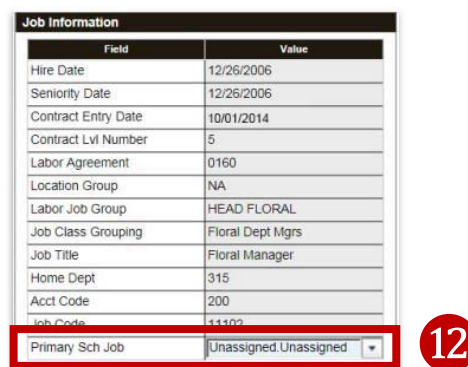
9. Select **OK**.

10. Refer to your Unassigned Labor print out. Go to the toolbar and use the **drop down** to locate the employee. (Mary Richards)

11. Select **Employee Information** from the secondary toolbar. *If not already selected*

12. Go to the Job Information table and locate the Primary Scheduled Job field. The value is defaulted to *Unassigned.Unassigned.* Select the **drop down option** and selection window will appear.
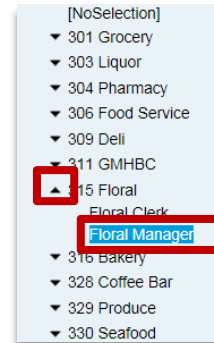
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Assign a Primary Schedule Job (continued)

13. Expand the desired department. (Floral)

14. Double-click the Primary Schedule Job for the employee (Floral Manager). After you have selected the job, the window will close and go back to the Personnel tab.
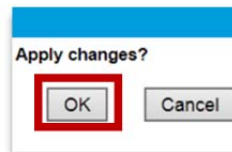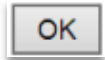
15. Confirm the Primary Schedule Job is correct then select **Save** from the toolbar.

16. Click **OK** when prompted to apply changes.