Albertsons Companies **mySchedule**
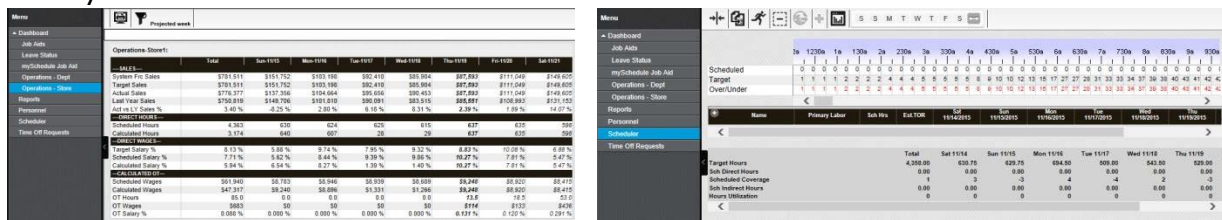
Create Department Manager Access

Overview

Department Managers have access to the mySchedule system, however a store administrator must assign the departments that will be available for each Department Manager.
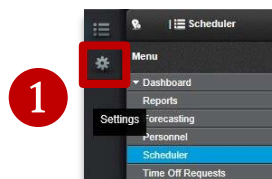
Process

Store administrators must assign department access to Department Managers so that they can complete the entry of schedules into mySchedule. Store Administrators can provide **full department and/or individual job** access on mySchedule
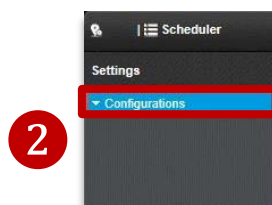

From the main screen:

By default Department Managers do not have any jobs assigned so they cannot see or enter any schedules. The default view will be blank.
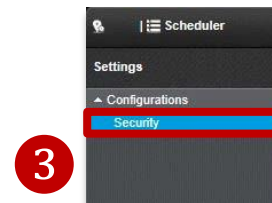
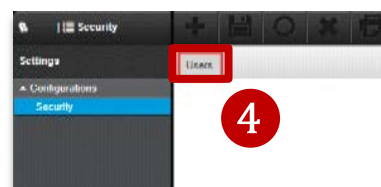|	
1. At the very left of the menu select the **Gear** button (Settings).	
2. Select **Configuration**.	
3. Select **Security**.	
4. Select **Users**.	

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Albertsons Companies **mySchedule**
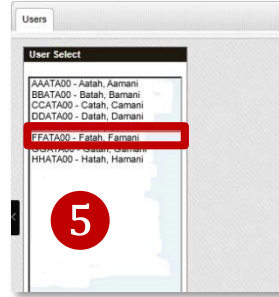
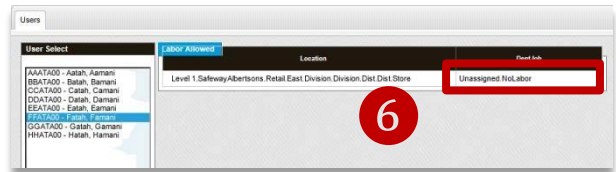# Create Department Manager Access (continued)

5. A list of the available users in your store will display.

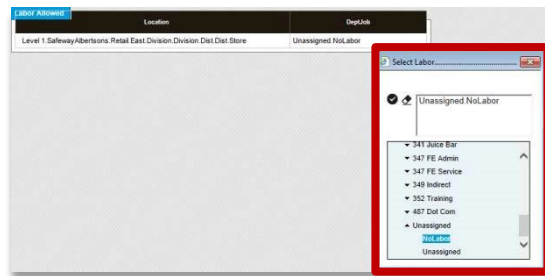   Select the **Employee** you are updating by double-clicking.

6. You can now see the jobs assigned to the employee, which will default with *Unassigned.NoLabor*.

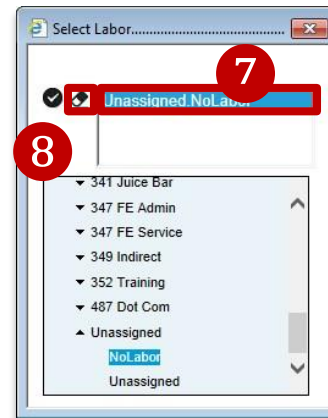   Click on the job field to add a new one

The **Select Labor** menu will pop-up.

7. Select **Unassigned.NoLabor** by clicking on it.

8. Click on the **Eraser** icon to delete it.

9. Select a **Department** to add all the jobs in that department to the employee. *Example: GM/HBC*

10. Select a **Job** under a department to add just that job to the employee. *Example: Liquor Clerk*

**Note: You can only add up to 5 departments and jobs to an employee or assign All or blank.*
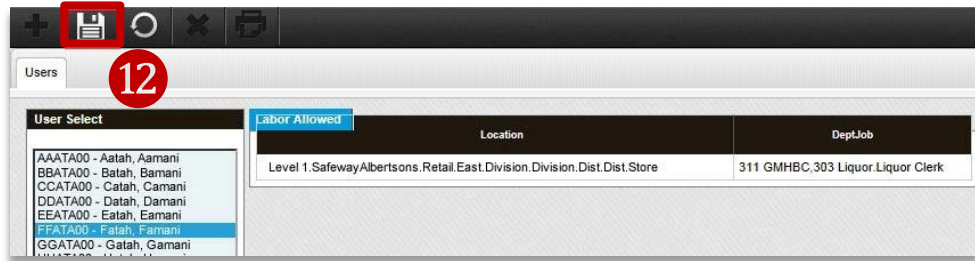
mySchedule — Albertsons Companies
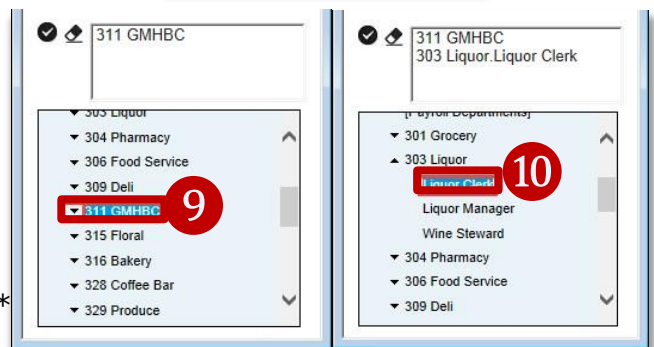
Create Department Manager Access (continued)

11. The departments and jobs you selected will now show in the employee's **DeptJob** field and these will be the jobs they can see in their account and schedule.

12. Confirm the departments and jobs are correct then select **Save** from the toolbar.

The Department Manager's page will now show the assigned **Depts/Jobs** in their mySchedule account.

13. Anytime the Department Manager selects the Filter icon in the system they will see the options for the **Departments/Jobs** assigned to them.

Note: If and when an employee is promoted to a role that receives total store access, the assigned labor will remain. The employee will be able to adjust their own security settings and will need to set it to **[ALL]** in order to see all schedules or they will only see what was assigned previously.