

## Non-Standard Schedule Job Transfer

### Overview

As a default, all employees have these additional schedule jobs added in the Personnel tab, under the Labor table:

- Indirect
- Training

### Process

The date and time of the non-standard schedule transfer must be entered manually and BEFORE the auto-schedule is ran for the week. In this scenario, Bob Smith, a 2<sup>nd</sup> Assistant Store Director will be training on-site on Tuesday from 9am to 12pm.

#### From the main screen:

1. Go to the **Scheduler** tab.

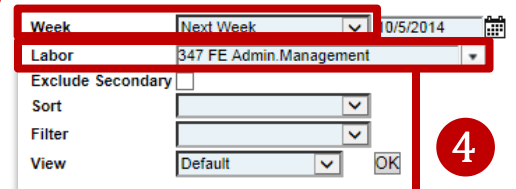


2. Select the **Filter** icon to change the settings. A selection window will appear.



3. Select the correct **Week** (Next Week) by clicking the drop down arrow.

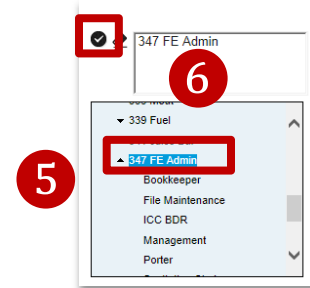
3



4. Click on the drop down arrow in the **Labor** field. A selection window will appear.



*Note: This field should be blank. If you see another department on the Labor field, highlight the department name and click on the Erase icon*

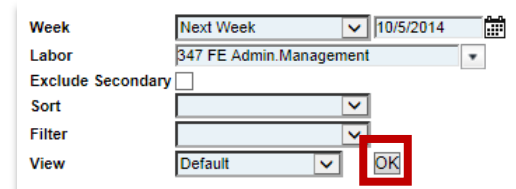


5. Double-click the desired department (FE Admin).

6. Click the **Accept Checkmark** icon.



7. Select **OK**. This will return you to the previous screen.



Continued on next page

## Non-Standard Job Transfer (continued)

- Locate the employee on the scheduler grid and highlight by clicking on any cell.
- Go to the day where the employee is scheduled for the non-standard transfer (Wednesday) and enter the start and end time (9a to 12p).

Name	Primary Labor	Sch Hrs	Est.Benefit Tr	Sat 10/4/2014	Sun 10/5/2014	Mon 10/6/2014	Tue 10/7/2014	Wed 10/8/2014	Thu 10/9/2014	Fri 10/10/2014	Sat 10/11/2014
P	Management	0.00	8.00				VacCur 4.00	VacCur 4.00	UnpaidDayOff		
P	Management	0.00	0.00								
F Smith, Bob	Management	0.00	0.00					9:00a-12:00p			
F	Management	0.00	0.00								

- Select **Save** from the toolbar. Review and override any prompts.



- Right-click on the shift cell and select **Edit Shift Details**. The employee's detailed schedule for the day will appear.

Name	Primary Labor	Sch Hrs	Est.Benefit Tr	Sat 10/4/2014	Sun 10/5/2014	Mon 10/6/2014	Tue 10/7/2014	Wed 10/8/2014	Thu 10/9/2014	Fri 10/10/2014	Sat 10/11/2014
P	Management	0.00	8.00				VacCur 4.00	VacCur 4.00	UnpaidDayOff		
P	Management	0.00	0.00								
F Smith, Bob	Management	3.00	0.00					9:00a-12:00p			
F	Management	0.00	0.00								

9:00a-12:00p

- Contact Information
- Edit Schedule Week**
- Find Replacement

- Click inside the cell under **Job** and select the desired non-standard job. (Training)

Job

352 Training.Training

*Note: If there is a start or end time other than the entered schedule, type in the start of the non-standard job on under the Transfer column. If the cell is left blank under Transfer, it will default to the entered start time.*

Smith, Bob - Wednesday, October 08, 2014

Primary Labor 347 FE Admin.Management  
Shift time 9:00a-12:00p

Transfer Location Job Meal/Break Start-End

352 Training Training

Task Name Task Start-End

- Click the **Save** icon from the toolbar. Review and override any prompts.



- Click the **Close** icon. The screen will return to the Scheduler tab.

