mySchedule

Publish the schedule (Job Aid 20)

Overview

Publishing the schedule sends the completed schedule to ESS so all employees can see their assigned shifts for the next week.

Process

The following steps will guide you through the process of publishing the schedule.
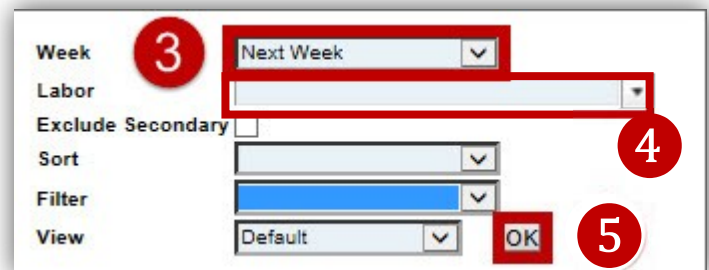

From the main screen:

1. Click **Scheduler** tab.

2. Choose the **Filter** icon. A selection window will appear.

3. Select the correct Week (Next Week) from the drop down menu.

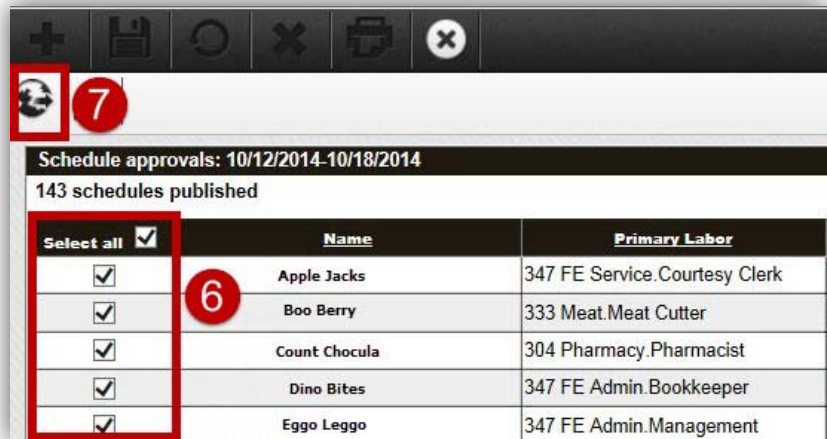4. Select *blank* labor field indicating all employees

5. Click **OK**.

6. Select the **Globe** to publish the schedule

Publish the schedule (continued)

A window will appear listing all employees within your store

7. Select all **employees** who's schedule will be published

8. Click the **Publish** icon

The published schedule will be posted in ESS and is available immediately to all selected employees

The employee's published schedule CANNOT be edited.

To edit a schedule that has been published:

1. **Schedule must be unpublished**
2. **Edits completed**
3. **Schedule must be republished**

To do this: (click the same button as Step 5, then Step 6 (choose unpublish), click the "unpublish selected employees" icon, right next to Step 7

> Then make edits

> Then Republish (step 5)