**Albertsons** Companies  **mySchedule**

# Print Store/Department Schedule

## Overview

With the Store Schedule it is possible to see,

- The employees Primary Job
- The employee's hours each day
- If the employee is on vac, leave etc.
- The employee's designated lunch break
- All transfers from departments within same shift (Courtesy Clerk/Frozen/Dairy)
- Unavailability of employee

## Process

In the following example a mySchedule user will run an entire store schedule (all departments). The second example will show a specific department being printed (Bakery only).

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**From the main screen:**

1. Click the **Reports** tab.

2. Click the top drop down menu (defaulted to Store Schedules) and choose **Store Schedule**.

3. Click the bottom drop down menu (defaulted to –blank-) and choose **Store Schedule**.

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

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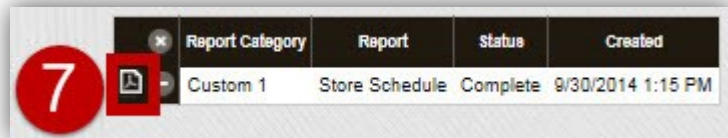# Print Store/Department Schedule (continued)

5. Choose the appropriate **Date** for the Schedule (**Next Week** is selected in this example)

6. To accept the filter changes select **OK**,

*Note: To cancel the filter options select **Cancel***

*mySchedule will automatically run the report*

7. Click the **PDF** icon

The report will appear

| Store Schedule | | | | 301 Grocery | | | | Page 1 of 3 |
|---|---|---|---|---|---|---|---|---|
| Location: 0000 | | | | 9/14/2014 - 9/20/2014 | | | Created: 9/23/2014 10:07:09 AM by John Smith | |
| Name | Sat 9/13 | Sun 9/14 | Mon 9/15 | Tue 9/16 | Wed 9/17 | Thu 9/18 | Fri 9/19 | Sat 9/20 | Total |
| **301 Grocery** | | | | | | | | | |
| Apple, Jacks | | 4:00p-1:00a 8:00p-2:00p 301 Grocery.Day Stock* | 4:00p-1:00a 8:00p-2:00p 301 Grocery.Day Stock* | 3:00p-12:00a 7:00p-8:00p 301 Grocery.Day Stock* | 4:00p-1:00a 8:00p-2:00p 301 Grocery.Day Stock* | UnpaidDayOff | Anniversary | Birthday | 32.00 |
| Boo, Berry | | 4:00a-1:00p 8:00a-2:00a 301 Grocery.Dairy* | 4:00a-1:00p 8:00a-2:00a 301 Grocery.Dairy* | Unavail | Unavail | 4:00a-1:00p 8:00a-2:00a 301 Grocery.Dairy | 4:00a-1:00p 8:00a-2:00a 301 Grocery.Dairy | 4:00a-1:00p 8:00a-2:00a 301 Grocery.Dairy | 40.00 |
| Count, Chocula | | Unavail | Unavail | Unavail | Unavail | Unavail | Unavail | Unavail | |
| Dino, Bites | | 12:00a-9:00a 4:00a-5:00a 301 Grocery.Dairy | 12:00a-9:00a 4:00a-5:00a 301 Grocery.Dairy | 12:00a-9:00a 4:00a-5:00a 301 Grocery.Dairy | FloatHol | FloatHol | UnpaidDayOff | UnpaidDayOff | 24.00 |
| Eggo, Leggo | 9:30p-6:30a 1:30a-2:30a 301 Grocery.Frozen | 9:30p-6:30a 1:30a-2:30a 301 Grocery.Frozen | 9:30p-6:30a 1:30a-2:30a 301 Grocery.Frozen | 9:30p-6:30a 1:30a-2:30a 301 Grocery.Frozen | | 9:30p-6:30a 1:30a-2:30a 301 Grocery.Frozen | | | 40.00 |

8. Select the **Print** icon to print the schedule

*Continued on next page*

**Albertsons Companies**

# Print Store/Department Schedule (continued)

**To print a Department Schedule:**

1. Click the **Reports** tab

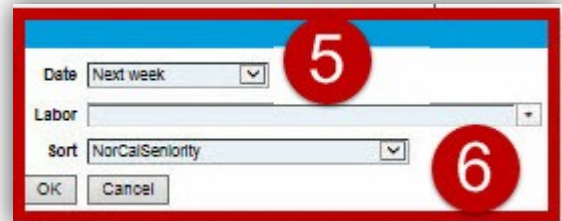2. Click the top drop down menu (defaulted to Store Schedules) and choose **Store Schedules**

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

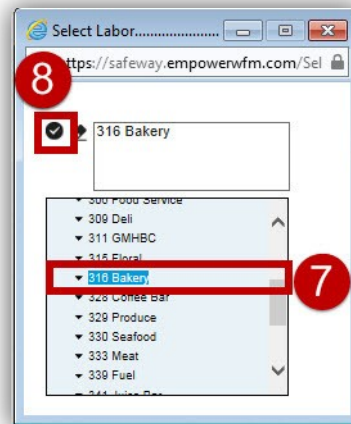5. Choose the appropriate **Date** for the Schedule (**Next Week** is selected in this example

6. Click the Labor drop down menu window will appear

# Print Store/Department Schedule (continued)

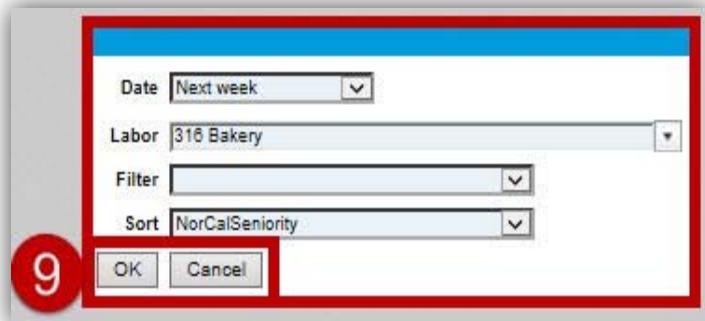7. Choose the desired department. (**Bakery** in this example)

8. To confirm the dept. select the **accept checkmark**.



The completed window will display showing the options chosen for the Report

9. To run the Report choose **OK.**

   *Note: To cancel the Report choose Cancel*



10. Click the **PDF** icon to view the report.



The report will appear



11. Select the **Print** icon to print the schedule

**Albertsons** Companies | **mySchedule**
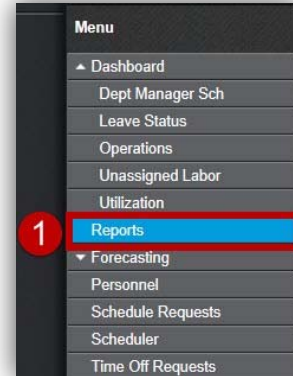
# Print Call Sheets

## Overview

Printing the Call Sheets allow you to see the details (shift coverage, lunch) for a particular job (Checker, CC, Deli FS, etc).

## Process

The following steps will guide you through the process of running the Call Sheet.

### To print a Call Sheet:

1. Click the **Reports** tab

2. Click the top drop down menu (defaulted to Store Schedules) and choose **Call Sheet**
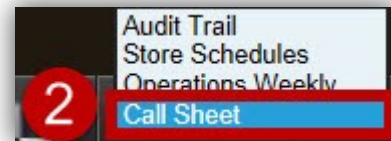
3. Click the bottom drop down menu (defaulted to –blank-) and choose **Courtesy Clerk**

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

5. **3 days ahead** is selected in this example

6. Click **OK**

# myScedule

## Print Call Sheets (continued)
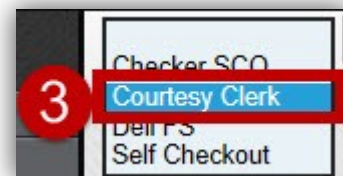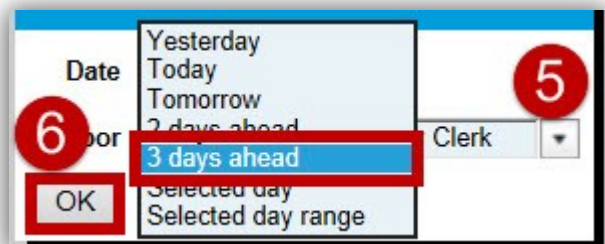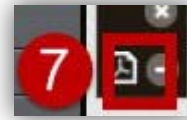
7.  Click the **PDF** icon



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The Call Sheet report will appear



| Call Sheet | | | 347 FE Service.Courtesy Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Page 1 of 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **0000** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Monday 10/13/2014** | | | |
| Associate | Shift | Lunch | Job Transfer | Hours | 12a | 1a | 2a | 3a | 4a | 5a | 6a | 7a | 8a | 9a | 10a | 11a | 12p | 1p | 2p | 3p | 4p | 5p | 6p | 7p | 8p | 9p | 10p | 11p |
| | 5:30a-1p | 9a-10a | Courtesy Clerk | 6.50 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fruity Pebble | 6:30a-3:30p | 10a-11a | Courtesy Clerk | 8.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Honey Smacks | 9a-5:30p | 12p-1p | Courtesy Clerk | 7.50 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fruit Loops | 9a-4p | 12p-1p | Courtesy Clerk | 6.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Apple Jacks | 11:45a-7p | 2:45p-3:45p | Courtesy Clerk | 6.25 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Frosted Wheat | 12p-7:30p | 4p-5p | Courtesy Clerk | 6.50 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boo Berry | 2:30p-9:45p | 6:30p-7:30p | Courtesy Clerk | 6.25 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Count Chocula | 3p-7:45p | | Courtesy Clerk | 4.75 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Crunch Berries | 4:30p-11:45p | 8:30p-9:30p | Courtesy Clerk | 6.25 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jack Skelington | 5:30p-9:30p | | Courtesy Clerk | 4.00 | | | | | | | | | | | | | | | | | | | | | | | | | |

☐ = Selected Labor    ■ = Other Labor    ■ = Lunch

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