Publish the schedule

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.

mySchedule

From the main screen:

lbertsons

Companies

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

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Schedule approvals	: 10/12/2014-10/18/2014	
143 schedules publi	shed	
Select all 🗹	Name	Primary Labor
	Apple Jacks	347 FE Service.Courtesy Clerk
	Boo Berry	333 Meat.Meat Cutter
	Count Chocula	304 Pharmacy.Pharmacist
	Dino Bites	347 FE Admin.Bookkeeper
	Eggo Leggo	347 FE Admin.Management

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 Schedule must be unpublished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)