mySchedule

Entering Manual Schedules (Task 20)

Overview

Schedules can be entered manually for departments that are currently not on auto-schedule. The current process is when a department manager hand writes the schedule for his/her department and turns it into the Store Director or Schedule Writer. The Store Director or Schedule Writer then manually enters the shifts into mySchedule.
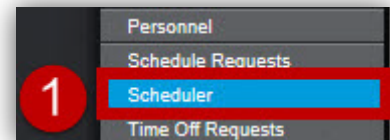
Process

This job aid will show the following processes:

- How to enter manual schedules
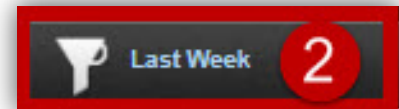- How to enter manual schedules for Overnight Employees

How to Enter Manual Schedules
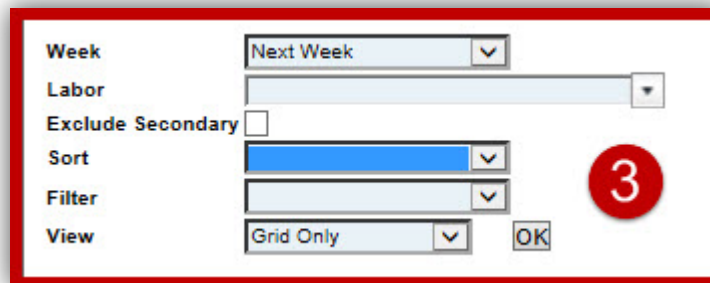
From the main screen:

1. Click on **Scheduler** tab.

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

3. Choose the correct Week (**Next Week**) from the drop down menu. Select the desired department from the **Labor** field using the drop down menu. After changing the settings, click **OK**.

4. Highlight the **employee** from the scheduler grid

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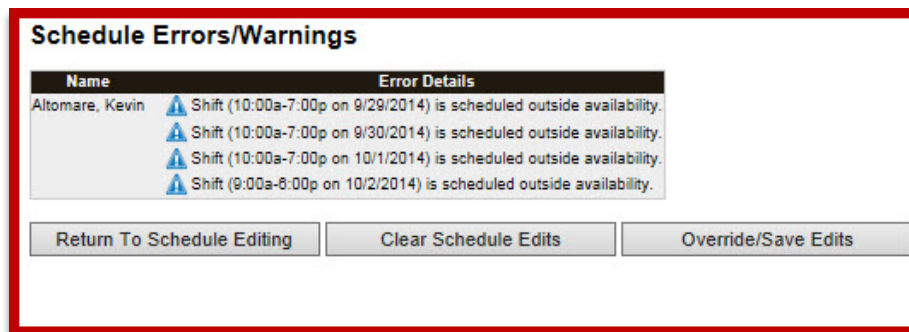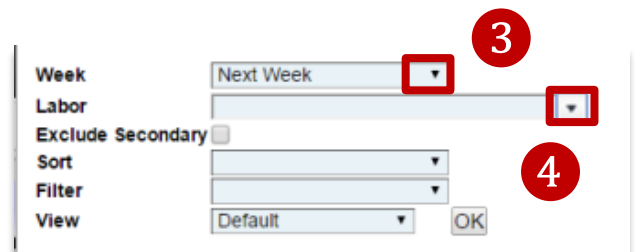
mySchedule

Entering Manual Schedules (continued)

5. Click the **field** under the appropriate date/time and enter the employee's shift for that day/week etc. As a best practice, use military time when entering the start and end of shift. Repeat this step for every shift for the week. When the employee is scheduled for a day off, leave the cell blank.

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8:00a-4:30p	5	10a-7p	10a-7p	10a-7p	9a-6p		10a-7p
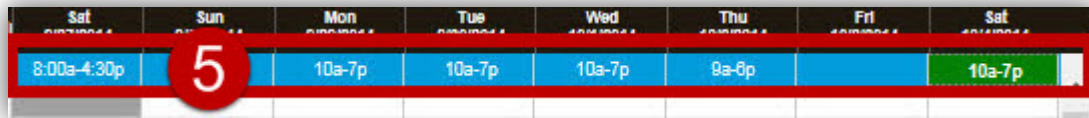
6. After the employee's shift has been entered click the **Save** icon.

If any of the entered schedules go against the employee's availability or min/max schedule requirements, a Schedule Errors/Warnings message will appear.

Schedule Errors/Warnings

Name	Error Details
Altomare, Kevin	⚠ Shift (10:00a-7:00p on 9/29/2014) is scheduled outside availability.
	⚠ Shift (10:00a-7:00p on 9/30/2014) is scheduled outside availability.
	⚠ Shift (10:00a-7:00p on 10/1/2014) is scheduled outside availability.
	⚠ Shift (9:00a-6:00p on 10/2/2014) is scheduled outside availability.

| Return To Schedule Editing | Clear Schedule Edits | Override/Save Edits |

- Click **Return To Schedule** Editing to change the schedule
- Click **Clear Schedule Edits** to clear the schedule entries
- Click **Override/Save Edits** to override the warnings and continue with the schedule entered

7. Click the **Save** icon.

Follow steps 4 to 7 for the next employees on the handwritten schedule.

myShedule

How to Enter Manual Schedules for Overnight Employees

For overnight employees (shifts that will cross midnight), you will need to **enter the employee's schedule on the calendar day of the start of the shift.**

In this example, you will be entering an overnight shift where the employee will start work on Monday night at 10pm and end work on Tuesday morning at 7am.

From the main screen:
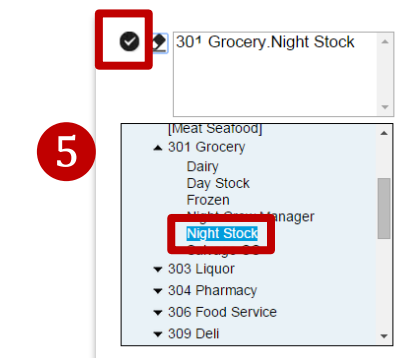
1. Click on **Scheduler** tab.

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

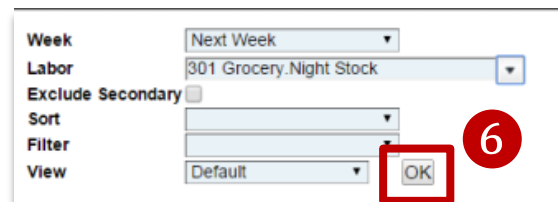3. Choose the correct Week (**Next Week**) from the drop down menu.

4. Change the Labor field by selecting the drop down menu. A selection window will appear.

5. Highlight the desired department (Grocery) or job (Night Stock) click the **checkmark** icon.

6. Click **OK**. The screen will return to Scheduler tab.

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mySchedule

Entering Manual Schedules (continued)

7. Highlight the **employee** from the scheduler grid

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8. Click on the cell to start entering the first shift. Enter the shift on the calendar day when the employee is expected to start.

   In the example, the employee is working from 10pm Monday night until 7am on Tuesday morning.

   Note: When entering overnight shifts, avoid using military time. Instead, enter "am" or "pm" to distinguish the correct time.

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9. Click the **Save** icon to save your work.

The Scheduler will refresh with the employee's shift. Continue to enter shifts for the next days.