mySchedule

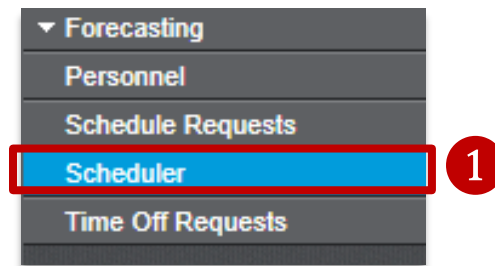# Review Employee Schedule Hours (Task 27)

Overview

Store Directors/Schedule Writers are able to review the hours scheduled for employees after the auto-schedule.

Process

This job aid will show the process of reviewing the employee hours. The Store Director/Schedule Writer will be reviewing the schedule for Checkers.
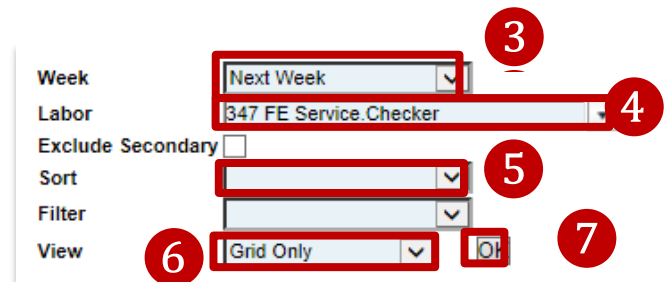
From the main screen:

1. Select **Scheduler** tab.

2. Select the **Filter** from the top toolbar. A selection window will appear.

3. Change the Week setting to the desired week (Next Week).

4. Change the Labor setting to a specific department and job (Checker).

5. Leave the **Sort** option blank (this will sort employees alphabetically)

6. Change the View setting to **Grid Only**.

7. Select **OK**. The screen will return to Scheduler.

Continued on next page

Review Employee Schedule Hours (continued)

Review the Scheduled hours for each employee for accuracy.

Make changes to the employee shifts if necessary

8. Select **Save** if you made changes to the schedule.

Additional Note for Visualizer: Select (Blank) Sort to place shifts in chronological order

Note selecting "T" places the Tuesday shifts in chronological order

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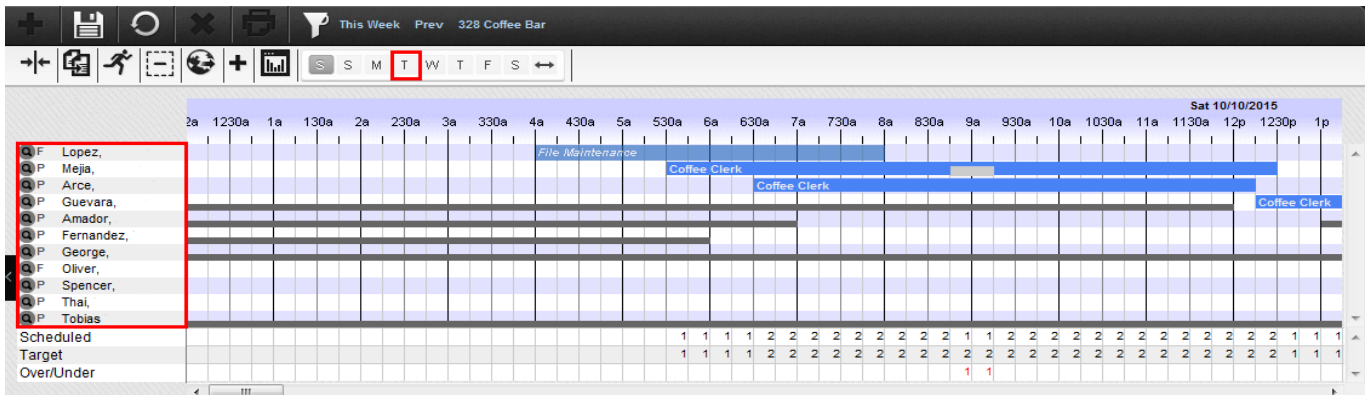
mySchedule

Review Employee Schedule Hours (continued)

Note: The employee schedule graph will also only display the selected day also in chronological order.

	Name	Primary Labor	Schedule	Meal	Job	Transfer	Day Hours	Week Hours
	Apple Jacks	Coffee Manager	4:45a-1:45p	8:30a - 9:30a	328 Coffee Bar.Coffee Manager		8.00	40.00
P	Boo Berry	Coffee Clerk	7:00a-12:00p		328 Coffee Bar.Coffee Clerk		5.00	29.00
	Count Chocula	Coffee Clerk	8:00a-5:00p	12:00p - 1:00p	328 Coffee Bar.Coffee Clerk		8.00	37.00
P	Cracklin Bran	Coffee Clerk	2:00p-7:30p		328 Coffee Bar.Coffee Clerk		5.50	24.00
P	Dino Bites	Coffee Clerk	5:00p-9:00p		328 Coffee Bar.Coffee Clerk		4.00	24.00
P	Eggo Leggo	Coffee Clerk					0.00	37.00
P	Fruit Loops	Coffee Clerk					0.00	0.00
P	Grape Nuts	Coffee Clerk					0.00	0.00

To return to the weekly view, select the ↔ *icon*