How do I… Change a Schedule for a specific day or dates?

If an employee's schedule needs to be changed for one day or if two employees' are switching shifts you can enter the change without affecting the rest of the pattern.

ACTION

1. From any *Genie*, **select** the employee **name** and **click** the **Schedule launch** button in the upper right hand corner to open the *Schedule Editor*.

2. To select <u>more than one employee</u>, hold down the **Ctrl or Shift** key and **select** multiple employee **names**. Then, click the *Schedule launch* button in the upper right hand corner.

3. In *Schedule Editor*, locate the **Time Period Box** in the middle top of the screen. Using the drop down arrow, **select** the specific date, **range of dates** or appropriate **schedule period** (pay period).

4. **Right Click** on the **Shift** you wish to edit and do <u>**one**</u> of the following:

   a. Select **Edit, Shift** to edit the shift using the Shift Editor. **Key** the change to the schedule. Click **OK**.

      i. Select **Save** in the *Schedule Editor*.

   b. Select **Delete** to delete the shift entirely. A strike out line appears on the shift, indicating the shift was deleted.

      i. Select **Save** in the *Schedule Editor*.

   c. Select **Cut** to <u>delete the shift</u> from one employee and add to another. To do this you must have selected more than one employee as directed in step 2.

      i. A strike out line appears on the cut shift, indicating the shift was deleted.

      ii. **Select the date** for the Employee whom you wish to add the cut shift.

      iii. **Right click** on the date cell, select **paste**.

   d. Select **Add, Shift** to add the shift using the *Shift Editor*. Key **In and Out time**. Click **OK**.

      i. Select **Save** in the *Schedule Editor*.

   or

   e. Select **Add, Insert Shift Template**, to select a shift template. **Select** the shift.

      i. Select **Save** in the *Schedule Editor*.

Undo changes to a schedule

ACTION

1. <u>If you have not saved</u>, select **Refresh**. All changes since the last save are undone.

2. <u>If you have saved</u>, you may restore a shift that has been crossed out by selecting the *Shift Menu,* **Restore**. The cross-out disappears and the shift is restored.

3. <u>For all other saved changes</u>, you must **re-enter** your **information**.