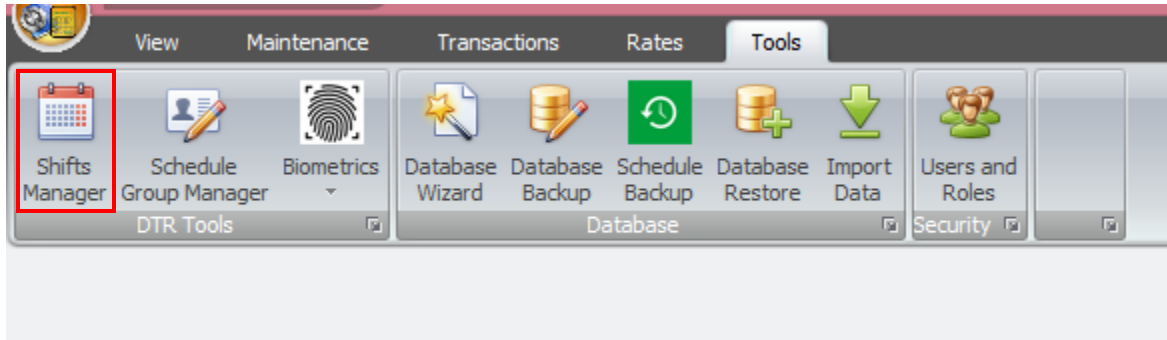


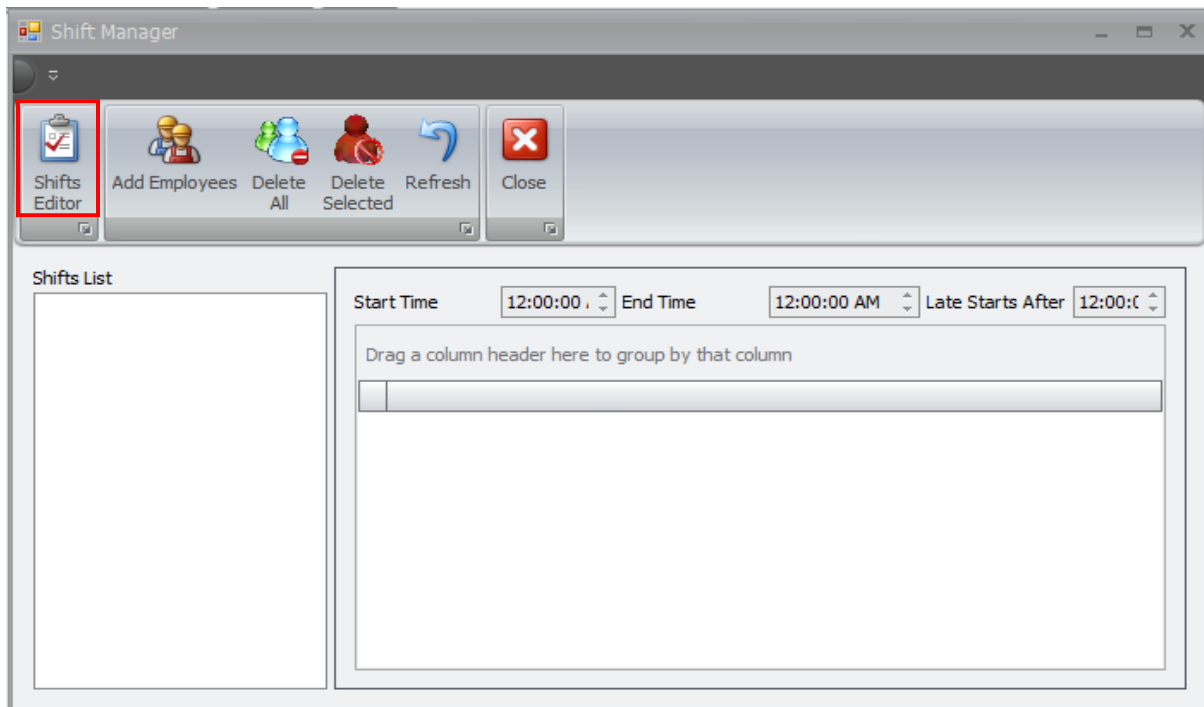


HOW TO SET MULTIPLE SHIFTING SCHEDULE FOR EMPLOYEES?

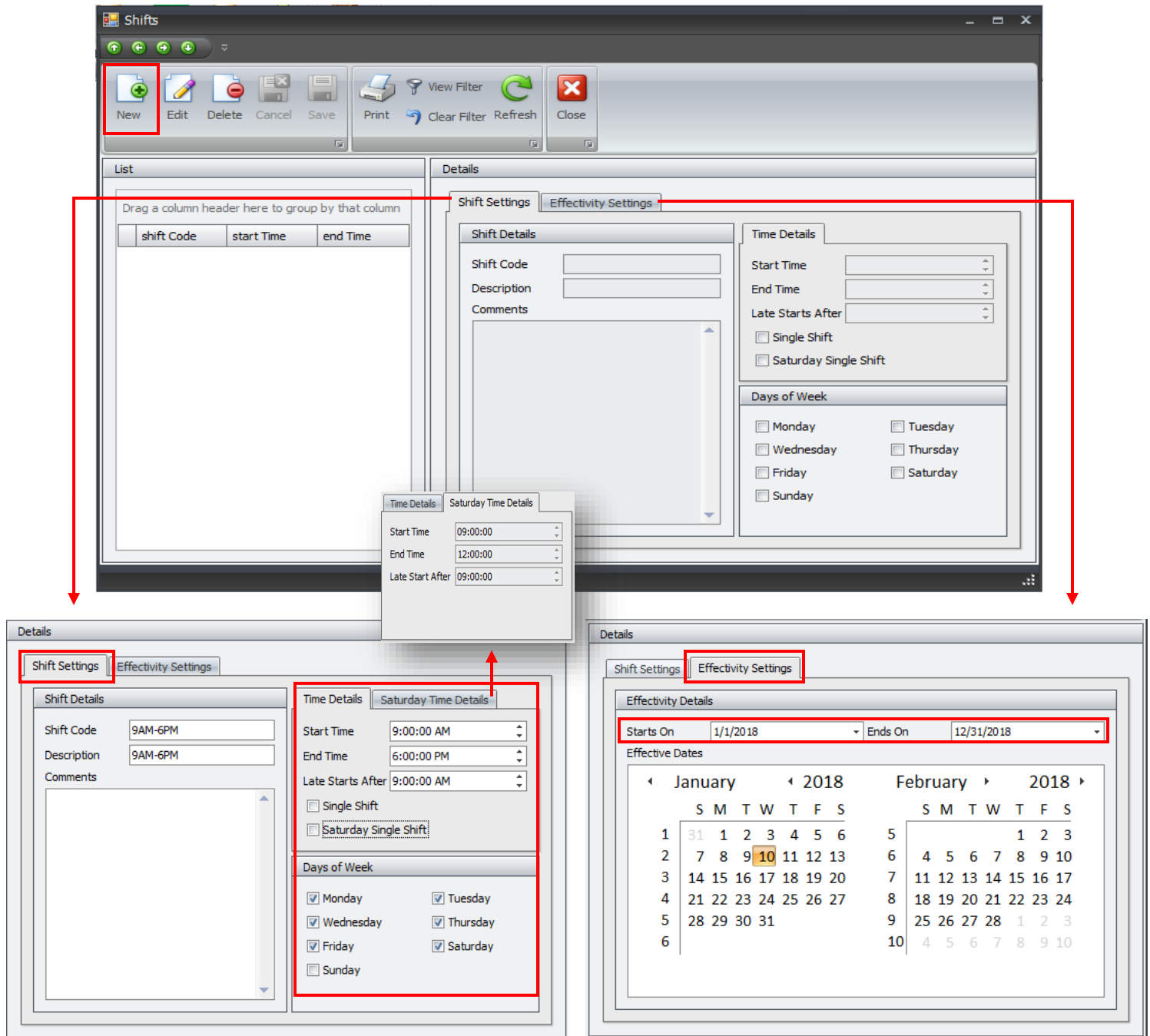
Go to Payroll Menu Bar > Tools, click Shifts Manager.



Shift Manager window will show, click Shifts Editor.



In Shifts window, click New to create shift time schedules.

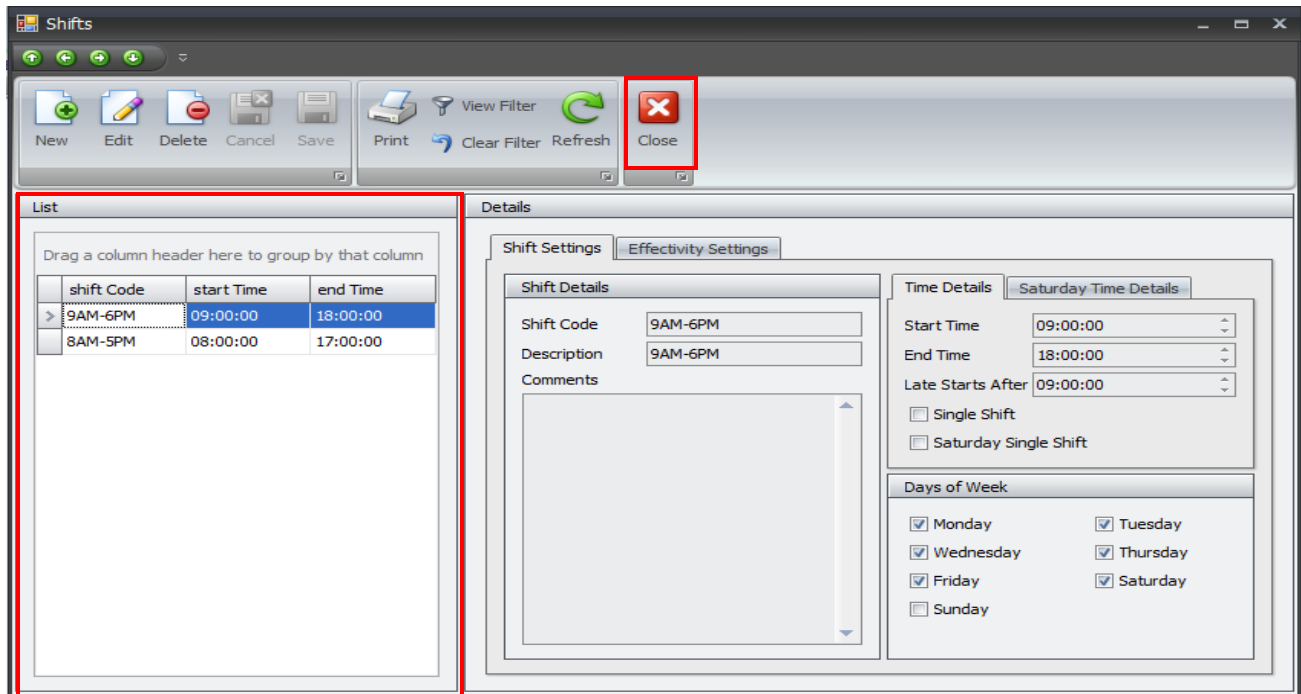


The screenshot shows the 'Shifts' application window. The 'New' button is highlighted in the top toolbar. The main window is divided into a 'List' view and a 'Details' view. The 'Details' view has two tabs: 'Shift Settings' and 'Effectivity Settings'. The 'Shift Settings' tab is active, showing fields for Shift Code, Description, Comments, Start Time, End Time, Late Starts After, and Days of Week. The 'Effectivity Settings' tab is also shown, displaying 'Starts On' and 'Ends On' dates and a calendar view for January and February 2018.

Shift Settings – input **Start Time**, **End Time** and **Late Start After** of the shift, tick **Single Shift** and **Saturday Single Shift** if the particular time shift doesn't track break time. Days of Week refers to the days where user can select a particular shift's effective.

Effectivity Settings – displays whether a particular shift schedule has validity or not; Starts On refers to the start date of the shift while Ends On refers to the end date of the shift.

Once done all Shifts Created will display, then click Close to go back to Shift Manager window.

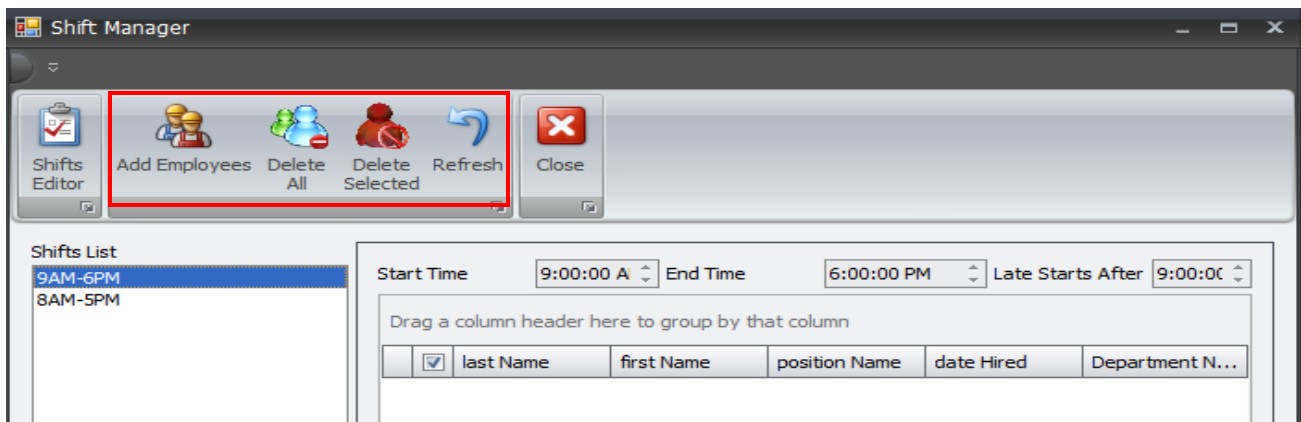


Add Employees – when click, Search for Employees window will appear which allow you to select a particular employee for a particular shift schedule. Click SAVE to mark it as part of the selected shift schedule.

Delete All – allows you to delete all employees under a particular shift schedule, a message will prompt for confirmation of deletion.

Deleted Selected – allows you to delete selected employees under a particular shift schedule, a message will prompt for confirmation of deletion.

Refresh – when click, allows the Shifts Manager Screen be reloaded or updated.



Once done selecting particular employee for a particular shift schedule. Click Close to exit the Shifts Manager Screen since this is automatically saved once you added the employees.

