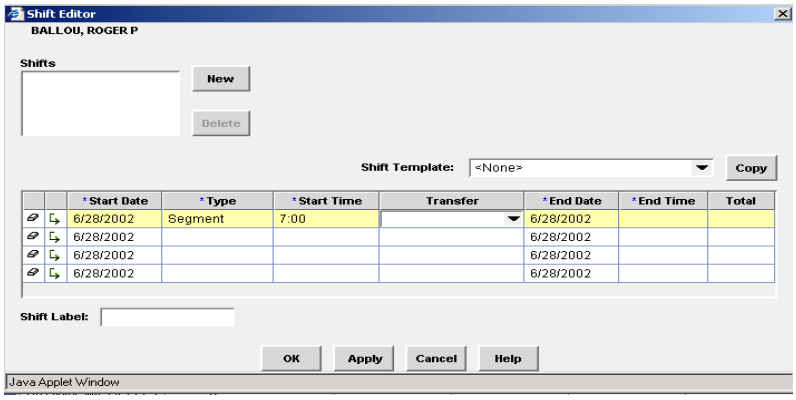
Shift Editor

Adding a Shift

In the Schedule Planner ensure the correct pay period is displayed and select the specific day to add a shift to an employee. Double click on the day to open Shift Editor, or select the cell and **Shift > Add**.



Enter the start and end times in the Shift Editor and press Tab, or select the shift from the Shift Template dropdown and click Copy. Total hours will automatically be displayed. Click **Apply > OK** to be taken back to the Schedule Planner, and the schedule will now appear. Select **Save.**

Editing a Shift

This is used for Shifts that have been created using Shift Editor or a Daily Shift in a Repeating Schedule.

In the Schedule Planner select the specific day to edit a shift. Double click on the day to open Shift Editor, or select the cell and **Shift > Edit**.

Enter the start and end times in the Shift Editor and press Tab, or select the shift from the Shift Template dropdown and click Copy. The new schedule will appear and the total hours will automatically be displayed. Click **Apply > OK** and you will be taken back to the Schedule Planner. The new schedule will now appear. Select **Save.**