Adding or Deleting a Shift

Occasionally, an employee may work multiple shifts in one day. The additional shift can be entered using the “Add Shift” function in Schedule Details, and if necessary shifts may be deleted as well. To access the schedule details to add or remove a shift, navigate to the employee’s current timecard and click the Schedule Details tab.

Adding a Shift
1. Click “Add Shift”
2. Enter the Start Date for the shift or select from the dropdown calendar
3. Check the “Day Off?” box if it is a day off for the employee (all remaining fields will be disabled)
   a. Hint: if you are adding several shifts with the same times, add them all as days off, and then use the week schedule function at the top of each week to populate the times. For more information, see our job aid for Updating an Entire Week’s Schedule.
4. Enter the shift Start Time
5. (Optional) Enter a Meal Start and End Time – this will automatically deduct the break period from the shift total. The employee would not need to clock in and out to account for the time not worked during a meal break if a scheduled Meal Break is present.
6. Enter the End Date for the shift that is being added or select from the dropdown calendar
7. Enter the shift End Time
8. Click “Save”

Deleting a Shift
9. If you need to delete a row in Schedule Details, click the delete button (appears as a red X) at the end of the row.