ADP® Timekeeping Plus Scheduling Support Center Guide
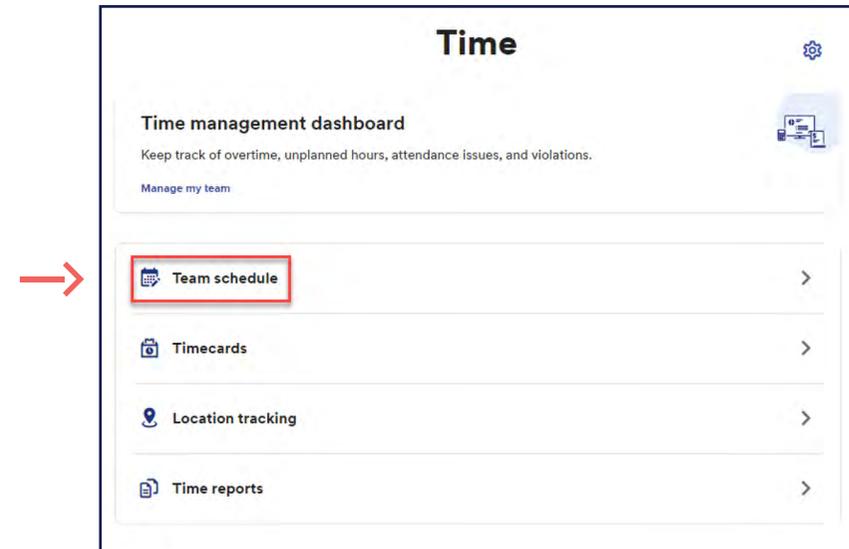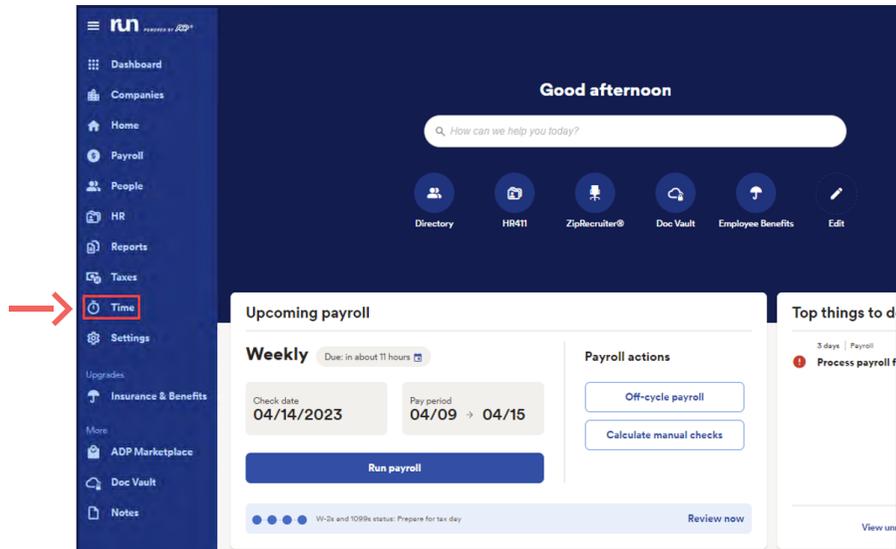
Copying schedules to next week

Always Designing for People®
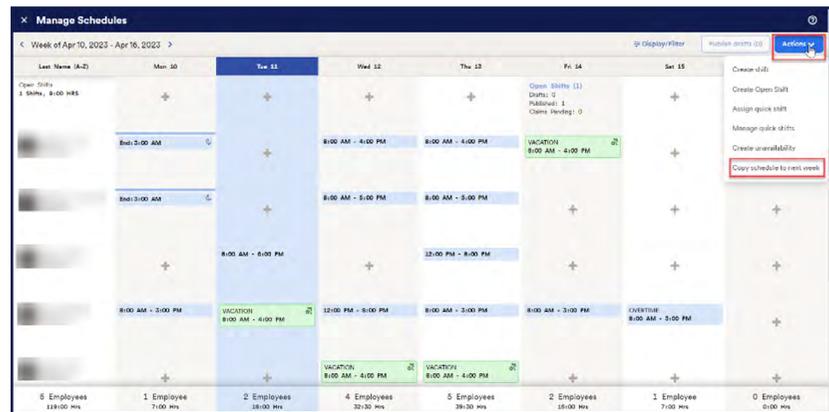
Copying schedules to next week

1 To get to the **Scheduling** page, log into RUN and click the **Time** button on the left-hand side.
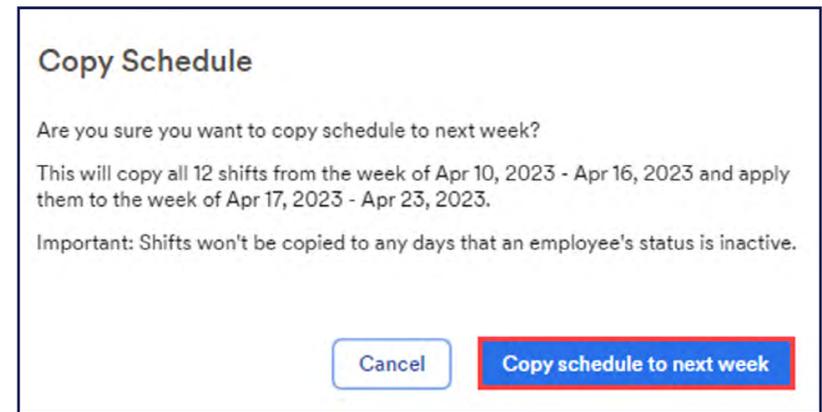

2 Then, click on **Team schedule**.

3 Next, select **Actions**. If your employees are mostly going to be working the same schedule next week, you can select **Copy schedule to next week**.

4 After copying, a confirmation screen will pop up where you can confirm **Copy schedule to next week** or **Cancel**.

Note: You can continuously copy schedule to next week as far in advance as you'd like as long as your employees do not have any pending PTO or unavailability on future scheduled days.

5 To see the copied schedule, click on the **Arrow** in the top left to go to the next week. You'll notice that the schedule copied over in draft state. This allows us to make any final adjustments before it gets posted to the employees. After making any necessary adjustments, we can select **Publish drafts**.