

ADP<sup>®</sup> Timekeeping Plus Scheduling Support Center Guide

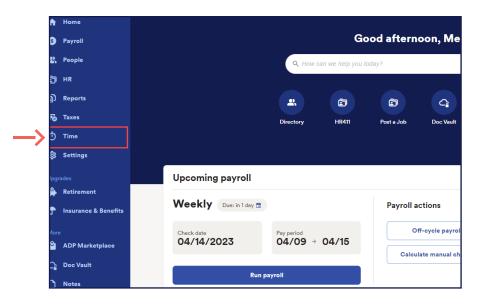
Drafts and published shifts



Proprietary and Confidential.

1

To get to the scheduling page, log in to RUN and click the **Time** button on the left-hand side.





Time	鐐
Time management dashboard Keep track of overtime, unplanned hours, attendance issues, and violations. Manage my team	
🗊 Team schedule	>
🙆 Timecards	>
Location tracking	>
☐) Time reports	>

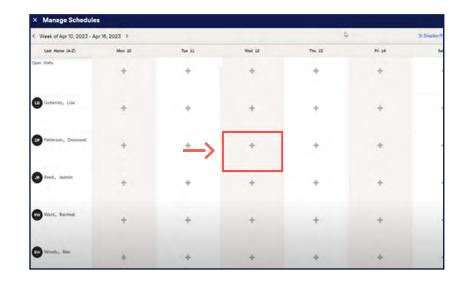


This will open the scheduling screen.

× Manage Schedules							
Week of Apr 10, 2023 - Apr 16, 2023 3					6		
Last Name (A-2)	Men 30	7ee 11	Weet 12	Ter 12	71:34	Set 15	
Open Seits	+	+	+	+	+	+	
Gutiernez, Lins	+	+	+	+	+	+	
Patterson, Desmond	+	+	+	+	+	+	
Reed, Jazznin	+	+	+	+	+	+	
Ward, Rachael	+	+	+	+	+	+	
Work, Bee		+	+	+	+	+	

First, let's add a draft shift by clicking the + icon on an empty square.

4



5

Once we've entered the information, we have the option at the bottom to **Save as draft**.

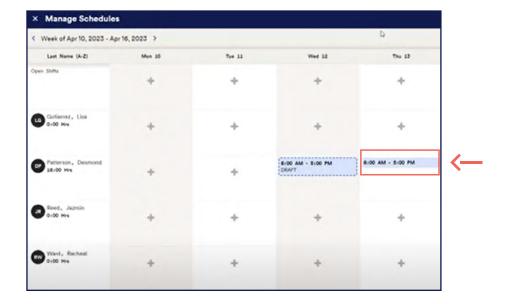
Entry			
Quick Shift			
8:00 AM - 3:00 PM, N	loming, 7 HRS		X
Start Date 04/14/2023		End Date 04/14/2023	
Start Time		End Time	
8:00 AM	٥	3:00 PM	(
Department			
Select option			
Commente			
			0/1
	O Add n	ew entry	
	O Add un	availability	
	ff Delete al	schedules	
	_	draft Publish	

6 This is how it will look as a draft. The draft shift appears with a dotted outline and says DRAFT on it. Draft shifts can only be seen by a manager working on an employee's schedule. This allows you to move around and work on the schedule without employees seeing before the schedule is final.

Week of Apr 10, 2023 - Ap	16, 2023 >		
Lost Name (A-Z)	Man 30	Tu+ 11	Wed 12
pen Shifty	+	+	+
Gutienez, Lisa 0:00 Hrs	+	+	+
Patterson, Desmand 9:00 Mrs	+	<sub>+</sub> →	B-00 AM - S-00 PA
Rood, Jazmin 0.00 Hw	+	+	+
Ward, Racheal 0:00 Hrs	+	+	+



Published shifts show as solid blocks.



8 To bu

To publish the shifts, click on the **Publish drafts** button in the top right corner. This will publish all the draft shifts you have made at once.

		1	1	Publi	sh drafts (3) Actions
Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16
+	+	+	+	+	+
+	+	+	+	+	+
- 5:00 PM	BIOD AM - SIOD PM DRAFT	8:00 AM - 5:00 PM	+	+	+

Publish all draft shifts		
You are publishing 3 scheduled draf	ts for Apr 10, 2023 - Apr 16, 2023	
	Cancel Yes, publish	<u> </u>

**Note:** In addition to being able to see their schedules on their devices, employees will also get a shift reminder push notification the night before their shift start time.

