ADP® Timekeeping Plus Scheduling Support Center Guide
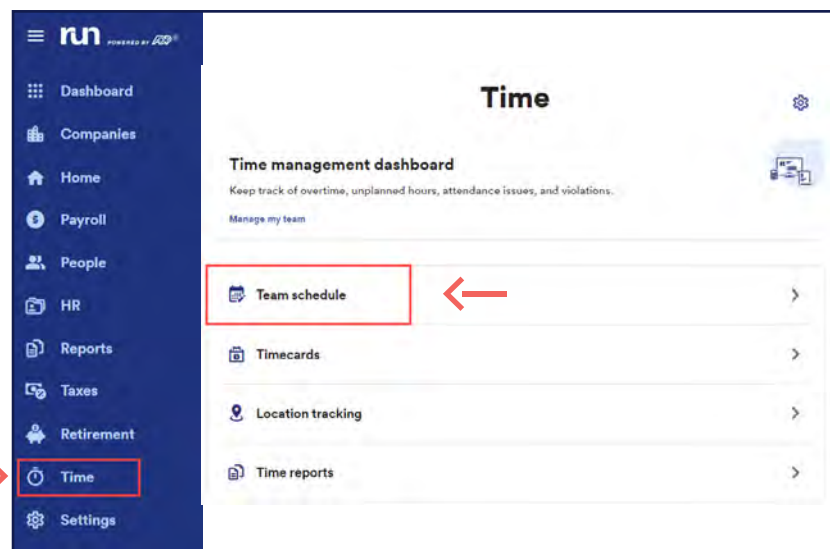
## Managing schedules

ADP

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1 To get to the scheduling page, log in to RUN and click the **Time** button on the left-hand side. Then, click on **Team schedule**. This will open the scheduling screen.

2 This is the scheduling grid, where you can see all the employee's names, on the left-hand side, and the days of the week, across the top. To schedule time for an employee, hover over the square in the grid, and the + icon will highlight.

3 Click on the + icon, and a menu will slide in from the right. This is where you can add all the information for the schedule. You can manually enter in and out times, if you wish, or use a quick shift that you created earlier.
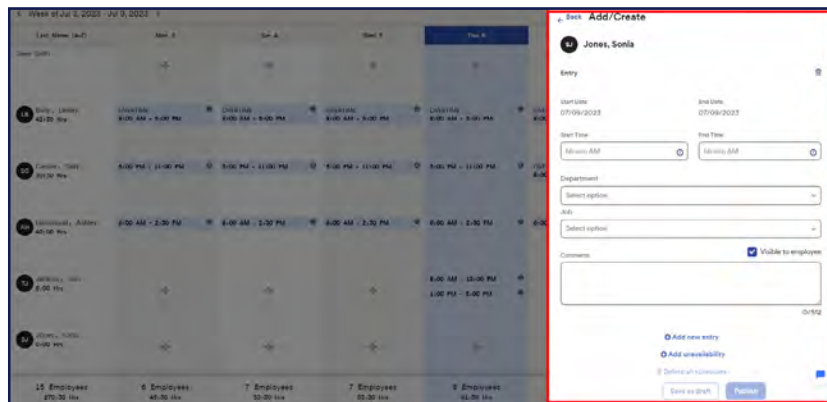

4 Once you complete the schedule template, you have the choice to **Save as draft** or **Publish** it, which allows others to view it.
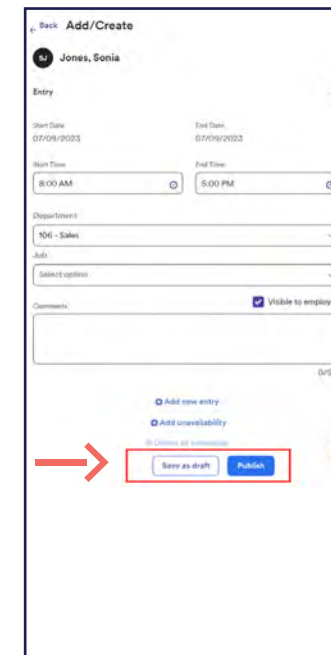
5   If you wish to make edits to a schedule, click on the **Pencil** icon to change the existing shift. If you wish to delete, click the **Trash can** icon to remove the shift completely.
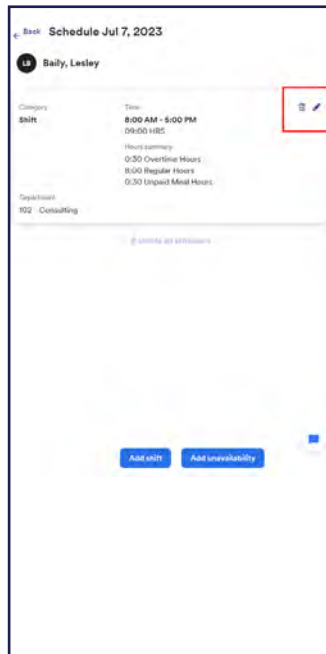
6   If your employees work overnight, Timekeeping Plus Scheduling fully supports that and will show you on the calendar when it is an overnight shift. Please note that you cannot schedule an employee for more than 24 hours per shift.
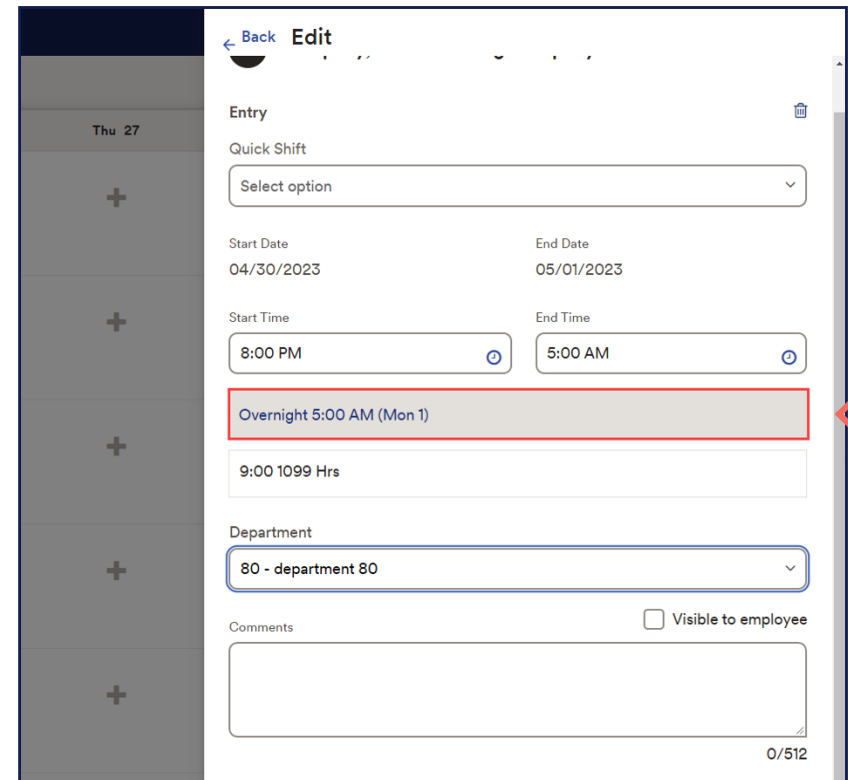
7 Additional activities, like Overtime, will show up on the schedule view.
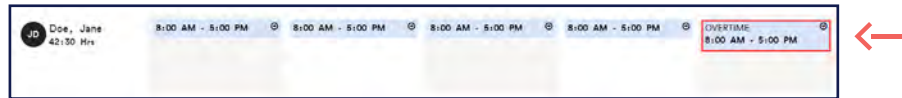
8 Lastly, you can also add in unavailability for an employee if they are unable to be scheduled on specific days. This prevents situations where employees are accidentally scheduled when they can't work. To add unavailability, click the + icon. Then click **Add unavailability** from the menu. If this is going to be a repeating unavailability, such as a university class, you can set that up using the repeat dropdown, and filling out the information.