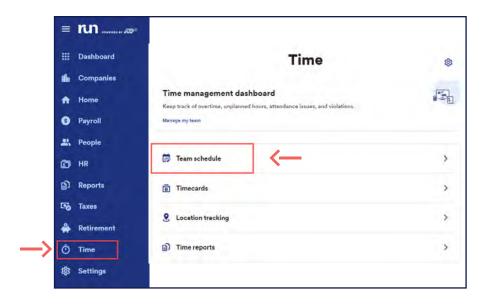


ADP® Timekeeping Plus Scheduling Support Center Guide

Managing schedules



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.

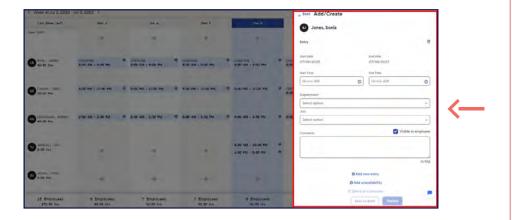


This is the scheduling grid, where you can see all the employee's names, on the left-hand side, and the days of the week, across the top. To schedule time for an employee, hover over the square in the grid, and the + icon will highlight.





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.

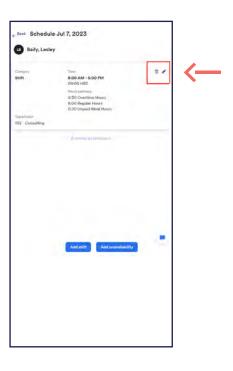


Once you complete the schedule template, you have the choice to **Save as draft** or **Publish** it, which allows others to view it.

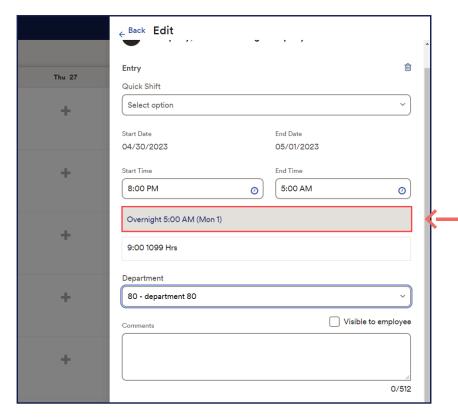
77/09/2023 07/09/2023	Back Add/Create			
Total flow Total	Jones, Sonia			
Total flow Total	and the second			
TOTAL COURT	nov			
800 AM O Soo PM O Soo PM	17/09/2023			
Separtiment 1 100 - Salves July Salvest sportions W Visible to employee Oxford some entry Oxford some entry Oxford some entry	hirt Time		End Time	
10.0 - Solves Mile Solves (10.0 - 10	8:00 AM	0	5:00 PM	0
Salest spatters ✓ Visible to employe Ordi O Add new entry O Art surveitability	epartment			
Select options Visible to employe Oxfor Add now entry Add sow entry Care of beauty	106 - Sales			- v
✓ Visible to employe OrSt Ondernow entry Ondernow entry Ondernow entry Ondernow entry				
O Add now entry O And soweristability O Common of the	Select optimi			*
Add now entry Add unversitability	promote		₽ V	isible to employe
Add now entry Add unversitability				
And uneveilability				0/51
III Command to Command				
Sery as death Nacion		17		
	_/	Serva	s-draft: Publish	



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.



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.





Additional activities, like Overtime, will show up on the schedule view.



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.



