



ADP® Timekeeping Plus Scheduling Support Center Guide

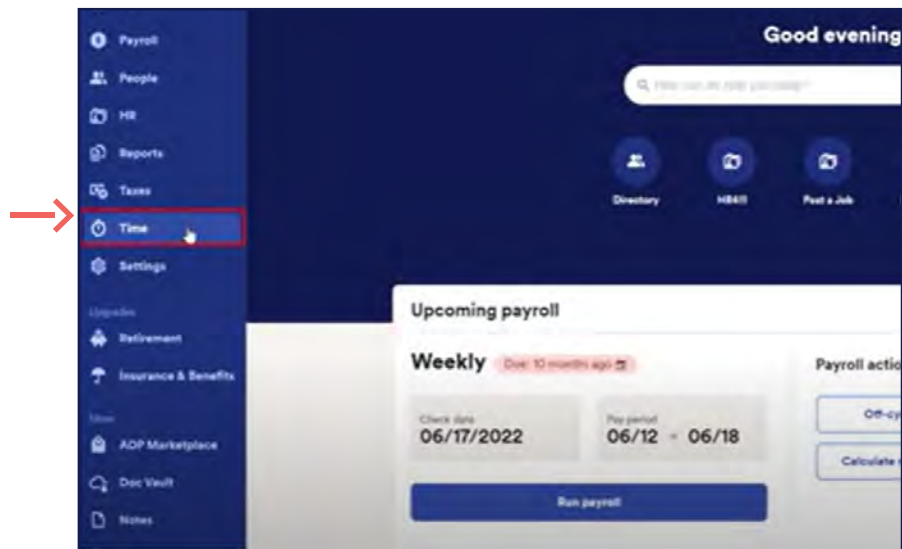
Quick shifts



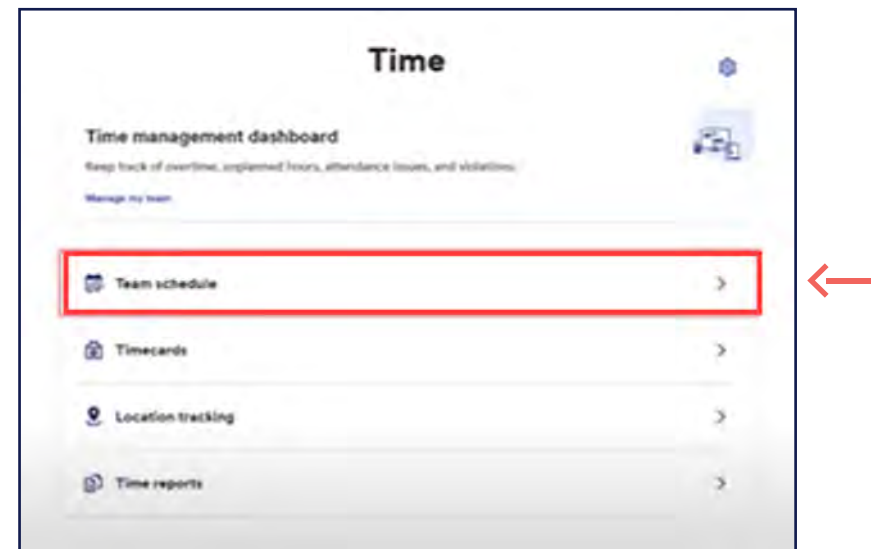
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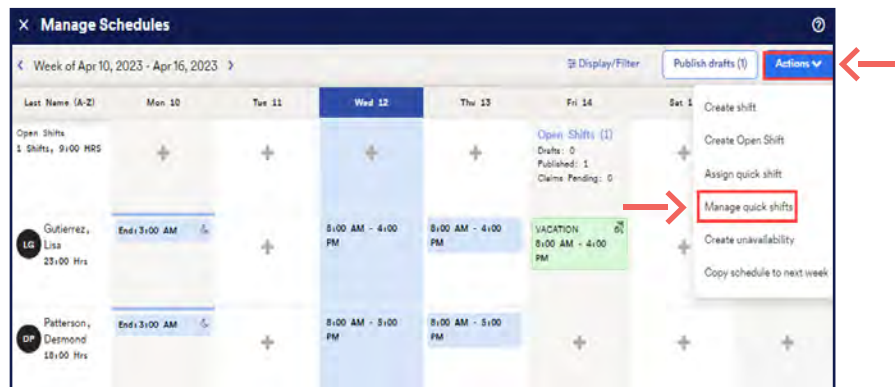
1 To get to the scheduling page, log in to RUN and click the **Time** button on the left-hand side.



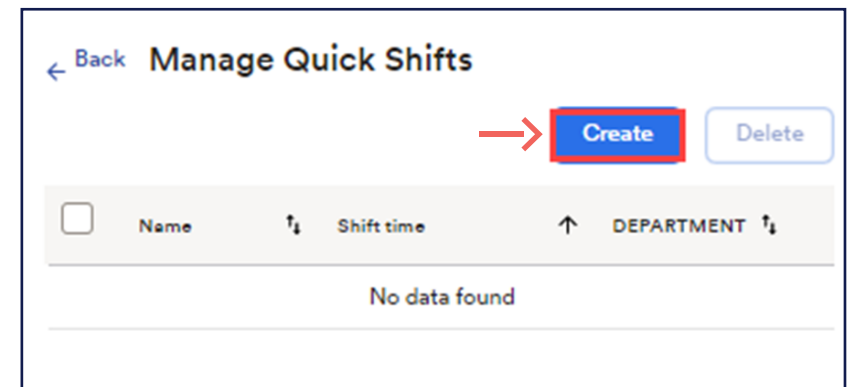
2 Then click **Team schedule**.



3 To create a quick shift, click on **Actions** on the top right. Then, click **Manage quick shifts**.



4 This will take you to the quick shifts management screen. You can add a new quick shift by clicking **Create**.



5 Complete the following fields for a quick shift. Note: The department field is optional. Then, click **Save**.

← Back **Create Quick Shift**

Name
Morning

Start Time 8:00 AM End Time 3:00 PM

DEPARTMENT
Select option

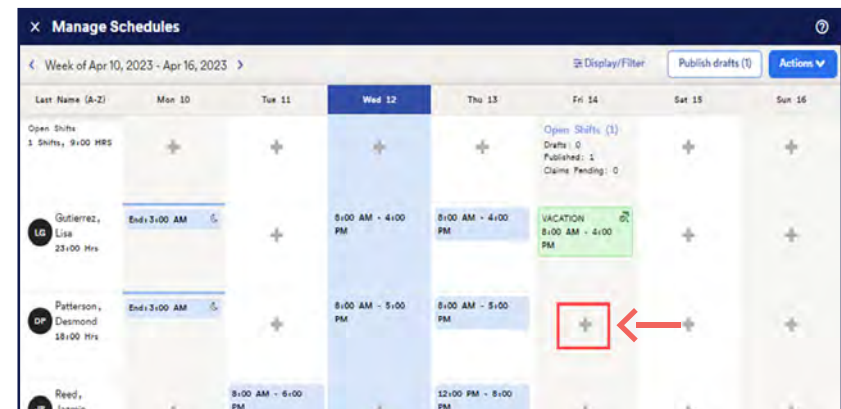
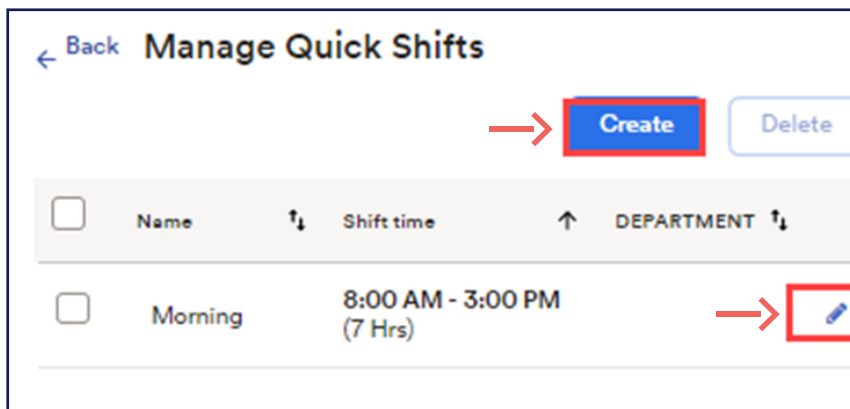
6 Now there is a single quick shift.

← Back **Manage Quick Shifts** Create Delete

<input type="checkbox"/>	Name	Shift time	DEPARTMENT
<input type="checkbox"/>	Morning	8:00 AM - 3:00 PM (7 Hrs)	

7 You can edit the quick shift by clicking on the **Pencil** icon, or you can add additional quick shifts by clicking **Create**.

8 To use a quick shift, go to the schedule grid and click on the **+ Icon**.



9 Then, choose the **Quick Shift** dropdown to choose the shift.

Back Add/Create

DP Patterson, Desmond

Entry

Quick Shift

Select option

Search

8:00 AM - 3:00 PM, Morning, 7 HRS

Start Time End Time

hh:mm AM hh:mm AM

Department

Select option

Comments Visible to employee

0/512

[Add new entry](#)

[Add unavailability](#)

[Delete all schedules](#)