

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

**Quick shifts** 

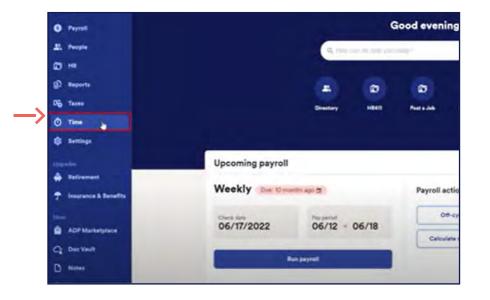
Proprietary and Confidential.



## Quick shifts

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





Time	0
Time management dashboard teep tack of overtime, anglemed hours, attendance issues, and violations. Message my team	29g
🗊 Team schedule	>
D Timecards	. >
Location tracking	2
D Time reports	



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

< Week of Apr 10	), 2023 - Apr 16, 2023	>			물 Display/Filter	Publi	sh drafts (1) Actions 🗸
Last Name (A-Z)	Man 10	Ter 11	Wed 12	The 13	Fri 14	Set 1	Create shift
Open Shifts 1 Shifts, 9:00 HRS	+	+	+	+	Open Shifts (1) Deste: 0 Publehed: 1 Claime Pending: 0	+	Create Open Shift Assign quick shift Manage quick shifts
Gutierrez, Lisa 23100 Hrs	End: 3:00 AM 4	÷	5100 AM - 4100 PM	8100 AM - 4100 PM	VACATION 60 8100 AM - 4100 PM	+	Create unavailability Copy schedule to next week
Patterson, Desmond 10:00 Hrs	Endi 3100 AM &	+	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	+	+	+

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

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← Back Manage Quick Shifts							
	-	-> Create Delete					
Neme	1, Shift time	↑ DEPARTMENT <sup>†</sup>					
	No data fou	nd					



## Quick shifts

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

← Back Create Quick Shift		
Name Morning		<u>&lt;</u>
Start Time       End Time         8:00 AM         3:00 PM	0	
DEPARTMENT Select option	~	



Now there is a single quick shift.

$ \in {}^{Back}$	Manage	Q	uick Shifts				
					Create	Del	ete
	Name	Ť4	Shift time	¢	DEPARTM	ENT 1	
	Morning		8:00 AM - 3:00 (7 Hrs)	) PM	_<-	-	<b>B</b> <sup>2</sup>



## Quick shifts

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



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

← <sup>Back</sup>	← Back Manage Quick Shifts						
				→ <b></b>	Create	Delete	
	Name	†↓	Shift time	<b>^</b>	DEPARTM	IENT 1	
	Morning		8:00 AM - 3: (7 Hrs)	00 PM		> <b>/</b>	

× Manage S	chedules						0
K Week of Apr 10	, 2023 - Apr 16, 20	23 >			⊞Display/Filter	Publish drafts (1)	Actions V
Last Name (A-Z)	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16
Open Shifts 1 Shifts, 9:00 HRS	+	+	+	+	Opim Shifts (1) Drafa: 0 Published: 1 Daims Fending: 0	+	+
Gutierrez, Lisa 23100 Hrs	End: 3:00 AM	+	5:00 AM - 4:00 PM	8:00 AM - 4:00 PM	VACATION 5. 8.00 AM - 4.00 PM	+	+
Patterson, Desmond 18:00 Hrs	End: 3:00 AM	+	8:00 AM - 5:00 PM	8+00 AM - 5+00 PM	· <-	+	+
Reed,		8:00 AM - 6:00 PM		12:00 PM - 5:00 PM		4	



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

Entry Quick Shift		
Select option		~
Bearots:		Q
8:00 AM - 3:00 PM, Mo	rning, 7 HRS	
Stars Time	End Time	
hhamm AM	O hh:mm AM	0
Department		
Select option		~
Comments		Visible to employe
19		
<u></u>		0/51
	Q Add new entry	
	O Add unavailability	
	Delete all schedules	

