ADP® Timekeeping Plus Scheduling Support Center Guide

Schedule filters
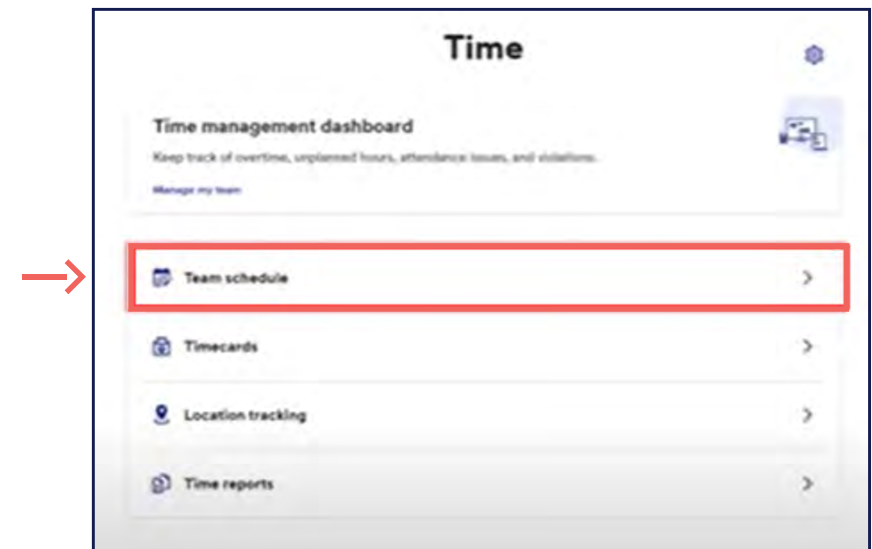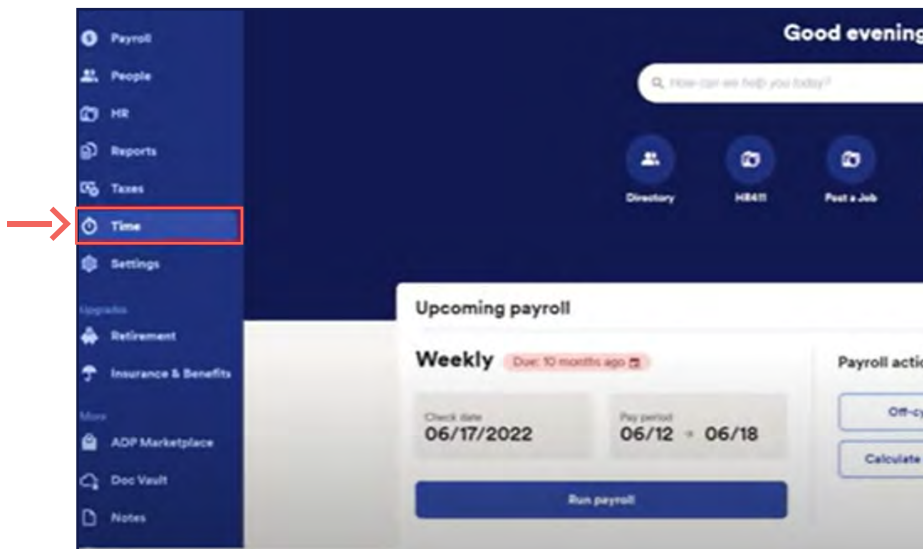
Always Designing for People®

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

2 Then, click on **Team schedule**.

3

This will open the scheduling screen, and then you can click on **Display/Filter**.

4

Then, choose the **Home Department** to filter.

5 Then, choose which department you want to filter.

6 This is how it will look with the schedules showing employees in that department.