



ADP® Timekeeping Plus Scheduling Support Center Guide

Schedule filters

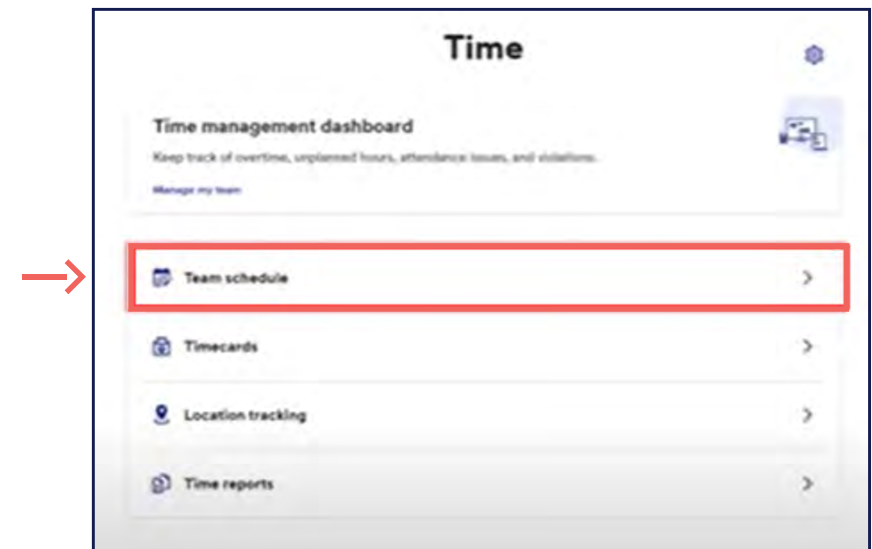
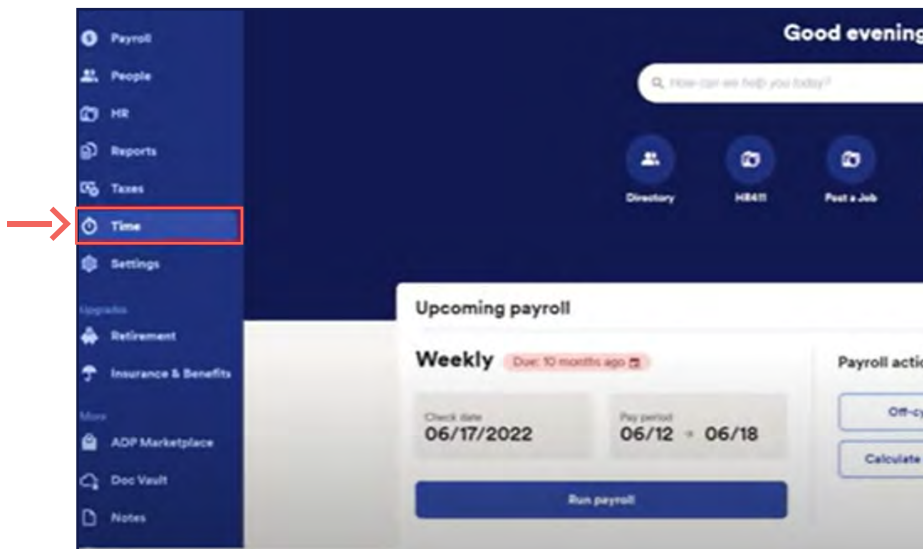
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1 To get to the scheduling page, log in to RUN and click the **Time** button on the left-hand side.

2 Then, click 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.

The screenshot shows the 'Manage Schedules' interface for the week of April 10, 2023. The interface includes a calendar grid with columns for each day from Monday to Sunday. Employees listed on the left include Gutierrez, Lisa; Patterson, Desmond; Reed, Jazmin; Ward, Rachael; and Woods, Ben. A red box highlights the 'Display/Filter' button in the top right corner of the calendar view, with a red arrow pointing to it.

The screenshot shows the 'Display/Filter' dialog box. It contains several sections: 'Display shift types' with checkboxes for 'Show Draft Shifts', 'Show Unavailability', 'Show Time Off', and 'Show Holidays'; 'Sort employees by' with a dropdown set to 'Last Name (A-Z)'; 'Employee filters' with a 'Schedule Status' dropdown set to 'All Employees', a 'Manager' dropdown set to '(2) Options selected', and two 'Select All' checkboxes; and 'Employee Search' with a search input field. A red box highlights the 'Home Department' dropdown menu, which shows '(2) Options selected', with a red arrow pointing to it.

5 Then, choose which department you want to filter.

Display/Filter

Display shift types

- Show Draft Shifts
- Show Unavailability
- Show Time Off
- Show Holidays

Sort employees by

Last Name (A-Z)

Employee filters

Schedule Status

All Employees

Manager

(2) Options selected

Select All

Home Department

200 - HR

Search:

Select option(s)

- 100 - Admin
- 200 - HR

Reset Apply

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

Manage Schedules

Week of Apr 10, 2023 - Apr 16, 2023

5 Filters applied Publish drafts (0) Actions

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							
Deed, Jazmon 18:00 Hrs		8:00 AM - 6:00 PM		12:00 PM - 8:00 PM			
Ward, Rachel 44:00 Hrs	9:00 AM - 3:00 PM	VACATION 8:00 AM - 4:00 PM	12:00 PM - 6:00 PM	9:00 AM - 3:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	

2 Employees 1 Employee 2 Employees 1 Employee 2 Employees 1 Employee 1 Employee 0 Employees