Protective Marking: Official



Manager Dashboard

Manager Dashboard – Shift Change (Working Pattern Change) 21/09/2020

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1.1 My People Widget - Team Scheduler Navigation - Assign Shift

2.1.1 Assign a new Shift to an employee

Name, I	Department, Job Title	Q. My People	-
E	mployee	Position	Contact Details
SS	SPTEST SPUAT	Client Services Client Services Operations Analy	02345678 test@hotmail.com
	Test426 Tester13 72140026	Client Services Client Services Operations Analy	None Set None Set
	Test435 Tester256 72140077	Client Services IT Technician	None Set TestyMcTest@Testo.co.uk
			1 - 3 of 9



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earch Employees Q	÷				13-J Perio	Apr-2020 🗖 <	> (week
Team Merriber SPTEST SPLAT (000128) Client Services Operations Analyst Client Services	Mon 13th	Tue 14th	Wed 15th	Thu 16th	Fri 17th	Set 18th	Sun 19th
Test426 Tester13 (72140026) Client Barvices Operations Analyst Client Services							
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Scheduler Filter		
Work Group		-
Absences		
Attendance		
Clockings		
Leave Requests		
Roster		
All Leave Requests		
	RESET	APPLY

- 6. Navigate to dates on the calendar.
- 7. To view an employee's assigned shift, Left click the work schedule and click 'Shift Change'

Manager Dashboard								
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earch Employees Q	÷						Date 13-Apr-2020 🗂	< > WEEK MO
Team Member	- Mon 1	205	Tue 14th	Wed 15th	Thu tith	Fi 17th	Period: 202016 Sat 10th	Sun 19th
SPTEST SPUAT (000128) Client Services Operations Analyst Client Services								
Test426 Tester13 (72140026)	7 Hour(s) 24 Min(s)		7 Hour(s) 24 Min(s)	7 Hour(s) 24 Min(s)	Non Working Day	Non Working Day	Non Working Day	Non Working Day
Client Services Operations Analyst Client Services		Dresheet inp	1.1					
Test435 Tester256 (72140077)	7 Hour(s) 30 Min(s)	Shift Change	ur(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Mit(s)	Non Working Day	Non Working Day
IT Technician	CA- Annual Le	Person Absen	Annual Le	CA - Annual Le	UN - Annual Le	UN - Annual Le		
Client Services	RJ - Annual Le	Person Acsen	Annuel Le	RJ - Annual Le				
Test427 Tester29 (72140036)	Non Working Day		7 Hour(s) 24 Min(s)	7 Hour(s) 24 Min(s)	7 Hou(s) 24 Min(s)	Non Working Day	Non Working Day	Non Working Day
Client Services Operations Analyst Client Services				a constat to another	a constraint and another			
Test424 Tester33 (72140017)	7 Hour(s) 30 Min(s)		7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Mitr(s)	Non Working Day	Non Working Day
 Registration Authority Agent Client Services 								
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8. To assign a new Shift, click 'Add' and enter the required details:

- Shift select the correct working pattern. (If the working pattern is not available in the system, please request this via a Service Now Request).
- Date Effective
- Start Sequence (this should be completed for cycle shifts only) e.g. if you have a 3 week cycle shift and your working pattern starts on week 2 of a 3 week cycle, then you would enter a Start Sec of 2. If it starts on week 1, enter Start Sec 2, and so on



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To delete a sh	nift in the future	e, click the el	lipsis and click 'De	elete Shift'	
35hrs - 7 Hrs Mtwtf	06-Feb-2019	Yes	1	:	
40hrs - 8 Hrs MTWTF	01-Jan-2019	Yes		ift Cycles sonal Override	
			Delete		
				SAVE	

Backdated Shift Changes:

Users are **NOT** able to backdate any Shift changes. If you require a backdated change, please go to the Manager Dashboard>Go to Manager Requests>next, select 'Retrospective Shift Type', and complete the steps required. Upon completion of this request, a notification will be sent to the Systems Team, who will deal with the request.