Manager Dashboard

Manager Dashboard – Shift Change (Working Pattern Change)

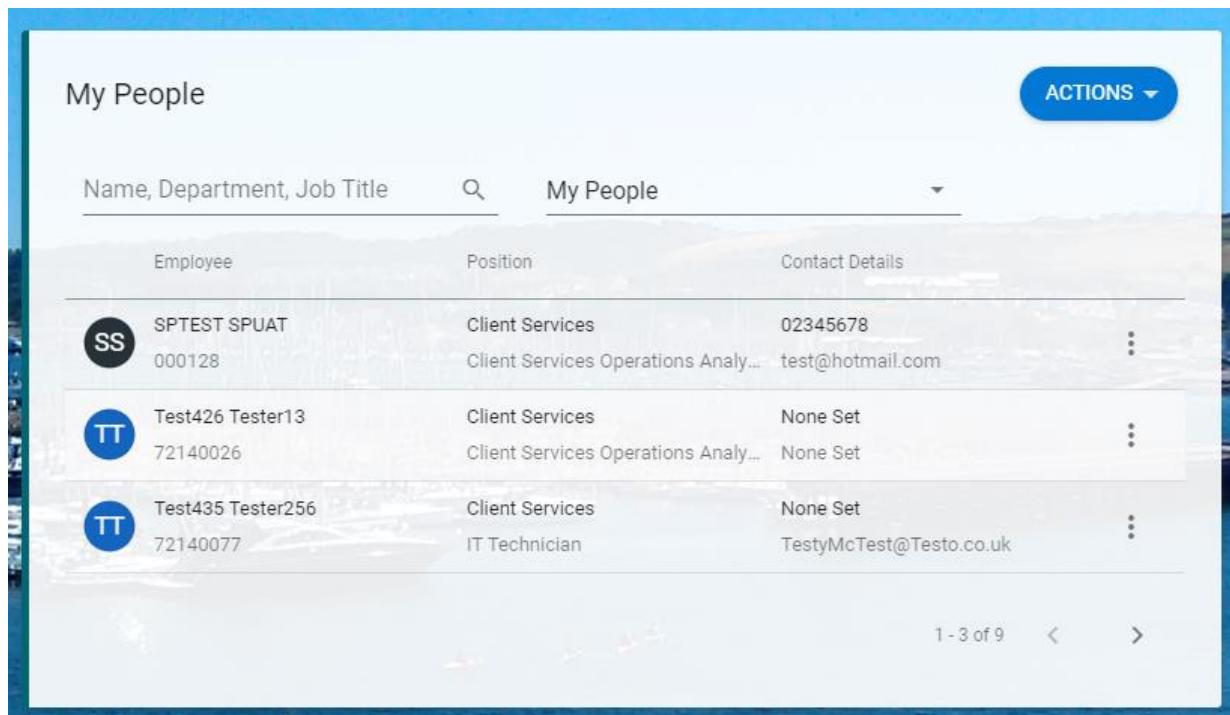21/09/2020

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1.1 My People Widget - Team Scheduler Navigation – Assign Shift

2.1.1 Assign a new Shift to an employee

The Team Scheduler allows Managers to create/view/update the following:

- Shift Change (Working Patterns) – Steps below
- Time Sheet Input (Overtime Claims etc) – Please see Delt Manager Dashboard – Timesheets Manual
- Person Absences – Please see Person Absences (Sickness; Annual Leave; Other Absences etc)

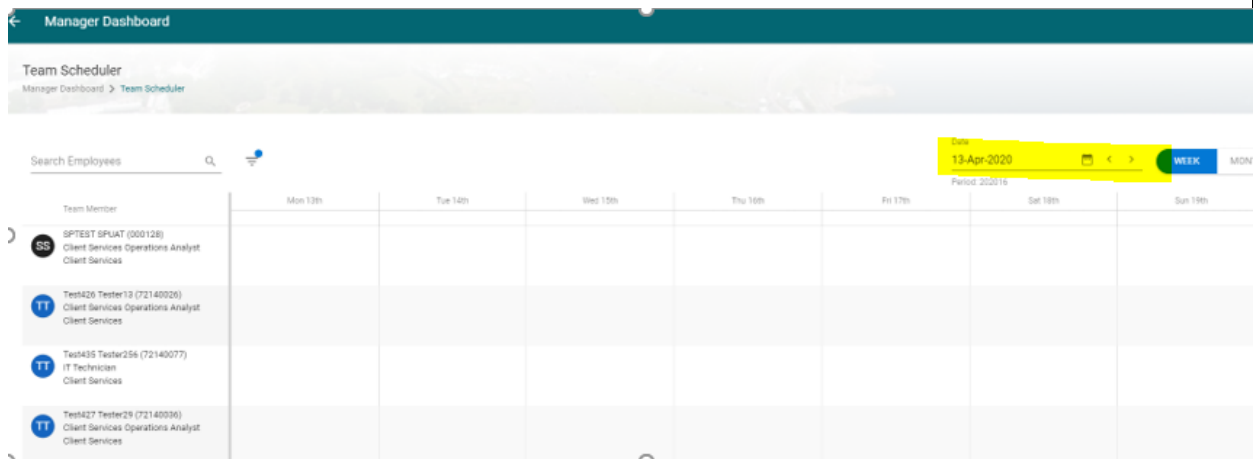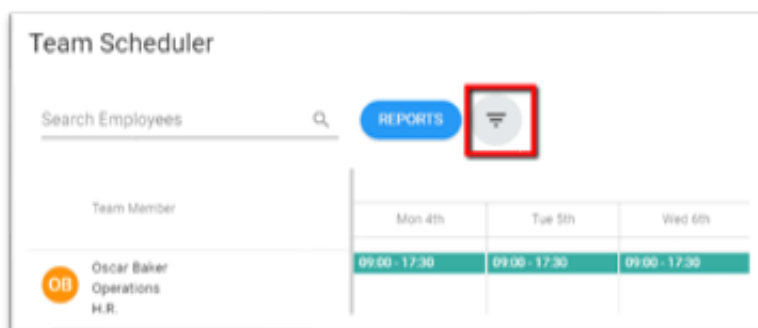1. From the Manager Dashboard – My People Widget, Click on the Actions button

2. Select View Scheduler, and the Team Scheduler widget will be displayed.

3. Your list of Employees will be displayed, find the correct employee

4. Next, in the 'Team Scheduler', click on the filter button.

5. Ensure the Filter is set to "Roster" by doing this, the user will **only** be able to view Roster information, rather than all work groups, the calendar will be easier to view. (this step is not essential, if you wish to view all work groups e.g. Absences; Leave Requests, this is also fine)
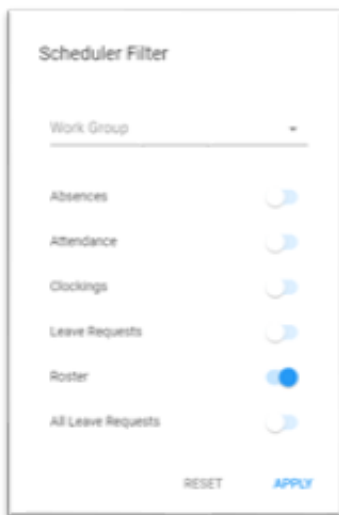
6. Navigate to dates on the calendar.

7. To view an employee's assigned shift, Left click the work schedule and click 'Shift Change'
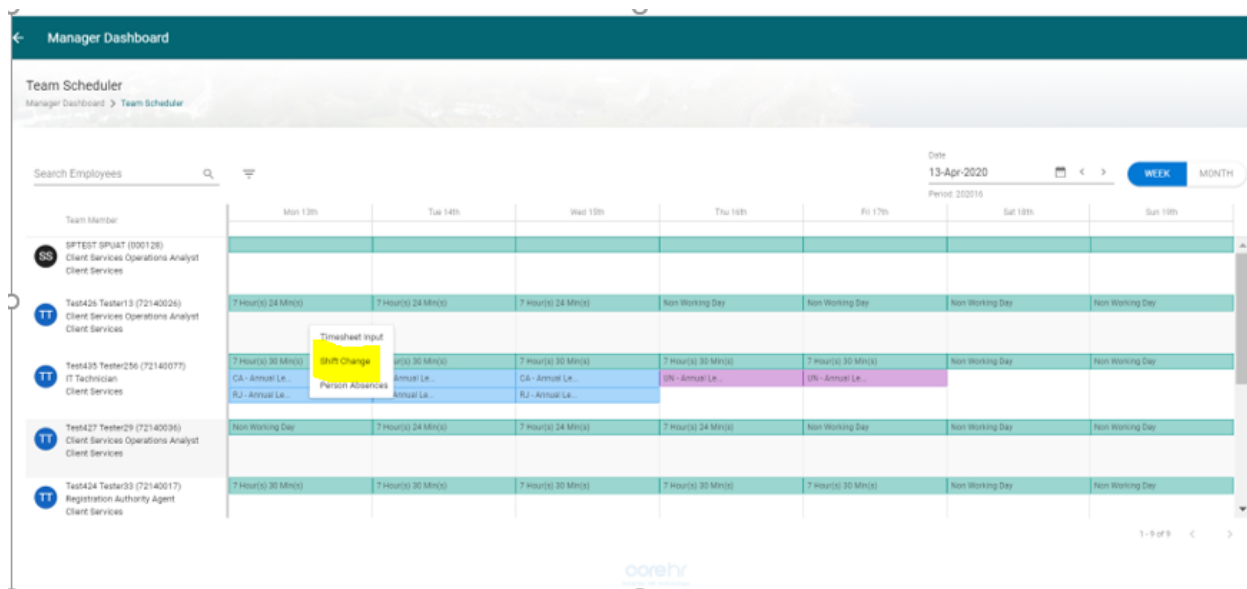
8. To assign a new Shift, click 'Add' and enter the required details:

- 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

10. To delete a shift in the future, click the ellipsis and click 'Delete Shift'
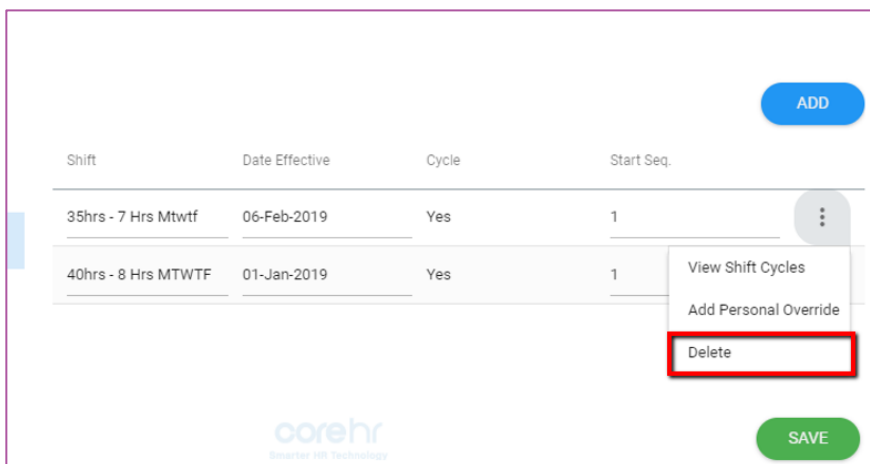
11. Click 'Save'.

🔸 **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.