Protective Marking: Official



Manager Dashboard

Manager Dashboard – Shift Change (Working Pattern Change) 08/02/2022

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1.1 My People Widget - Team Scheduler Navigation - Assign Shift

2.1.1 Assign a new Shift to an employee

Nan	ne, Department, Job Title	Q. My People	
-	Employee	Position	Contact Details
SS	SPTEST SPUAT 000128	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
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am Scheduler Isger Dashboard > Team Scheduler							
earch Employees Q	-				13-	Apr-2020 🖱 <	> week M
Team Member	Mon 13th	Tue 14th	Wed 15th	Thu 16th	Fri 17th	Sat 18th	Sun 19th
Client Services Operations Analyst Client Services							
Test426 Tester13 (72140026) Client Banices Operations Analyst Client Services							
Test435 Tester256 (72140077) IT Technician 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'

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¢	Manager Dashb	oard									
	Team Scheduler Manager Dashboard > Team	Scheduler									
	Search Employees	Q	÷						Date 13-Apr-2020 Period: 202016	I < > WEEK	MONTH
	Team Member		Mon 1	10h	Tue 14th	Wed 19th	Thu tóth	Fri 17th	Sat 10th	Sun 19th	
	SPTEST SPUAT (00 Client Services Ope Client Services	0128) rations Analyst	_								Î
5	Test426 Tester13 (7	12140026)	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 Ope Client Services	rations Analyst		Timesheet in	put						
	Test435 Tester256	(72140077)	7 Hour(s) 30 Min(s)	Shift Change	ur(s) 20 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	Non Working Day	Non Working Day	
	Client Services		CA-Annual Le., RJ-Annual Le.,	Person Abse	Annuel Le Annuel Le	CA - Annuel Le RJ - Annuel Le	UN - Annual Le	UN - Annual Le			- 1
	Test427 Tester29 (7 Client Services Ope Client Services	rations Analyst	Non Working Day		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	
	Test424 Tester33 (7 Registration Author Client Services	12140017) Ity Agent	7 Hour(s) 30 Min(s)		7 Hour(s) 30 Min(s)	7 Hour(s) 30 Min(s)	7 Hour(s) 30 Mm(s)	7 Hour(s) 30 Mitr(s)	Non Working Day	Non Working Day	-
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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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5-8 	Date (Peritor		Cyce		part les	
a na antipola de	1 Apr and					
To delete a shi	ft in the future	, click the e	llipsis and cli	ck 'Delete Shift'		
Shift	Date Effective	Cycle	Start Seq.		_	
35hrs - 7 Hrs Mtwtf	06-Feb-2019	Yes	1			
40hrs - 8 Hrs MTWTF	01-Jan-2019	Yes	1	View Shift Cycles		
			l	Add Personal Override Delete		
	COTEC: Smarter HR Technology			SAVE		





New Working Pattern/Shift Pattern :

If the Working Pattern you are looking for is not available, please request this via Service Now

- Delt's Service Now System
- Click into the Search field
- Enter 'CoreHR New Shift Type'
- Follow the instructions and upon completion of this request the Systems Team, will deal with the request, and come back to you direct.

