Manually editing an employee’s schedule

If an employee is going to be working a different schedule for a few days, the easiest way to make the timecard schedule reflect that change is a manual edit in the Schedules widget. **Remember:** you do not need to change the employee’s schedule for this type of scenario, as long as you and the employee are okay with the early/late exception alerts that will be triggered.

1. Click on the Schedules link in the Related Items pane.

2. When the Schedules tab opens as a new page, if necessary, navigate to the correct week using the Context Selector or Select Dates command in the upper right.

3. Once you can see the dates that need to be changed, hover over the schedule for the date that needs to be changed until the cursor turns into a pointing hand.
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4. Click once on the schedule for that day, and the schedule information will open as an editable textbox.

| Cooke, Charles D | 7:30AM - 4:00PM | 7:30AM - 4:00PM |

5. Type in the correct schedule for that day and then click on the Enter or Tab key to complete the change.

6. Continue with manual edits until all desired changes have been made.

7. Click on the Save command.

8. To review your work, open the employee’s timecard and navigate to the week where you changed the schedule. Verify that the edited schedule appears on the employee’s timecard.

This employee’s schedule has been modified to allow him to work more hours earlier in the week and leave early on Friday.