

CREATING A WORK SCHEDULE

The Employee Management module of NCR Console allows you to create and post a work schedule for your employees. This is an easy and effective way to make sure your employees know when their next shift is. To create a work schedule:

1. Log into NCR Console, go to the **Store** tab and click **Labor**
2. Click **Work Schedule**.

The **Work Schedule** view defaults to the current week with any set unavailability showing for employees. If partial unavailability has already been set, you will see it in red when you click on the applicable day.


You will have three options for building a schedule located in the bottom left of the page:

- Manual entry (required for the first schedule)
- Copy Previous Week's Schedule
- Auto Schedule the Week (requires at least four previously scheduled consecutive weeks)

Work Schedule ⓘ								
		Previous		8/22/2016 - 8/28/2016		Next		
	8/22 Mon	8/23 Tue	8/24 Wed	8/25 Thu	8/26 Fri	8/27 Sat	8/28 Sun	Total
Employee 1 (Shift Supervisor)	9am - 12pm 1 - 6pm		3 - 10pm	Unavailable	7am - 1pm	4 - 10pm	7am - 1pm	33 Hrs \$429.00
Employee 2 (Manager)		9am - 1pm 2 - 6pm	9am - 1pm	9am - 10pm	11am - 4pm	9am - 5pm	8am - 2pm	44 Hrs \$880.00
Employee 3 (Team Member)	5 - 8pm	Unavailable		9am - 3pm	1 - 5:15pm	6:30 - 10pm	2 - 11pm	25:45 Hrs \$257.50
Employee 4 (Team Member)	4 - 10pm	4 - 10pm			9am - 10pm		9am - 2pm	30 Hrs \$360.00
Employee 5 (Team Member)		2 - 9pm	9am - 2:45pm	3 - 8pm	Unavailable	9am - 1pm		21:45 Hrs \$206.63
Employee 6 (Team Lead)	9am - 2:30pm	11am - 2pm			1 - 5pm 6 - 10pm	10am - 3pm	2 - 10pm	29:30 Hrs \$295.00
Daily Total	22:30 Hrs \$261.00	24 Hrs \$328.50	16:45 Hrs \$225.63	24 Hrs \$367.50	36:15 Hrs \$456.50	26:30 Hrs \$361.00	34 Hrs \$428.00	184 Hrs
								Total Labor Cost: \$2,428.13
<input type="checkbox"/> Auto Schedule this Week <input type="checkbox"/> Clear this Week's Schedule <input type="checkbox"/> Copy Previous Week's Schedule <input type="checkbox"/> Add Note for this Week		Estimated Labor Percentage: 38.9% based on past 30 days (+21% of goal) ▼						

To **Manually Create** a schedule:

1. Toggle to the week you want to set the schedule for by clicking **Previous** or **Next** at the top of the page near the date range
2. Click the cell under the day and to the right of the employee that you want to add a shift for
3. Click the dropdown arrows to select the start and end times of the shift
4. Click **Save**
5. Repeat steps 2 and 3 for each employee and for each day they are to be scheduled

Work Schedule 

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8/29/2016 - 9/4/2016
[Next >>](#)


	8/29 Mon	8/30 Tue	8/31 Wed	9/1 Thu	9/2 Fri	9/3 Sat	9/4 Sun	Total
Employee 1 (Shift Supervisor)				Unavailable				0 Hrs \$0.00
Employee 2 (Manager)								0 Hrs \$0.00
Employee 3 (Team Member)								0 Hrs \$0.00
Employee 4 (Team Member)								0 Hrs \$0.00
Employee 5 (Team Member)					Unavailable			0 Hrs \$0.00
Employee 6 (Team Lead)								0 Hrs \$0.00
Daily Total	0 Hrs \$0.00	0 Hrs \$0.00	0 Hrs \$0.00	0 Hrs \$0.00	0 Hrs \$0.00	0 Hrs \$0.00	0 Hrs \$0.00	0 Hrs

☐ Auto Schedule this Week
☐ Clear this Week's Schedule
☐ Copy Previous Week's Schedule
☐ Add Note for this Week

Total Labor Cost: \$0.00

Estimated Labor Percentage: 0.0% based on past 30 days

- You can edit or add a shift to any shift already created by selecting the shift clicking **Edit** or **Add Shift**

Work Schedule 

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8/29/2016 - 9/4/2016

	8/29 Mon	8/30 Tue	8/31 Wed	9/1 Thu
Employee 1 (Shift Supervisor)	6am - 2:45pm			Unavailable
Employee 2 (Manager)				
Employee 3 (Team Member)				
Employee 4 (Team Member)				

Employee 1
Monday, 8/29

6am - 2:45pm [\[Edit \]](#)

[Remove](#)
[Add Shift](#)

To Copy the Previous Week's Schedule:

- Toggle to the week you want to set the schedule for by clicking **Previous** or **Next** at the top of the page near the date range
- Click the **Copy Previous Week's Schedule** link at the bottom left corner of the page
- Select those employees you wish to copy the schedule for
- Click **Copy**

Work Schedule [Go Back](#) [More Options](#)

Previous 8/29/2016 - 9/4/2016 Next

	8/29 Mon	8/30 Tue	8/31 Wed	9/1 Thu	9/2 Fri	9/3 Sat	9/4 Sun	Total
Employee 1 (Shift Supervisor)				Unavailable				0 Hrs \$0.00
Employee 2 (Manager)								0 Hrs \$0.00
Employee 3 (Team Member)								0 Hrs \$0.00
Employee 4 (Team Member)								0 Hrs \$0.00
Employee 5 (Team Member)								0 Hrs \$0.00
Employee 6 (Team Lead)								0 Hrs \$0.00
Daily Total	0 Hrs \$0.00					0 Hrs \$0.00	0 Hrs \$0.00	0 Hrs

Copy Previous Schedule

Select the employees to copy their schedule from the previous week

☒ Employee 1

☒ Employee 2

☒ Employee 3

☒ Employee 4

☒ Employee 5

☒ Employee 6

[Select All](#) [Unselect All](#)

[Copy](#) [Cancel](#)

☐ Auto Schedule this Week
☐ Clear this Week's Schedule
☐ Copy Previous Week's Schedule
☐ Add Note for this Week

Total Labor Cost: \$0.00
Labor Percentage: 0.0% based on past 30 days

5. From here you can make additional edits before finalizing the schedule

To **Auto Schedule a Week**:

1. Toggle to the week you want to set the schedule for by clicking **Previous** or **Next** at the top of the page near the date range
2. Click the **Auto Schedule this Week** link at the bottom left corner of the page
 - Keep in mind that you must have a least four schedules in the system before it will allow you to auto schedule
3. You will be asked to confirm your choice. Click **OK**
4. From here, you can make additional edits before finalizing the schedule

You can **clear a schedule** at any time before it has been finalized. To clear a schedule:

1. Click the **Clear this Week's Schedule** link at the bottom left corner of the page
2. You will be asked to confirm your choice. Click **OK**
3. The schedule will be reset to a blank schedule reflecting only set unavailability

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Previous 8/29/2016 - 9/4/2016 Next

	8/29 Mon	8/30 Tue	8/31 Wed	9/1 Thu	9/2 Fri	9/3 Sat	9/4 Sun	Total
Employee 1 (Shift Supervisor)				Unavailable				0 Hrs \$0.00
Employee 2 (Manager)								0 Hrs \$0.00
Employee 3 (Team Member)		Unavailable						0 Hrs \$0.00
Employee 4 (Team Member)								0 Hrs \$0.00
Employee 5 (Team Member)					Unavailable			0 Hrs \$0.00
Employee 6 (Team Lead)								0 Hrs \$0.00
Daily Total	0 Hrs \$0.00	0 Hrs \$0.00	0 Hrs \$0.00	0 Hrs \$0.00	0 Hrs \$0.00	0 Hrs \$0.00	0 Hrs \$0.00	0 Hrs

☐ Auto Schedule this Week
☐ Clear this Week's Schedule
☐ Copy Previous Week's Schedule
☐ Add Note for this Week

Total Labor Cost: \$0.00
Estimated Labor Percentage: 0.0% based on past 30 days