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:

- Log into NCR Console, go to the Store tab and click Labor
- 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.

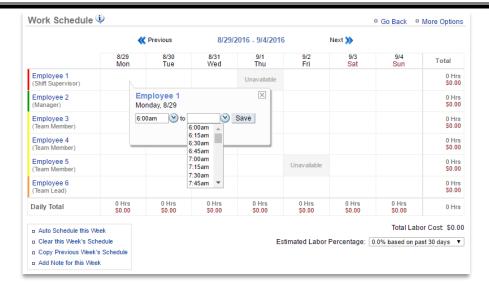
You will have three options for building a schedule located in the bottom left of the page:

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

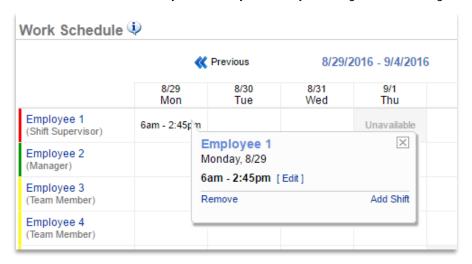


To Manually Create a schedule:

- 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
- 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

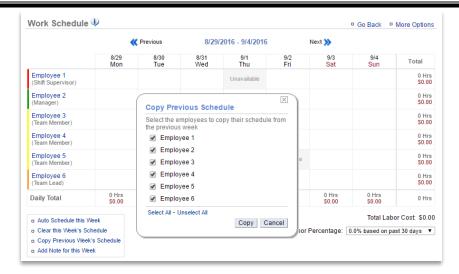


You can edit or add a shift to any shift already created by selecting the shift clicking Edit or Add Shift



To Copy the Previous Week's 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 Copy Previous Week's Schedule link at the bottom left corner of the page
- 3. Select those employees you wish to copy the schedule for
- 4. Click Copy



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
- The schedule will be reset to a blank schedule reflecting only set unavailability

