

COMMUNICATING A WORK SCHEDULE

The NCR Console **Employee Management** module allows you to communicate a work schedule to employees to view when they will be working. You will have three options for communicating a finalized schedule:

- Print a copy of the work schedule for team member reference
- Send the work schedule via text or email
- Publish the work schedule which sends it to the employee portal

To communicate the schedule to employees:

1. Log into NCR Console and click the **Labor** option under the **Store** tab.
2. Click on **Work Schedule**

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	8/22 Mon	8/23 Tue	8/24 Wed	8/25 Thu	8/26 Fri	8/27 Sat		
Employee 1 (Shift Supervisor)	9am - 12pm 1 - 6pm		3 - 10pm	Unavailable	7am - 1pm	4 - 10pm		
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

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

Total Labor Cost: \$2,428.13
 Estimated Labor Percentage: 38.8% based on past 30 days (+21% of goal) ▼

3. Toggle to the week you want to print the schedule for by clicking **Previous** or **Next** at the top of the page near the date range
4. Click **More Options** at the top of the page

Work Schedule ⓘ							Go Back	More Options
◀ Previous		8/22/2016 - 8/28/2016			Next ▶▶			
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Employee 1 (Shift Supervisor)	9am - 12pm 1 - 6pm		3 - 10pm	Unavailable	7am - 1pm	4 - 10pm	Print Schedule Send Schedule Publish Schedule Schedule Options	

5. Select the method you wish to communicate through.

- Click **Print** to view a preview of the schedule then print a physical copy of the schedule.
- Click **Send Schedule** to email or text the schedule to employees. You will be prompted to select which emails/phone numbers to send to. Select or deselect the check boxes for the desired communication then press **send**. You can also add a message and view an example of the communication before it is sent.
- Click **Publish Schedule** to post to the NCR Console employee portal for reference. You will see a pop-up window that will guide you to more information about the employee portal. Click **Publish** to finishing posting. Employees with access can log into NCR console and view the schedule.