

ADP eTime Schedule Manager Guide



Schedule changes impact timecard calculations, such as overtime and accruals. You cannot change schedules for signed-off or locked time periods.

Use the Schedule Planner widget to schedule a pay code, change a schedule pattern, add a shift, and update a shift, as well as make mass changes to employees' schedules and viewing and making quick changes to a single employee's schedule.

The screenshot shows the "Schedule Planner" interface. At the top, it displays "Loaded: 9:13AM 2/10/2019 - 2/23/2019" and "All Home" with an "Edit" button. Below the header is a toolbar with icons for View, Column Selection, Visibility Filter, Select all, Tabular View, Sorting, Tools, and Engines. On the right side of the toolbar are icons for Refresh, View Comments, Share, Save, and Go To. The main area is a grid titled "By Employee" for the period "2/10 - 2/16". The grid has columns for each day of the week (Sun 2/10 to Sat 2/16) and rows for each employee. The employees listed are: Ayers, James; Bradshaw, Jacob; Browning, Kaitl...; Camacho, Mich...; Conway, Steph...; Estes, Paul; Faulkner, Allison; Herring, Marga...; Hull, Jonathon; Landry, Gerald; Leach, Patricia; Morse, Emilia; Rivers, Jennifer; Sherry, Phillip; and Walls, Janene. Each cell in the grid shows the employee's scheduled shift for that day, such as "11:00PM" for Ayers, James on Sunday, or "7:00AM" for most employees on Monday through Saturday. The grid also shows the employee's scheduled hours for each day.

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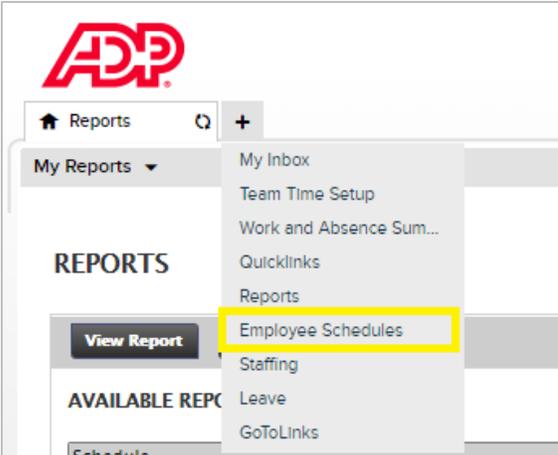
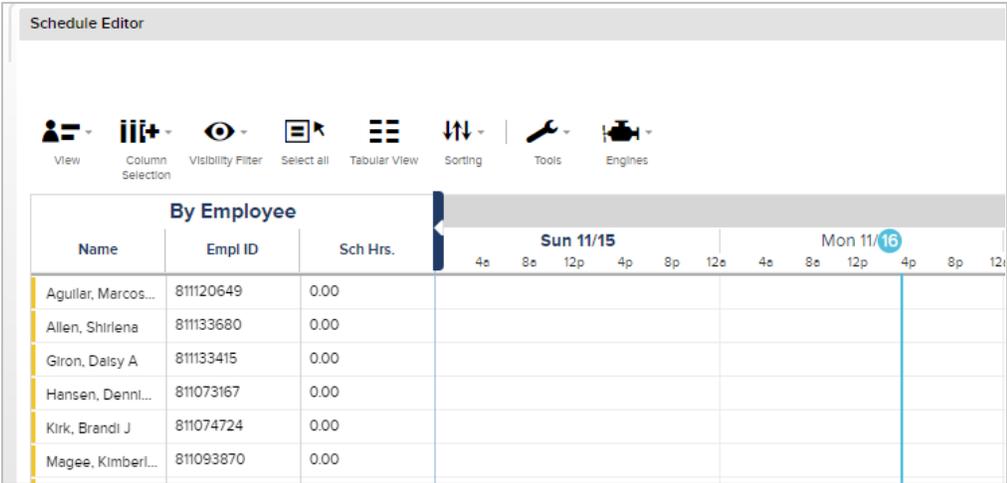
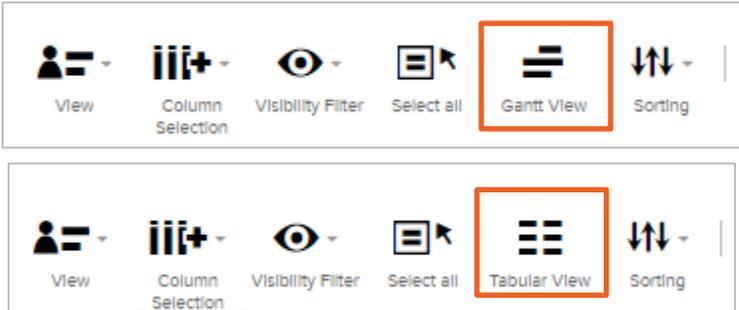
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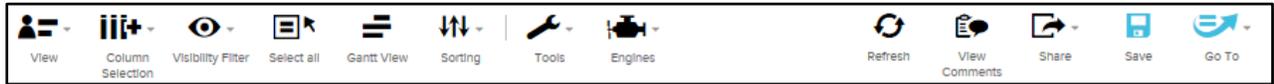
Access the Schedule Editor

The Schedule Planner widget allows you to manage your employees' schedules by using the following two views: Gantt view and tabular view.

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|---|-------------|-----------|----|-----------|----|-----------|-----|-----------|----|-----|----|------|---------|----------|----|----|-----|----|----|-----|----|----|-----|----|----|-----|--------------------|-----------|------|--|--|--|--|--|--|--|--|--|--|--|--|-----------------|-----------|------|--|--|--|--|--|--|--|--|--|--|--|--|----------------|-----------|------|--|--|--|--|--|--|--|--|--|--|--|--|------------------|-----------|------|--|--|--|--|--|--|--|--|--|--|--|--|----------------|-----------|------|--|--|--|--|--|--|--|--|--|--|--|--|-------------------|-----------|------|--|--|--|--|--|--|--|--|--|--|--|--|
| 1 | <p>Click the Add Workspace icon, then select Employee Schedules:</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>The Schedule Editor is displayed. You can view or update your employees' shifts from this page:</p>  <table border="1" data-bbox="391 1098 1370 1388"> <thead> <tr> <th colspan="3">By Employee</th> <th colspan="4">Sun 11/15</th> <th colspan="4">Mon 11/16</th> </tr> <tr> <th>Name</th> <th>Empl ID</th> <th>Sch Hrs.</th> <th>4a</th> <th>8a</th> <th>12p</th> <th>4p</th> <th>8p</th> <th>12a</th> <th>4a</th> <th>8a</th> <th>12p</th> <th>4p</th> <th>8p</th> <th>12a</th> </tr> </thead> <tbody> <tr> <td>Aguilar, Marcos...</td> <td>811120649</td> <td>0.00</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Allen, Shirlena</td> <td>811133680</td> <td>0.00</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Giron, Daisy A</td> <td>811133415</td> <td>0.00</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Hansen, Denni...</td> <td>811073167</td> <td>0.00</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Kirk, Brandi J</td> <td>811074724</td> <td>0.00</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Magee, Kimberl...</td> <td>811093870</td> <td>0.00</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> | By Employee | | | Sun 11/15 | | | | Mon 11/16 | | | | Name | Empl ID | Sch Hrs. | 4a | 8a | 12p | 4p | 8p | 12a | 4a | 8a | 12p | 4p | 8p | 12a | Aguilar, Marcos... | 811120649 | 0.00 | | | | | | | | | | | | | Allen, Shirlena | 811133680 | 0.00 | | | | | | | | | | | | | Giron, Daisy A | 811133415 | 0.00 | | | | | | | | | | | | | Hansen, Denni... | 811073167 | 0.00 | | | | | | | | | | | | | Kirk, Brandi J | 811074724 | 0.00 | | | | | | | | | | | | | Magee, Kimberl... | 811093870 | 0.00 | | | | | | | | | | | | |
| By Employee | | | Sun 11/15 | | | | Mon 11/16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | Empl ID | Sch Hrs. | 4a | 8a | 12p | 4p | 8p | 12a | 4a | 8a | 12p | 4p | 8p | 12a | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aguilar, Marcos... | 811120649 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Allen, Shirlena | 811133680 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Hansen, Denni... | 811073167 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kirk, Brandi J | 811074724 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Magee, Kimberl... | 811093870 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>To switch to a Gantt view, click the Gantt view button. To switch back, click Tabular View:</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Scheduler Planner Buttons and Icons

Below are the descriptions of the various buttons and icons for Scheduler Planner.

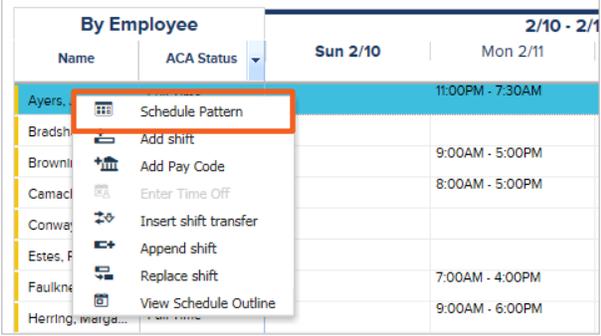


| | |
|--|--|
|  View | View schedules by employees or schedule groups. |
|  Column Selection | Show or hide columns. |
|  Visibility Filter | Change your view by changing the intervals; shift time or shift label; full or short pay code names; full or short accrual names; or assigned shifts, pay codes, and holidays. |
|  Select all | Select all employees. |
|  Tabular View Gantt View | Show the tabular view or Gantt view of Schedule Planner. |
|  Sorting | Sort employees by name or scheduled hours. |
|  Tools | Not available for core schedules. |
|  Refresh | Refresh the schedule. To discard unsaved changes, click Yes. To save changes, click No and then click Save. |
|  View Comments | Show comments and notes. |
|  Share | Export selected data to Microsoft Excel or print the schedules that are visible on the page. |
|  Save | Save changes. If the icon is gray, the schedule has no changes to save. |
|  Go To | Access another widget or workspace for the selected employees. |

Change a Schedule Pattern

If an employee's schedule changes, you can replace their schedule pattern. Perform these steps to change an employee's schedule.

Starting Point: Schedule Editor

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|--|----------|------------|---------------------------------------|-----------|----------|--------|-----------|---------|--------|---------------------------------------|--|-----|--------|--------|---------|-----------|----------|--------|----------|-----|---|--|--|--|--|--|--|--|
| 1 | <p>Right-click the name of the individual for whom you are changing the schedule and select Schedule Pattern.</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>Complete one of the following steps:</p> <ul style="list-style-type: none"> To edit an existing pattern, click the pencil (✎) in the appropriate row. To replace the existing pattern, delete the existing pattern by clicking X in the appropriate row. Click Yes and then click Add Pattern. To add a pattern to the existing pattern, click Add Pattern. <div data-bbox="256 909 1279 1161"> <p>Schedule Pattern</p> <p>Assigned to Ayers, James Primary Job None</p> <table border="1"> <thead> <tr> <th></th> <th>Start Date</th> <th>End Date</th> <th>Duration</th> <th>Rotation</th> </tr> </thead> <tbody> <tr> <td>✎ X</td> <td>3/03/2019</td> <td>Forever</td> <td>1 week</td> <td>1 Week:7a - 330p(Mon,Tue,Wed,Thu,Fri)</td> </tr> </tbody> </table> <p>Add Pattern OK</p> </div> <p><i>Note: If the employee does not have an existing pattern, this window is not displayed; therefore, skip to the next step.</i></p> | | Start Date | End Date | Duration | Rotation | ✎ X | 3/03/2019 | Forever | 1 week | 1 Week:7a - 330p(Mon,Tue,Wed,Thu,Fri) | | | | | | | | | | | | | | | | | | |
| | Start Date | End Date | Duration | Rotation | | | | | | | | | | | | | | | | | | | | | | | | | |
| ✎ X | 3/03/2019 | Forever | 1 week | 1 Week:7a - 330p(Mon,Tue,Wed,Thu,Fri) | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>In the Anchor Date field, select a date. This is the start date of the pattern, and it defines the first week of the pattern. This date must be on or before the start date.</p> <div data-bbox="256 1333 1239 1837"> <p>Schedule Pattern</p> <p>Assigned to Ayers, James Primary Job None</p> <table border="1"> <thead> <tr> <th></th> <th>Start Date</th> <th>End Date</th> <th>Duration</th> <th>Rotation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Pattern</p> <p>Anchor Date: 2/10/2019 ☰ Start Date: 2/10/2019 ☰ End Date: ☰ Clear</p> <p><input checked="" type="radio"/> Forever</p> <p>Define Pattern for: 1 <input checked="" type="radio"/> Week(s) <input type="radio"/> Day(s) <input type="checkbox"/> Override Other Patterns</p> <p>Add Shift Add Pay Code Shift Template Pattern Template</p> <p>Items in rotation ▼ Find</p> <table border="1"> <thead> <tr> <th></th> <th>No.</th> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> </tr> </thead> <tbody> <tr> <td>+ X</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Cancel Apply</p> </div> | | Start Date | End Date | Duration | Rotation | | | | | | | No. | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | + X | 1 | | | | | | | |
| | Start Date | End Date | Duration | Rotation | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | No. | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | | | | | | | | | | | | | | | | | | |
| + X | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

4

In the **Start Date** field, select the date of the employee's first shift

If this schedule change is permanent, select Forever; if this schedule change is temporary, enter a date in the End Date field.

In the **Define Pattern For** field, enter a number up to 52 (for weeks) or up to 365 (for days) to repeat the pattern. Click Week(s) or Day(s).

Select the Override Other Patterns check box for the new pattern to replace any other assigned patterns during the time period. At the end of the time period, the original pattern resumes.

Edit Pattern

Anchor Date: 11/01/2020 Start Date: 11/02/2020 End Date: Forever Clear

Define Pattern for: 2 Week(s) Day(s) Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template

| No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-----|---|---|---|---|---|---|---|
| + | x | 1 | | | | | |

Cancel Apply

5

Select the first day of the pattern, and then click **Pattern Template** and select a pattern template.

Note: Click **+** to add additional rows and then add a pattern template.

Add Shift | Add Pay Code | Shift Template | Pattern Template

Search...

| Name | Description |
|------------------|--------------------------------------|
| 000 10 hr M-... | 000 10hr M-TH,TU-F 5a-4p M11a-12p |
| 000 4 hr M-F ... | m-f 6a-10a no meal |
| 000 530-133... | |
| 000 5hr M-W,... | m-f 6a-11a M-W,6a-10aTF no meal |
| 000 7a -7p n... | 7a to 7p 7 days a week off 1 st week |

Items in rotation: 1

Cancel Apply

6

Click Apply.

7

If necessary, click Yes to override the current shifts and then click OK.

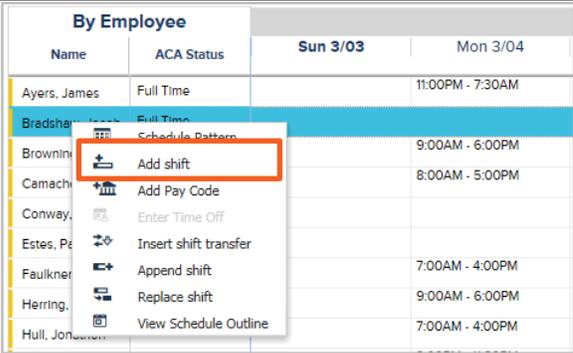
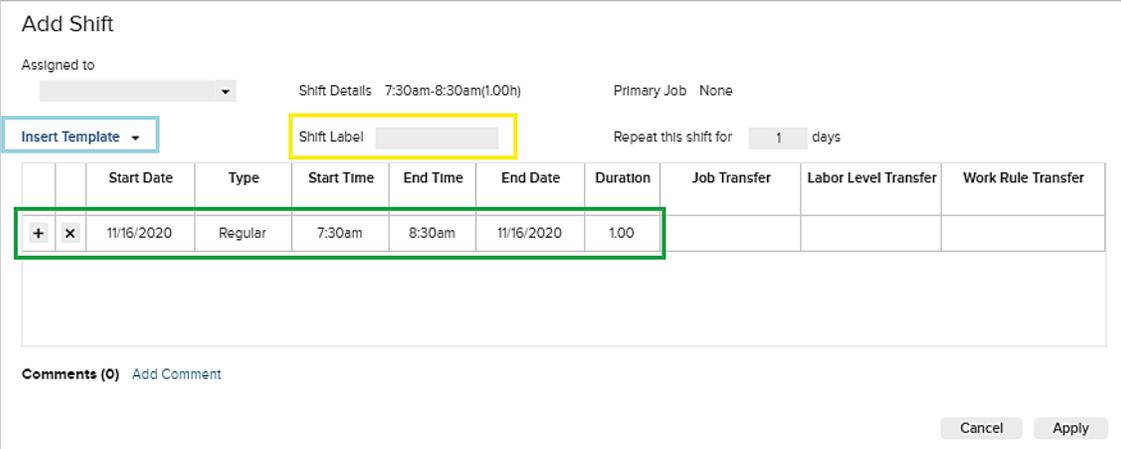
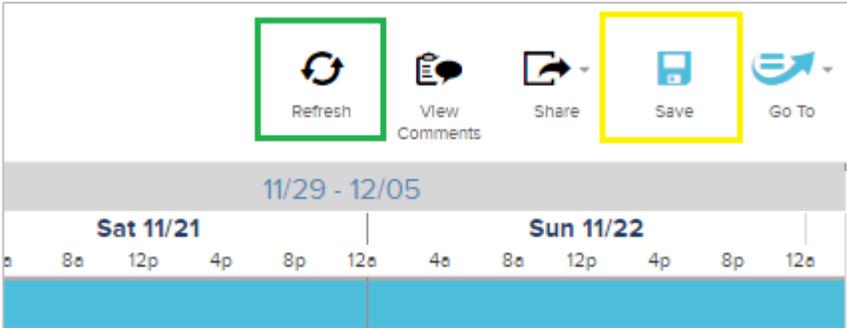
8

Click Save and then click Refresh.

Refresh View Comments Share Save Go To

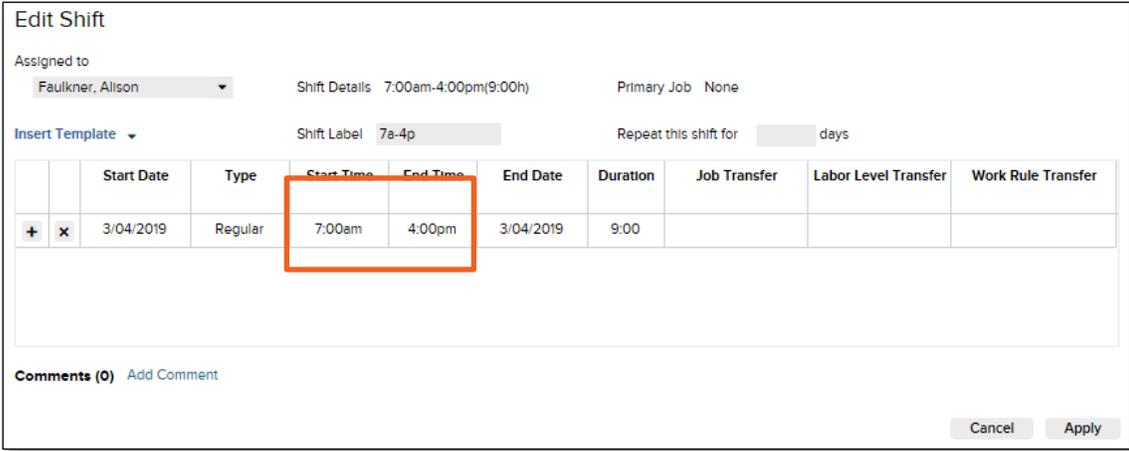
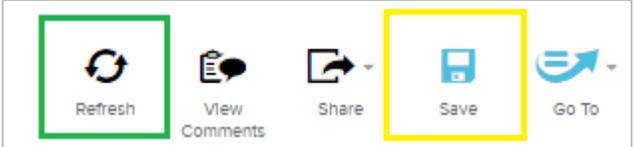
Add a Shift

Create a shift for a temporary change, such as covering a shift, leaving early, or working extra time.

| Step | Action |
|------|---|
| 1 | <p>Right-click the name of the individual for whom you are changing the schedule and select Add Shift.</p>  |
| 2 | <p>The <i>Add Shift</i> window will pop up with some fields pre-populated. These will be edited to create the shift.</p> <p>In the Shift Label field, enter a label name, if necessary. Enter a start date, Type, start time, end time, and end date. You can also insert a shift template by clicking Insert Template.</p>  |
| 3 | To add additional shifts, click + and complete the appropriate fields. |
| 4 | Click Apply. |
| 5 | <p>Click Save, then click Refresh.</p>  |

Update a Shift

Update a shift for a temporary change, such as covering a shift, leaving early, or working extra time. If a shift for an employee who is part of a schedule group is edited manually, the shift permanently becomes an ad hoc shift.

| Step | Action |
|------|---|
| 1 | Locate the appropriate employee and double-click the shift that requires the update. |
| 2 | <p>The Edit Shift window will open. Update the start time and/or the end time in the appropriate fields.</p>  |
| 3 | <p>Complete any additional fields as necessary.</p> <p>Note: To add additional shifts, click + and complete the appropriate fields.</p> |
| 4 | Click Apply. |
| 5 | <p>Click Save and then click Refresh.</p>  |

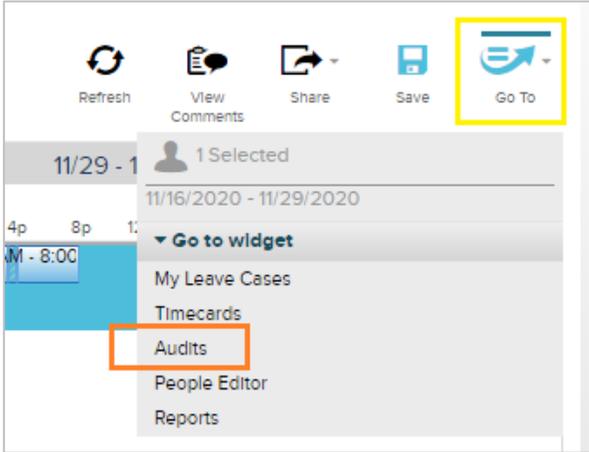
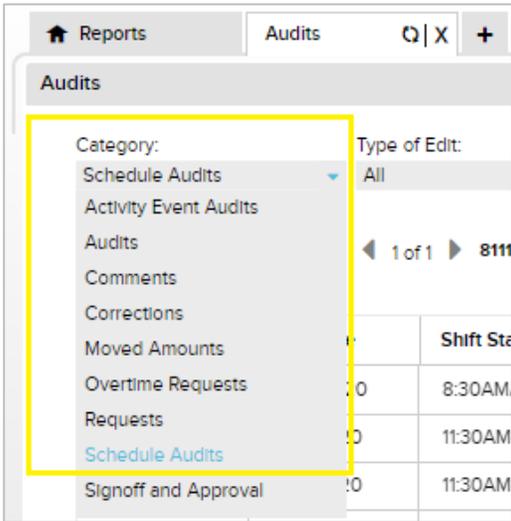
Schedule a Pay Code

Use the following steps to schedule worked time and non-worked time, such as vacation, sick, and paid time off.

| Step | Action |
|------|---|
| 1 | Locate the appropriate employee and right-click the first day that the pay code will begin. <i>Note: You can also right-click the name of the employee.</i> |
| 2 | Select Add Pay Code. <div data-bbox="256 449 1252 835" data-label="Image"> </div> |
| 3 | Complete the required fields. <ul style="list-style-type: none"> • <i>In the Effective Date field, enter or select an effective date.</i> • <i>Select or clear the Override Shift check box. If an override shift is needed, click Whole or Partial Shift.</i> • <i>In the Repeat For field, enter the appropriate number of days to repeat this pay code.</i> • <i>If applicable, click the Add Comment link to select a comment and enter notes.</i> <div data-bbox="245 1096 1456 1673" data-label="Form"> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Add Pay Code</p> <p>Assigned to</p> <p>Effective Date:* 11/16/2020</p> <p>Pay Code:* AWA-Absent Without Appro</p> <p>Amount (HH.hh):*</p> <p><input type="checkbox"/> Override Shift</p> <p><input checked="" type="radio"/> Whole Shift <input type="radio"/> Partial Shift</p> <p>Start Time:* 12:00AM</p> <p>Repeat for: 1 days</p> <p>Transfer Labor Level:</p> <p>Comments (0) Add Comment</p> <p style="text-align: right;">Cancel Apply</p> </div> </div> |
| 4 | Click Apply. The pay code type and amount are added to the employee's schedule. <div data-bbox="261 1774 1442 1883" data-label="Image"> </div> |
| 5 | Click Save and then click Refresh. |

View a Schedule Audit

Access the Audits widget to view changes made to your employees' schedules.

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | Select one or more employees for whom you would like to view the audit history. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>Click Go To and select Audits:</p>  <p>The screenshot shows a 'Go To' dropdown menu with the following options: My Leave Cases, Timecards, Audits (highlighted with an orange box), People Editor, and Reports. The 'Go To' button itself is highlighted with a yellow box.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>In the <i>Category</i> picklist, select Schedule Audits:</p>  <p>The screenshot shows the 'Audits' category picklist with the following options: Schedule Audits (highlighted with a yellow box), Activity Event Audits, Audits, Comments, Corrections, Moved Amounts, Overtime Requests, Requests, Schedule Audits (highlighted with a yellow box), and Signoff and Approval.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>If necessary, select the type of edit and modify the <i>time period</i> to narrow the search results.</p>  <p>The screenshot shows the search filters for Category and Type of Edit. The Category is set to 'Schedule Audits' and the Type of Edit is set to 'All'. The time period is set to '11/16/2020 - 11/29/2020, S...' and the number of employees selected is '1 Employee(s) Selected'.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>View the results:</p> <table border="1"> <thead> <tr> <th>Person N...</th> <th>Date</th> <th>Shift Star...</th> <th>Action</th> <th>Type</th> <th>Label</th> <th>Segment...</th> <th>Account</th> <th>Work Rule</th> <th>Job</th> <th>Pay Code</th> <th>Amount</th> <th>Comment</th> <th>Accrual C...</th> <th>Accrual A...</th> <th>Edit Date</th> <th>Edit Time</th> <th>User</th> <th>Data Sou...</th> </tr> </thead> <tbody> <tr> <td>Ayers, J...</td> <td>3/04/2...</td> <td>11:00P...</td> <td>Add</td> <td>Shift</td> <td>11p-730a</td> <td>11:00P...</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>6/18/20...</td> <td>6:00AM</td> <td>SuperU...</td> <td>Time &...</td> </tr> <tr> <td>Ayers, J...</td> <td>3/04/2...</td> <td>7:00AM...</td> <td>Add</td> <td>Shift</td> <td>1st</td> <td>7:00AM...</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2/20/2...</td> <td>9:38AM</td> <td>peggyf...</td> <td>Schedu...</td> </tr> <tr> <td>Ayers, J...</td> <td>3/04/2...</td> <td>7:00AM...</td> <td>Delete</td> <td>Shift</td> <td>1st</td> <td>7:00AM...</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2/20/2...</td> <td>10:10AM</td> <td>peggyf...</td> <td>Schedu...</td> </tr> <tr> <td>Ayers, J...</td> <td>3/04/2...</td> <td></td> <td>Add</td> <td>Pay Co...</td> <td></td> <td>8:00AM</td> <td></td> <td></td> <td></td> <td>Training</td> <td>8:00</td> <td></td> <td></td> <td></td> <td>2/20/2...</td> <td>10:21AM</td> <td>peggyf...</td> <td>Schedu...</td> </tr> <tr> <td>Ayers, J...</td> <td>3/04/2...</td> <td>11:00P...</td> <td>Delete</td> <td>Shift</td> <td>11p-730a</td> <td>11:00P...</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2/20/2...</td> <td>10:21AM</td> <td>peggyf...</td> <td>Schedu...</td> </tr> <tr> <td>Ayers, J...</td> <td>3/05/2...</td> <td>11:00P...</td> <td>Add</td> <td>Shift</td> <td>11p-730a</td> <td>11:00P...</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>6/18/20...</td> <td>6:00AM</td> <td>SuperU...</td> <td>Time &...</td> </tr> <tr> <td>Ayers, J...</td> <td>3/05/2...</td> <td>7:00AM...</td> <td>Add</td> <td>Shift</td> <td>1st</td> <td>7:00AM...</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2/20/2...</td> <td>9:38AM</td> <td>peggyf...</td> <td>Schedu...</td> </tr> <tr> <td>Ayers, J...</td> <td>3/05/2...</td> <td>7:00AM...</td> <td>Delete</td> <td>Shift</td> <td>1st</td> <td>7:00AM...</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2/20/2...</td> <td>10:10AM</td> <td>peggyf...</td> <td>Schedu...</td> </tr> </tbody> </table> | Person N... | Date | Shift Star... | Action | Type | Label | Segment... | Account | Work Rule | Job | Pay Code | Amount | Comment | Accrual C... | Accrual A... | Edit Date | Edit Time | User | Data Sou... | Ayers, J... | 3/04/2... | 11:00P... | Add | Shift | 11p-730a | 11:00P... | | | | | | | | | 6/18/20... | 6:00AM | SuperU... | Time &... | Ayers, J... | 3/04/2... | 7:00AM... | Add | Shift | 1st | 7:00AM... | | | | | | | | | 2/20/2... | 9:38AM | peggyf... | Schedu... | Ayers, J... | 3/04/2... | 7:00AM... | Delete | Shift | 1st | 7:00AM... | | | | | | | | | 2/20/2... | 10:10AM | peggyf... | Schedu... | Ayers, J... | 3/04/2... | | Add | Pay Co... | | 8:00AM | | | | Training | 8:00 | | | | 2/20/2... | 10:21AM | peggyf... | Schedu... | Ayers, J... | 3/04/2... | 11:00P... | Delete | Shift | 11p-730a | 11:00P... | | | | | | | | | 2/20/2... | 10:21AM | peggyf... | Schedu... | Ayers, J... | 3/05/2... | 11:00P... | Add | Shift | 11p-730a | 11:00P... | | | | | | | | | 6/18/20... | 6:00AM | SuperU... | Time &... | Ayers, J... | 3/05/2... | 7:00AM... | Add | Shift | 1st | 7:00AM... | | | | | | | | | 2/20/2... | 9:38AM | peggyf... | Schedu... | Ayers, J... | 3/05/2... | 7:00AM... | Delete | Shift | 1st | 7:00AM... | | | | | | | | | 2/20/2... | 10:10AM | peggyf... | Schedu... |
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