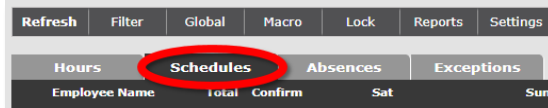


Supervisors have the ability to schedule employees in UltraTime. This feature allows you to schedule an employee for a single day, for the same day of the week for multiple weeks, or for multiple shifts in the same day.

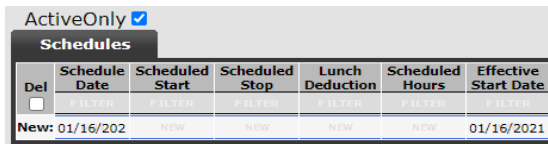
To add a schedule for an employee, you must first click on the Schedules tab in the upper right corner of the UltraView screen.



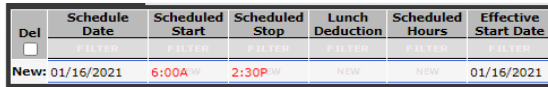
Schedule by Date

1. Scheduling by date is beneficial for setting a schedule for just one day or to make a temporary change to a day of the week schedule.

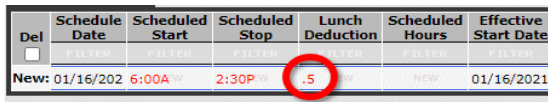
2. Click on the date for which you would like to apply the schedule. The Schedule Record box will appear.



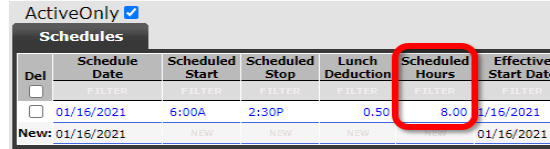
3. In the row labeled as New, enter the Start time, and the Stop time. Be sure to include "A" for AM or "P" for PM.



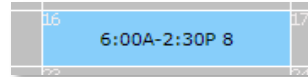
4. If you would like to add an automatic lunch break, enter the number of hours as a positive number. Then click Apply or press Enter on your keyboard.



5. Once it is applied, double-check that the Scheduled Hours are correct.



6. Once you Close the window, you will see the schedule for the day.



Schedule by Day of Week (DOW)

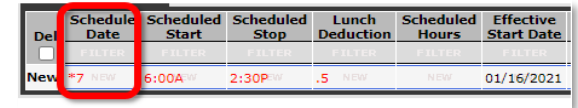
1. Scheduling by day of the week is beneficial if the employee works the same schedule on the *same day of the week* for an extended period of time.

2. While on the Schedules tab, click on the first date for which you would like to apply the weekly schedule. This will bring up the Schedule Record window.

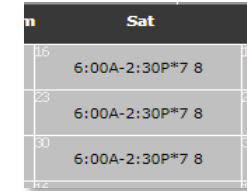
3. In the row labeled as New, change the Schedule Date to a code that will allow the schedule to be repeated for that same day every week.

*1	Sunday
*2	Monday
*3	Tuesday
*4	Wednesday
*5	Thursday
*6	Friday
*7	Saturday

4. Then add the Start time, Stop time, and any lunch break. NOTE: The lunch break needs to be entered as a positive number.



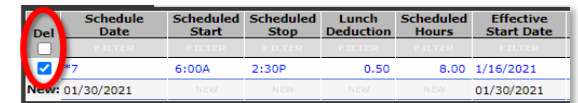
5. Once you Apply and Close the Schedule Record, you will see the same schedule on that day of the week for every week going forward.



6. You can set an end date for a DOW schedule by entering the last date that you would like the schedule applied in the Effective Stop Date field.



7. To delete a schedule, click the checkbox in the Delete field and click Apply.



8. NOTE: Deleting a DOW schedule will delete *all past and future* dates. If you only want to stop it for the future, use the Effective Stop Date.