

# **HUMAN RESOURCES**

# **VIEW, ADD, EDIT, DELETE SHIFTS**

Setting up shifts is important for workload scheduling and SLA Monitoring.

**1** normal work week shift is required for technicians and SLA monitoring.

Additional shifts can be added for customers that have different trading hours, and subsequently linked to the relevant employee(s).

Normally, shifts will have **7** days (for a standard week).

The *Shifts* docking panel lists all the shifts assigned to the *selected* employee.

**Ribbon Access:** Finance and HR > Employees

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The *Employees* listing screen will open.

#### **SELECT EMPLOYEE**

- Click on the *row selector* in front of the *employee* you wish to assign a shift to.
- Click on *Edit*.



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13	C03	CO3 Administrator	judith.mudzengi@co3.co.za	
15	TAD009	Theo Peterson	ted@noemail.co.za	Belinda Sharman
-	ML0001	Mark Mudderveld		Susan Du Toit
19	TIM	Joseph Timber		
20	BEN	Ben Johnson		
21	E147282	Jade Rivers		
22	E987654	Jeff Rivers		Jade Rivers
23	JOE001	Joel James	joel@noemail.com	Susan Du Toit
24	MIL001	Sarah Mider		
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The *Edit Employee* screen will be displayed.



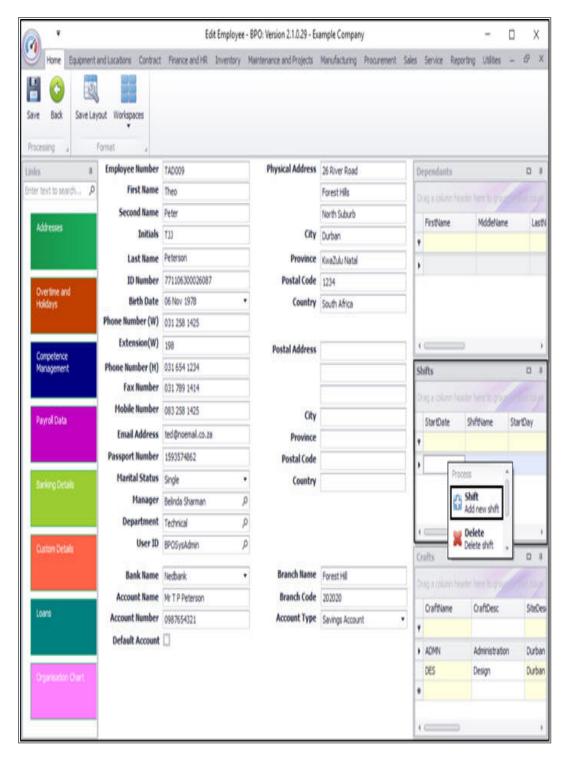
# **THE SHIFTS PANEL**

• The *Shifts* docking panel is on the right-hand side of this screen.

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- Right click in any row (except the filter row) to display a pop-up
   *Process* menu.
- Click on *Shift* Add new shift.





The *Select a shift* screen will be displayed.

- Click on the *row selector* in front of the *shift* you wish to assign to this employee.
- Click on Ok.

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• The selected shift will now be displayed in the *Shift Name* column of the *Shifts* docking panel.



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# **SELECT START DATE**

- The *Start Date* column will auto populate with the current date.
- Click on the *drop-down arrow* in the date field to display the *cal-endar*.
- Click on the correct *start date*.



Email Address       Itel@noenal.co.za       Province         Passport Number       1993574862       Postal Code         Barking Detain       Manager       Belnda Sharman       P         Manager       Belnda Sharman       P         Department       Technical       P         Bank Name       Necbank       Branch Name       Forest Hill         Ioansi       Account Name       M' TP Peterson       Branch Code       202020         Account Number       0987654321       Account Type       Savings Account       •         Default Account       .       .       .       .       .	National Action Continues	Land Locadons Contract	Finance and PR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reportin	g Utilite	1	- 6	9.)
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• The selected date will now be displayed in the *Start Date* column.



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## **SELECT START DAY**

1. Scroll right in the Shifts panel to the *Start Day* column and click in this field.

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			Last Name	Peterson		*:	Province	KwaZulu Natal			Dorothy	с	Peters		
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2. An *ellipsis button* will be revealed, click on this button.

The *Select a shift day* look up screen will pop up.

- Click on the *row selector* in front of the appropriate start day number: (Monday = 1, Tuesday = 2, Wednesday = 3) etc.
- Click on Ok.



	Ŧ				Edit Employee	- BPO: Version	2.1.0.65 - Exa	ample Company	y						0 8	$\times$
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• The selected start day date will now be displayed in the *Start Day* column.

## **SAVE SHIFT ASSIGNMENT**

• When you have finished adding the shift details to this employee, click on *Save*.



## Link a Shift Assignment

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- A message box will pop up advising the following:
  - ° Employee: [] has been saved.
- Click on OK.



# Link a Shift Assignment

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• You will return to the *Employees* listing screen.

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