

# **EMPLOYEES AND SCHEDULING**

## **INDEX**

#### CONFIGURATION

HR Static Data
 Setup

### **CRAFT**

- Adding a Craft Type
- Adding a New Craft
- Assign a Craft to an Employee
- Edit Employee
  Craft Rate
- RemoveEmployee Craft

#### **AVAILABILITY PROFILE**

Link a Shift to an Employee

#### **TECHNICIAN SCHEDULING SETUP**

- Setting up Technicians
- Set Technician Availability
- Set Availability Exceptions

### **TECHNICIAN ALLOCATION** (Previously -

Project Work Order Manager)

- Unallocated Projects
- Technician Projects

#### **TECH CONNECT**

Using Tech Connect

#### **EMPLOYEES**

- Introduction to Employees
- Add a New
  - Employee
- Link Employee to Department
- Add Employee
  Custom Details



# Employees and Scheduling Index

- Adding Training Courses
- Employee Time Sheets

BPO.RSI.007