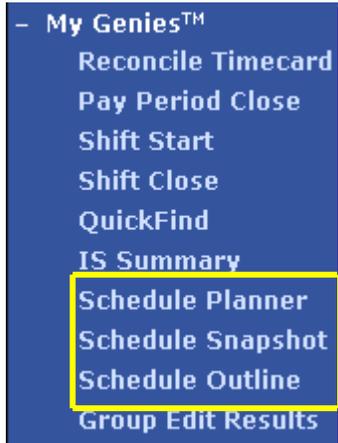


Scheduling Genies



Workforce Genies for Scheduling are three tools that help a manager create and maintain a schedule.

There are several different ways to use schedules:

- Create an individual schedule to tell a specific employee when to clock in & out.
- Create an individual schedule for an employee to be paid from (Pay from Schedule).
- Create a schedule that will be used for multiple employees (Group Schedule).

Three Workforce Genies for Scheduling are available to help you create and modify schedule:

- **Schedule Planner** –A day-by-day overview of the scheduling period. Changes can be made directly to the table cells.
- **Schedule Snapshot** – The Schedule Snapshot displays a graph of the schedule so that a manager can ensure there is adequate coverage for a shift or period. Changes cannot be made in this Genie.
- **Schedule Outline** –A text version of the schedule that lists employee name, day and date worked, and start and stop times of the shift.