

# Schedule Planner

Schedule Planner							
Loaded: 14:03		Show: All Home		Edit		Timecard Schedule	
		Time Period: Current Schedule Period		Refresh			
Save	Actions	Shift	Pay Code	Accrual Amount	Pattern	Group	Tools   View
11/07/2003 - 11/13/2003	Total		Fri 11/07	Sat 11/08	Sun 11/09	Mon 11/10	Veteran's Day, Tu... Wed 11/11
DAVIDSON, HARLEY...	47.5		7 - 1630			7 - 1630	7 - 1630
Documentation, Test...	0						
KRONOS, ASHLEY R	42.5		7 - 1530			7 - 1530	7 - 1530

The Schedule Planner shows a day-by-day overview of the scheduling period.

Employees with individual schedules are listed first. Employees that are part of a group are listed next.

If you edit a group schedule, any changes will also be made to the employees that belong to the group.

At a glance, you can see exactly when employees are scheduled to work and how many hours they will work for the entire period. This will help ensure you have adequate coverage and that you stay within your payroll guidelines.

**Note:** The number listed in the Total column does not deduct time for meal deductions, but pay codes (Annual Leave, Holiday, etc) are excluded from the count.