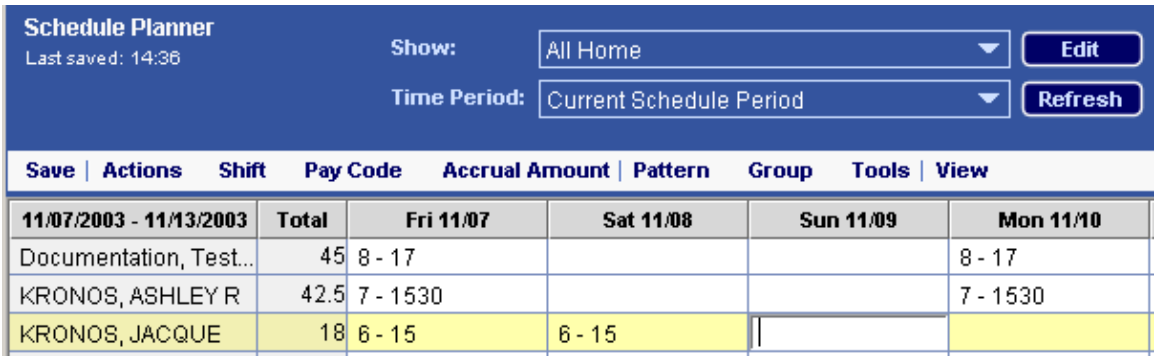
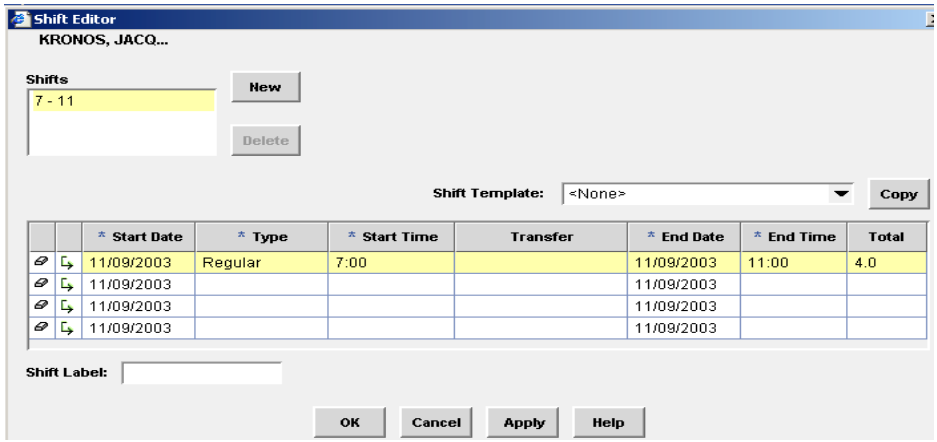
Split Shifts



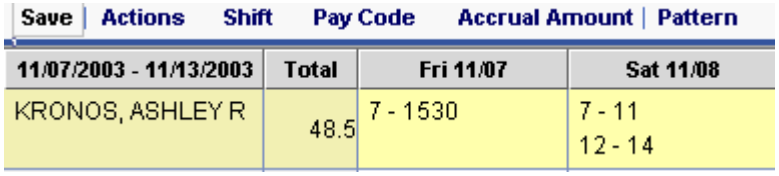
In the Schedule Planner, ensure the correct pay period is displayed.

- Highlight the day to add the split shift. Select **Shift>Add**
- The Shift Editor screen will now appear. Click on New.



- Enter the Start Time and End Time for the first shift.
- Click on Apply and the shift will appear in the Shifts box.
- Click on New.
- Enter the Start Time and End Time for the second shift.
- Click on Apply and the second shift will also appear in the Shifts box.
- Repeat as necessary to add more split shifts.
- When finished, click on OK and you will now be taken back to the Schedule Planner.

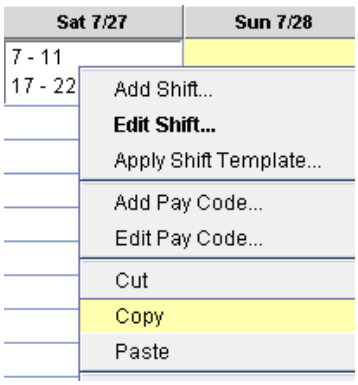
Split Shifts



Both shifts will now be displayed.

To copy this shift with all its attributes and paste to another day:

- Select the cell with the shifts you want to copy. Right-click and select Copy from the shortcut menu.



- Select the cell where you want to put the copied shift.
- Right-click and select Paste from the shortcut menu.
- Select **Save**.