

Creating Employee Schedules

12/2/2025

The process below details how a department would create a schedule for employees within TCP.

***Schedules are only required for Part-Time Employees who receive Paid Holidays.**

1. Under the menu tab you will click schedules and then employee. Once pulled up search for the employee you are building a schedule for.
2. Make sure the date range at the top is the week in which you want to create a schedule.
3. Under the needed day you will click Add.

11/30/2025 to 12/6/2025 This Week Update

Start date Stop date Period

Job Code Filter Cost Code Filter Segment Filter

Manage

11/30 - 12/06

☐ Display weekends ☐ Include unavailable segments

12/01 (Mon)	Overridden	0.00	12/02 (Tue)	Overridden	0.00	12/03 (Wed)	Overridden	0.00	12/04 (Thu)	0.00	12/05 (Fri)	0.00

4. In the next screen you will add the time in and time out for the schedule.
 - You can also select location if that is different than their standard location.
 - If you need to add a comment for the employee to see regarding their schedule, this can be done under description
 - If the schedule is the same for consistent days in a row, you can change the number of days.

Add Schedule Feedback

Segment Length: 6.00

Templates

- None
- 830a 330p

Segment type Regular

Time in 12/1/2025 09:00 AM

Time out 12/1/2025 03:00 PM

Break type << NONE >>

Job Code 100 - REGULAR - BASE F

Cost Code **DEFAULT**

Location C153

Description Shelver

Days 3

Extra Cancel Save

11/30 - 12/06


12/01 (Mon)	Overridden	6.00	12/02 (Tue)	Overridden	6.00	12/03 (Wed)	Overridden	6.00	12/04 (Thu)	0.00	12/05 (Fri)	0.00

☐ Select Schedule

09:00 AM - 03:00 PM

100 - REGULAR - B...
DEFAULT
Shelver
C153

5. **If the employee works on a recurring schedule**, meaning their schedule is the same for a set period like a month at a time etc, you would first need to contact Caitlyn Julius with the following information.
 - Time frame for the recurring schedule, start date to end date (if applicable)
 - Days of the week
 - Hours each day
6. Once the recurring schedule is built, you can then implement it on the employees schedule.
 - Click on recurring
 - Check off override role settings
 - Click assign

☒ Override role settings Effective Date 8/31/2025 

[+ Assign](#)

Showing 0 records of 0

[Edit](#) [Unassign](#) [Start Date](#) [Stop Date](#) [Description](#)

7. You will then enter the start and end date (if applicable), check of use recurring schedule, select the schedule that was created for you, click assign and then save.

Assign Recurring Schedules



[Feedback](#)

11/30/2025  to *M/d/yyyy* 

☐ Use company wide recurring schedule

☒ Use recurring schedule

M-W 21.5 HR 

[Cancel](#)

[Assign](#)

8. If you then click back on Overrides, you will see the schedule has been applied.

Overrides Recurring

11/30/2025 to 12/6/2025 This Week Update

Job Code Filter Cost Code Filter Segment Filter

Manage

11/30 - 12/06

☐ Display weekends ☐ Include unavailable segments

12/01 (Mon)	8.25	12/02 (Tue)	8.25	12/03 (Wed)	8.25	12/04 (Thu)	0.00	12/05 (Fri)	0.00
<input type="checkbox"/> Select Schedule		<input type="checkbox"/> Select Schedule		<input type="checkbox"/> Select Schedule			Add		Add
08:00 AM - 04:15 PM	8.25	08:00 AM - 04:15 PM	8.25	08:00 AM - 04:15 PM	8.25				
Default Job Code Unspecified Cost C... C153		Default Job Code Unspecified Cost C... C153		Default Job Code Unspecified Cost C... C153					
Add		Add		Add					

9. Templates can also be used if you are adding the same schedule routinely to an employee but they do not work a recurring schedule.
- Example- the employee rotates working one week M-W and the following week W-Fr. You could have a template created to easily add this schedule each week as needed.
 - Contact Caitlyn Julius to have a template built.
 - The template would then be applied by following step 4 and selecting the needed template.