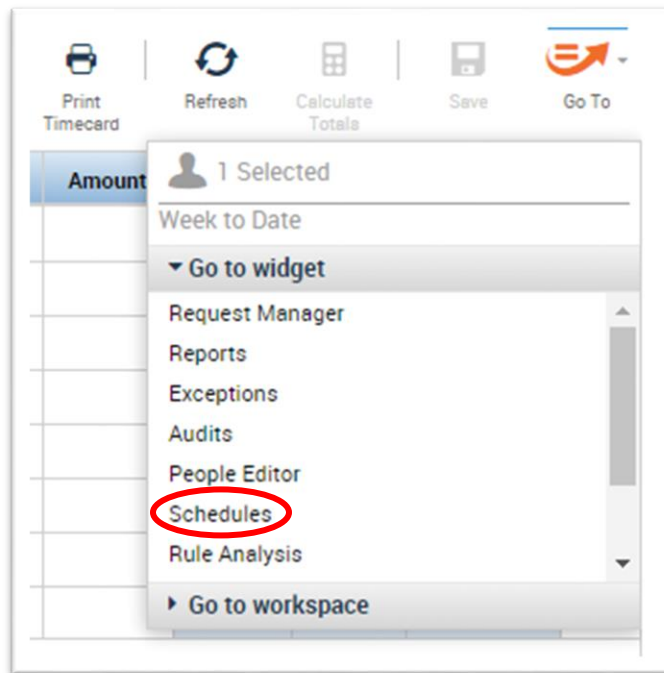
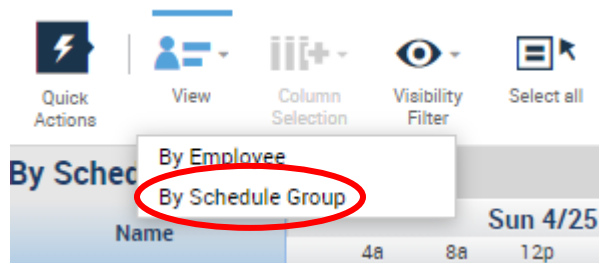


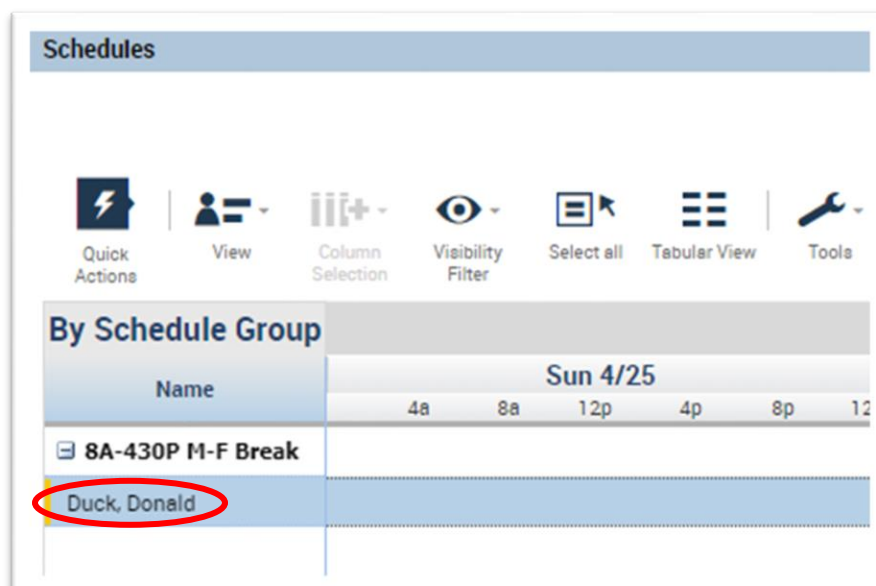
1. From the Managers workspace, open the employee's timecard. Select **Go To> Schedules**.



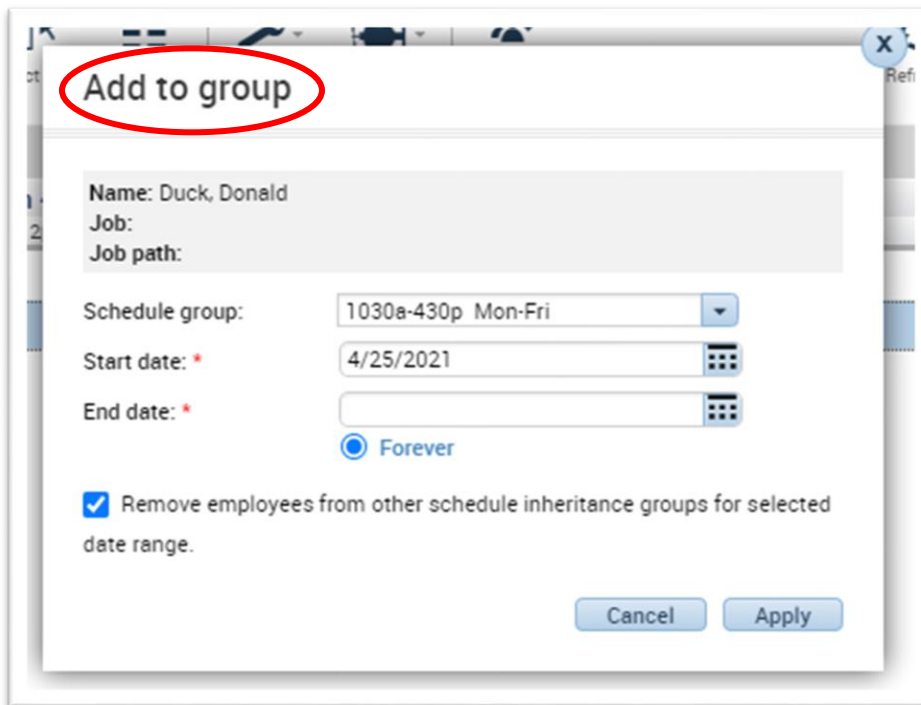
2. In the schedule planner widget, select **View>By Schedule Group**.



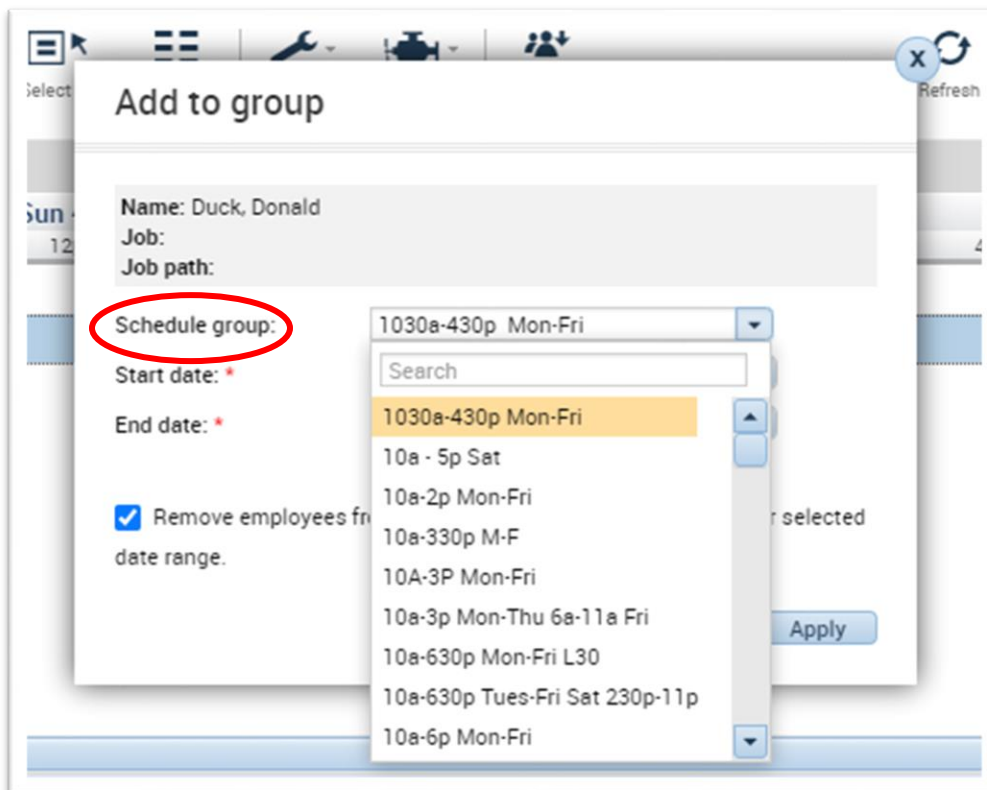
3. Select one or more **employees**.



4. Right-click the **selected employees**, and select **Add to Group**.



5. Select the **new schedule group assignment**



6. Select the start and end date or forever, then click **Apply** and **Save**

Be sure to check “Remove employees from other schedule inheritance groups for selected date range.**”

Add to group

Name: Duck, Donald
Job:
Job path:

Schedule group: 8A - 245P M-F

Start date: * 4/25/2021

End date: * Forever

Remove employees from other schedule inheritance groups for selected date range.

Cancel Apply

7. Select refresh until **Applying pattern** no longer displays.

Before:

By Schedule Group											
Name	Sun 4/25					Mon 4/26					
	4a	8a	12p	4p	8p	12a	4a	8a	12p	4p	8p
8A - 245P M-F Applying pattern								8:00AM -			
Duck, Donald Applying pattern								8:00AM -			

After:

By Schedule Group											
Name	Sun 4/25					Mon 4/26					
	4a	8a	12p	4p	8p	12a	4a	8a	12p	4p	8p
8A - 245P M-F								8:00AM -			
Duck, Donald								8:00AM -			