

# WEEKLY SCHEDULE

Tools > Reports > Employees > Weekly Schedule

The Weekly Schedule report provides an overview of your employees' shifts for the week, organized in a way that allows you to easily view particular days of the week. For each employee, you can view their scheduled hours which are color coded to indicate the shift type. The days will be displayed beginning with the 'calendar start day' as defined in your general setup. The beginning of the date range must coincide with this day. This report will allow you to easily view your employees' hours for the week, and can be used as a print-out to be displayed on the wall in your staff area. Please note that this report is not designed for date ranges than span more than seven days.

## EMPLOYEE


By default, all employees with scheduled shifts will be displayed. If you only wish to view specific employees, you can select the relevant employees in your report options.

## HOURS

The employee's scheduled hours are displayed for each given day. These hours are color coded, allowing you to easily see the shift types.

### Weekly Roster

**From:** Monday, 1 August, 2016  
**To:** Sunday, 7 August, 2016  
**Time Period:** 7 Days ( 1.0 Week )



**Peppermint Park**

**For Employee:** All Employees

Employee	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Anna	-	8:00 AM-5:00 PM	8:00 AM-5:00 PM	8:00 AM-5:00 PM	8:00 AM-5:00 PM	8:00 AM-5:00 PM	8:00 AM-2:00 PM
Chris	-	8:00 AM-5:00 PM	8:00 AM-5:00 PM	8:00 AM-5:00 PM	8:00 AM-5:00 PM	8:00 AM-5:00 PM	8:00 AM-5:00 PM
James	-	8:00 AM-5:00 PM	2:00 PM-5:00 PM	8:00 AM-1:00 PM	2:00 PM-5:00 PM	8:00 AM-1:00 PM	2:00 PM-5:00 PM
Katie	-	8:00 AM-5:00 PM	8:00 AM-5:00 PM	8:00 AM-5:00 PM	8:00 AM-5:00 PM	8:00 AM-5:00 PM	8:00 AM-5:00 PM
Lucy	-	1:00 PM-5:00 PM	8:00 AM-5:00 PM	1:00 PM-5:00 PM	8:00 AM-5:00 PM	1:00 PM-5:00 PM	8:00 AM-5:00 PM
Michael	-	8:00 AM-5:00 PM	2:00 PM-5:00 PM	8:00 AM-1:00 PM	2:00 PM-5:00 PM	8:00 AM-1:00 PM	2:00 PM-5:00 PM

Holiday

RDO

Sick

College

Reception

## DAYS

The days of the week are displayed in calendar-style columns.

## SHIFT TYPES

The color codes for each of your shift types are displayed as a reference.