

Shift Name < Individual >

Manage Individual

< Week Calendar > Week

	11/11 Friday	11/12 Saturday	11/13 Sunday	11/14 Monday	11/15 Tuesday	11/16 Wednesday	11/17 Thursday
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12:00a							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00	08:00A - 04:00P			08:00A - 04:00P	08:00A - 04:00P	08:00A - 04:00P	08:00 AM - 04:00
9:00							
10:00							
11:00							
12:00p							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00a							

Choose days for vacation and hours from the wizard. Vacation and Holiday screens are blue to separate from assigned work time. PTO time can be used for Vacation time or you may just elect to pay this person for this time off.

Define Availability Period(s)

Start Time: 8:01 AM End Time: 4:00 PM

Friday
 Saturday
 Sunday
 Monday

Tuesday
 Wednesday
 Thursday

Event Type: Holiday

OK
 Cancel

Individual

+ Add

- Delete

X