

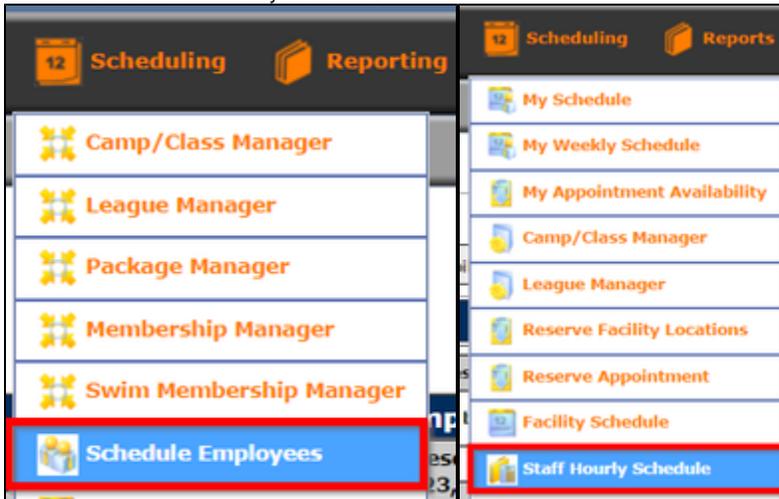
# How to Create an Hourly Schedule for your Employees

Learn how to create a schedule for your hourly employees.

Step-by-step guide to creating a schedule for your hourly employees

Logged in as ADMIN or STAFF (if staff/employee has been given the permission to 'Create/Edit Employee Hourly Schedule')

1. Logged in as ADMIN, go to the **Scheduling** menu and select 'Schedule Employees. If logged in to the STAFF side, go to the **Scheduling** menu and select 'Staff Hourly Schedule.'



2. If on the STAFF side, you must select the 'Update Schedule' button in the top right-hand corner. If logged in as ADMIN, it will take you directly to step 3.

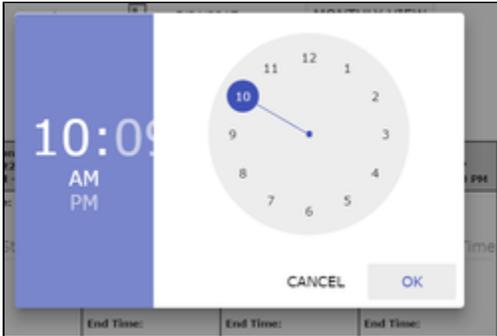


3. You will see a list of your hourly employees, and a break down of each day for that week. If you have individuals showing on this schedule that are not hourly, you can hide them. Logged into the ADMIN side, go to the **Accounts** menu and select 'Employees.' Click on the employee that should not appear in the list to get into their employee account. Within their profile, check the box under 'Job Title' that is next to 'Hide on Hourly Schedule.'

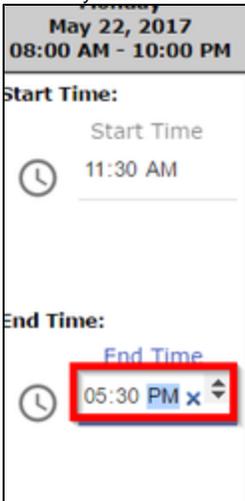
	Start Time:						
	Start Time						
	End Time:						
	End Time						
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4. There are two ways to enter times on the schedule.

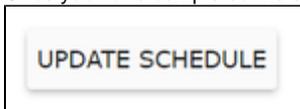
a. You can click the clock that is next to 'Start Time' and a widget will pop up (see below) and you can select the desired times.



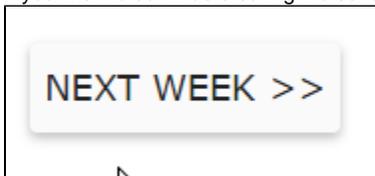
b. You can click in the 'Start Time' and 'End Time' areas and begin to type/use the up&down arrows on your keyboard to enter the times. If you need to clear the time, click the small blue x to clear the time.



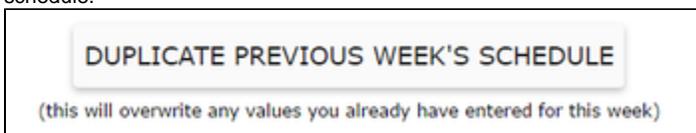
5. Once you have completed the schedule for all employees, scroll to the bottom of the page and click the 'Update Schedule' button.



6. If you wish to continue creating the schedule for next week, just select the 'Next Week' button.



7. Here, you may again create the schedule. If your schedule will be similar to last week's schedule, you can select the 'Duplicate Previous Week's Schedule' button at the bottom of the page. DO NOT FORGET to click the 'Update Schedule' button at the bottom to save your schedule.



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