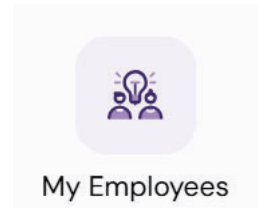


# HOW TO ADD IN SCHEDULE

This training document is intended to provide instruction on how to add employee schedules.

- Go to **My Employees** on your dashboard.



- Search employee and select the **paperclip** icon.

<input type="checkbox"/>	Username	First Name	Last Name
	<input type="text" value="="/> <input type="text"/>	<input type="text" value="starts with"/> <input type="text" value="julissa"/>	<input type="text" value="starts with"/> <input type="text"/>
<input type="checkbox"/>	jibarra5@luc.edu	JULISSA	IBARRA

- Select **“Edit Schedule”**

## Employee Quick Links and Actions

**JULISSA IBARRA**  
Employee ID: 151996

### Links

[Account Audit Trail](#)

[All Timesheets](#)

[Availability/Preferences](#)

[Create Open Absence](#)

[Current Timesheet](#)

[Edit Schedule](#)

[View Organization Chart](#)

- Select the employee then select the **Add Schedule** button .

← Weekly Schedule

Add Schedules Replace Schedules ...

View: Weekly Schedule 7 Date Range: This Week MADISON JUAREZ Additional Options (4) Columns (1)

Employee Id	First Name	Last Name	Employee Status	Is Scheduler?	Schedule Sun Nov 16	Schedule Mon Nov 17
147451	MADISON	JUAREZ	Active	N		

- Select Shift Type and Dates.

### Add Schedules ×

**Shift (Template)**

Shift Type

---

**Please select days on which you want to generate schedules.**

**Note:** 1 employees will be affected.

**Date(s) \***

11/16/2025 (Sunday)  
 11/17/2025 (Monday)  
 11/18/2025 (Tuesday)  
 11/19/2025 (Wednesday)  
 11/20/2025 (Thursday)  
 11/21/2025 (Friday)  
 11/22/2025 (Saturday)

- Add in the below information then select **Generate** to generate schedule.

### Add Schedules ×

Shift Type: 7.5 Hour Total Time: 7.50

Standard Total Hours: 7.50

Department:  Job Code:

Position:  Accounting Unit:

Lunch Override:  Pay Plan: LI01 - LAKESIDE EXEMPT-BI-WEEKLY

Work Loc:  Account:

Union Activities:  Jobs (HR):

Is Scheduled Off: No Breakdown: