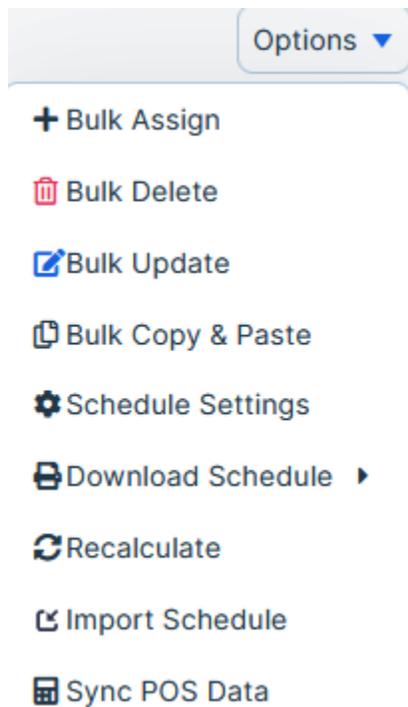


# Bulk Assign Employees to a Shift

Templates can be used when bulk assigning employees to shifts. Under **Team Management** on the left, choose **Schedule**. You can bulk assign employees by selecting **Options** on the upper right and choosing “Bulk Assign”



Next, select which employees to include, and choose a shift template.

Set the start date, and specify how many weeks you wish to have this assignment to cover

## Bulk Assignment



### Step 1: Select Employees

Select by name  
 Select by group

Select from employees

Deanna Mann × Joe Smith ×

[Clear Search](#)

### Step 2: Select Shift

Shift Template: shift test

Start Date: 01/09/2024

REPEAT EVERY: 1 UNIT: Week(s)

REPEAT ON: Sun Mon Tue Wed Thu Fri Sat

ENDS: On DATE: 01/09/2024

[Cancel](#) [Save](#)

You can also set an end date for this schedule.

When you are ready, select **Save** and your calendar will update with the new information.

AB Ajay Being 50h:00m / \$600.00		3 AM - 11 AM Day Shift				
AP Ajoy Phillips0						
AA Alevtiva Amella						
AB Alton Ballard						
Amelia Forest 50h:00m / \$721.15		3 PM - 11 PM Day Shift				
AD Amy Dildarian						
AT Anna TimeOff Test						

You will note that the cost of the shift will also update, based on the individual's recorded hourly wage.

### Publishing the Shift

In order for Employees to be notified of their schedule, you need to publish the shift.

On the main shift page, select the **Publish** button

The screenshot shows a web interface for managing shifts. At the top, there are navigation tabs: 'Schedule', 'Shift Notifications', 'Templates', and 'Printed Files'. Below this is a date range selector set to 'Feb 04 - Feb 10' and view options for 'Day', 'Week', and 'Month'. A 'Shift View' dropdown and a 'Show Filter' link are also present. On the right, there is an 'Options' dropdown and a 'Publish (1)' button, which is highlighted with a red rectangular box. Below the navigation is a table with columns for each day from Sunday, Feb 4 to Saturday, Feb 10. The 'WED, FEB 7' column contains a shift entry for '9 AM - 5 PM' assigned to 'Joe Smith'. The table also shows a 'None' row for shift names and a 'Total' row at the bottom right indicating '8 h : 00 m \$0.00'.

This will open a modal window.

The modal window is titled 'Publish the schedule' and features a close button (X) in the top right corner. The main content area displays the following information:

- Feb 04, 2024 To Feb 10, 2024**
- Total Shifts:** 1
- Total Hours:** 8h:00m

Below this, a question is posed: 'How do you want to send notifications?'. Three options are listed in blue text:

- Notify all users of new schedule**
- Notify employees with changes only**
- Don't send notifications**

A 'Close' button is located at the bottom right of the modal.

Here you can choose the following options when you publish the schedule:

- Notify all users of the new schedule
- Notify employees with changes only
- Don't Send

When you notify users, they will receive an email letting them know when they are expected for work.