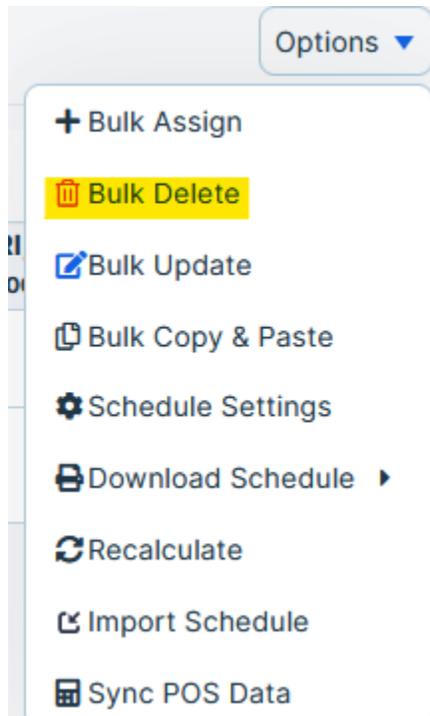


Bulk Delete Employees from Shifts

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



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 Delete



Step 1: Select Employees

Select by name

Select by group

Select from employees

Deanna Mann × Joe Smith ×

[Clear Search](#)

Step 2: Select Shift

Date Range

01/09/2024

To

01/09/2024

Delete Assignments with

Shift Template

All Shifts

Cancel

Delete

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 Alevtina 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.