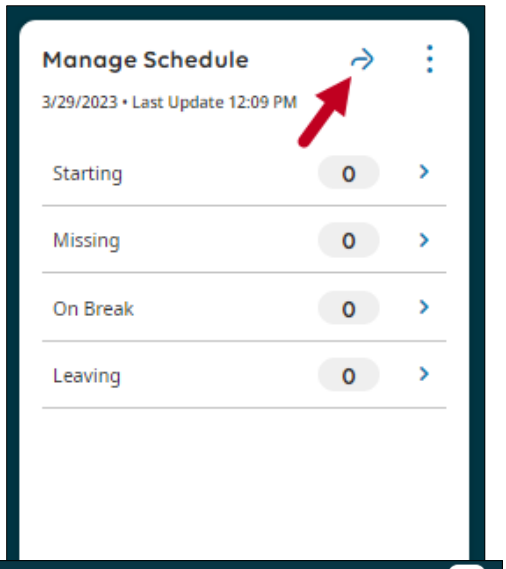
# UKG – Add/Edit/Delete Shifts
# Quick Reference Guide

This document explains how add, edit, drag and drop, and delete shifts for an associate in the Workforce Management tab of UKG. Shifts are times during the day that associates are assigned to work. Shifts can be created and/or adjusted as needed and should be used in conjunction with paycode to reflect an associate's time in each labor category or business structure.

***Important*** *Shifts cannot be added or edited on signed-off or locked days.*

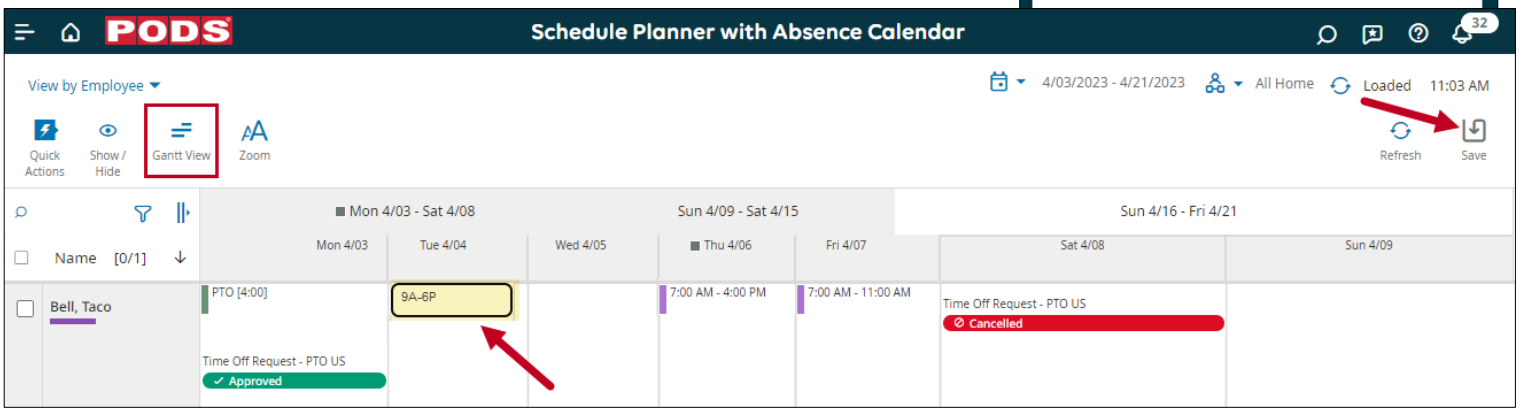
## Add a Shift

**Create a Shift –** Shifts may be created in multiple ways from the **Schedule View** on the **Workforce Management tab**.




### By Typing (Table View Only)

1. On the **Workforce Management Homepage**, click the **Full Schedule arrow** on the **Manage Schedule tile** to open the **Schedule Planner with Absence Calendar**
2. **Use** the **Table View/Gantt View icon** to toggle between views, if necessary, ensuring the **Table View** is displayed
3. In Table View, **click** on the **cell** where the shift needs to be created to open it for typing
4. **Input** the shift **start-end time separated by a hyphen** (i.e. 9A-6P, 9:00-6:00P, 9:00-18:00) and **press** the **enter** key on your keyboard to add the shift
5. **Click** the **Save icon** in the upper right corner to save the change

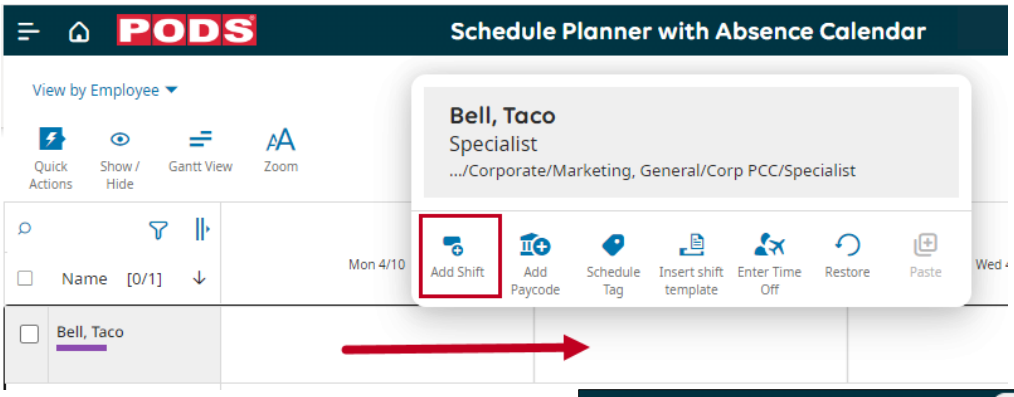


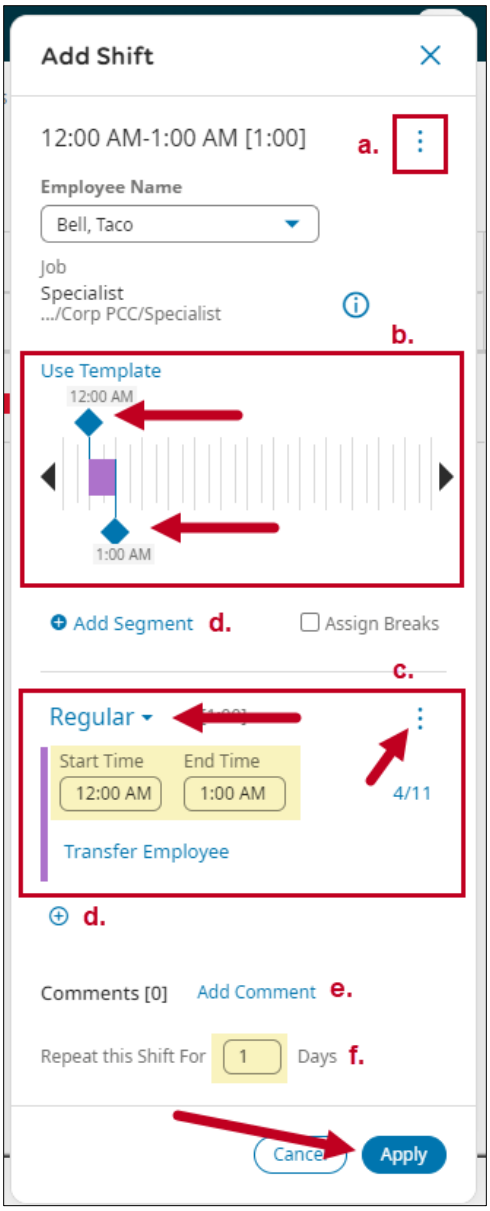

***Tip:*** *If the **Gantt View icon** is visible, the schedule is displaying in **Table View**.*
*If the **Table View icon** is visible, the schedule is displaying in **Gantt View**.*

# UKG – Add/Edit/Delete Shifts Quick Reference Guide

**From the Add Shift Panel** – The **Add Shift panel** is where you can modify the shift label (name)add or modify shift segments, repeat a shift, and more.

1. From the **Schedule Planner with Absence Calendar, right click** a **date cell** in the schedule to open the **Shift glance**
2. **Click** the **Add Shift icon** to open the **Add Shift panel** on the left
3. **Use** the various **functions** on the **Add Shift panel** to define the shift information
   a. **More icon** – Name/Rename shift
      i. **Click** the **More Icon** and **select Change Shift Label** from the dropdown to open the **Change Shift Label** panel
      ii. **Input** the desired shift name in the **Shift Label field** and **click Apply** on the **Change Shift Label panel**
   b. **Shift Slider** – Adjust the start and end times of any segment
      i. **Click and drag** top diamond (**start time**) and/or bottom diamond (**end time**) to the desired time
      ii. **Use** the **side arrows** to view additional timeline
   c. **Segment Type and Time** – Select the segment type and designate Start and End times
      i. **Click** the **down arrow** and **select segment type** from the dropdown menu (Regular, Break, Transfer)
      ii. **Input** the **Start and End times** in the text fields
      iii. To delete any segment, **click** the **more icon** next to the segment and **select Delete Segment** from the dropdown menu
   d. **Add Segment** – Add additional segments to the shift (before or after the initial main segment)
      i. **Click** either **+ icon** to open another **Segment Type and Time** section on the **Add Shift panel**
      ii. **Select** the **segment type**
      iii. **Input** the **Start and End times** in the text fields
      iv. **Click Add** to add the segment before or after the original/main segment
   e. **Add Comment** – Include a note on the added shift
   f. **Repeat Shift** – Input the number of days in a row you would like to repeat the shift
4. **Click Apply** at the bottom of the Add shift panel to add the shift(s) to the **Schedule Planner**
5. **Click Save** on the **Schedule Planner** page to save your changes



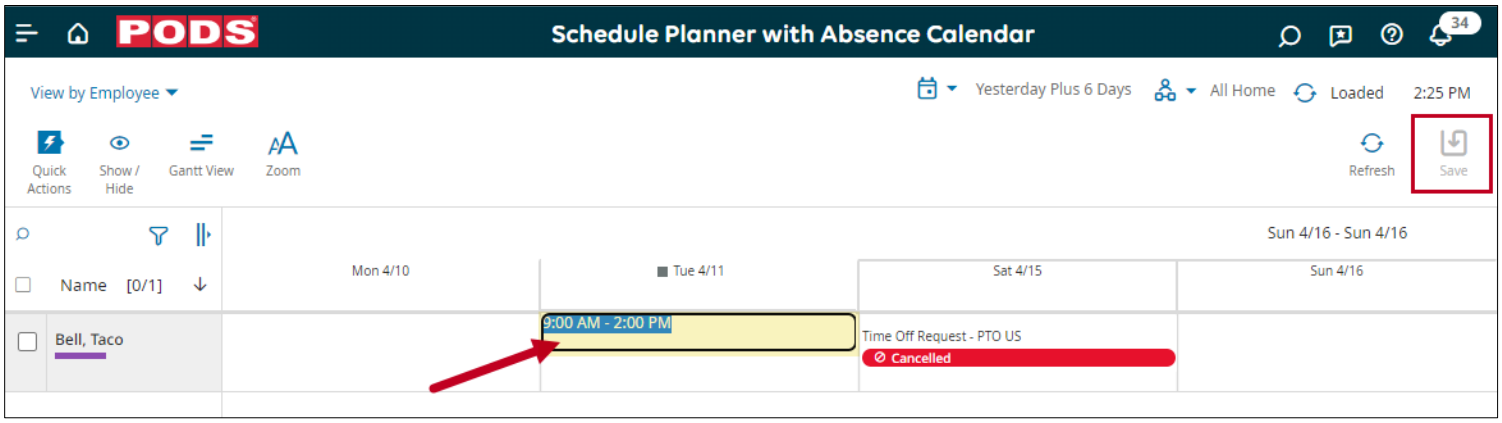
# UKG – Add/Edit/Delete Shifts
# Quick Reference Guide

## Edit a Shift

### From the Schedule Planner

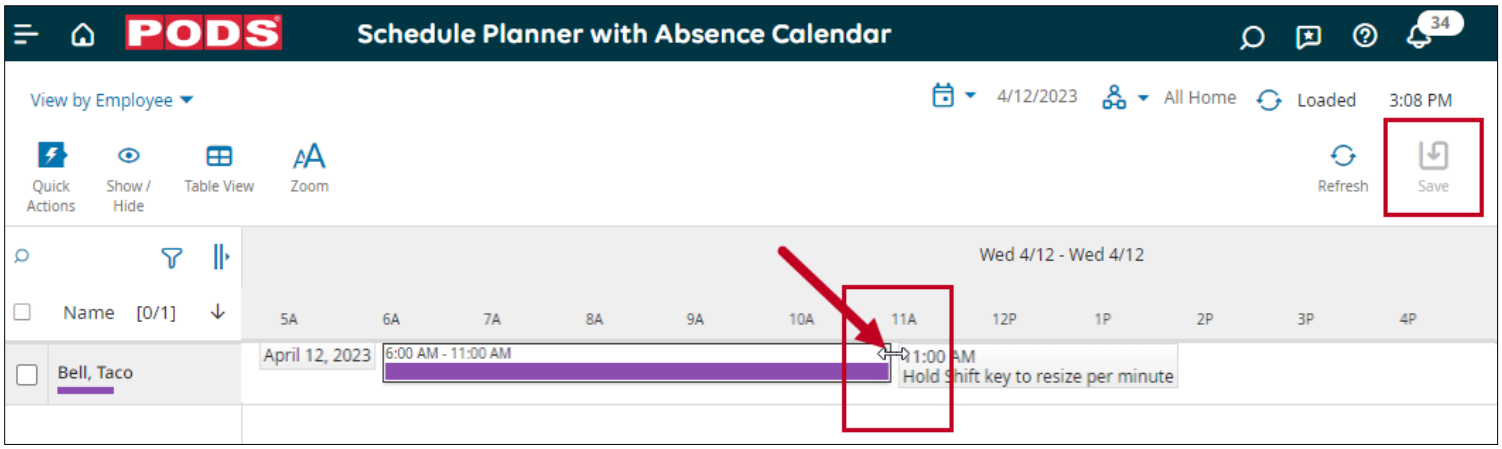
#### Table View

1. In Table View, **click** on the **cell** of the shift to be edited to open it for typing
2. **Input** the updated shift **start and/or end time separated by a hyphen** (i.e. 9A-6P, 9:00-6:00P, 9:00-18:00) and **press** the **enter** key on your keyboard to update the shift
3. **Click** the **Save icon** in the upper right corner to save the change




#### One Day View (Gantt)

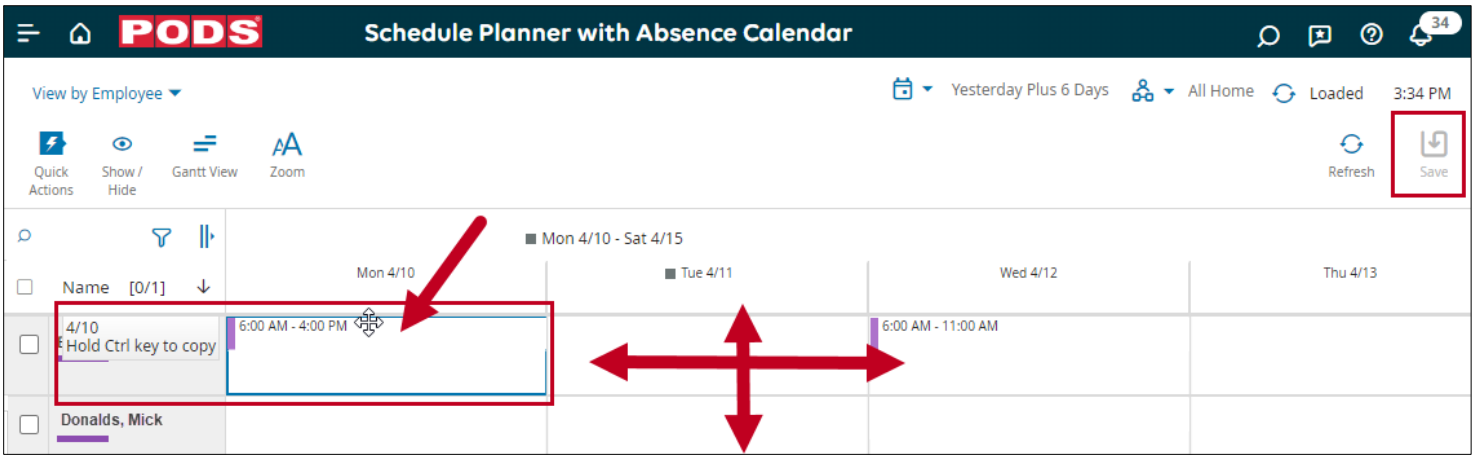
1. In Gantt One-Day View, **hover the cursor over** the start or end time of the **shift** to be edited until the double arrow appears
2. **Click and drag** the double arrow to the updated shift **start or end time** then release the cursor
3. **Click** the **Save icon** in the upper right corner to save the change



# UKG – Add/Edit/Delete Shifts
# Quick Reference Guide

**Drag and Drop –** In the Schedule Planner, you can move a shift (or open shift) by selecting the shift and dragging it horizontally, vertically, or diagonally to another, day and/or person.

1. In Schedule Planner, **click and hold** the of the **shift** to be moved then drag the shift to a new cell
2. **Drag and drop** (release) the shift into the new cell (different day, different associate, or both)
3. **Click** the **Save icon** in the upper right corner to save the change

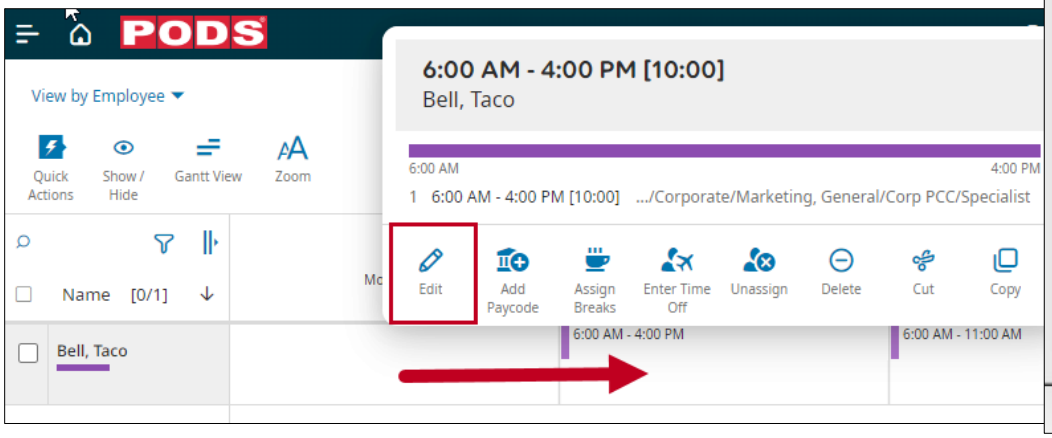


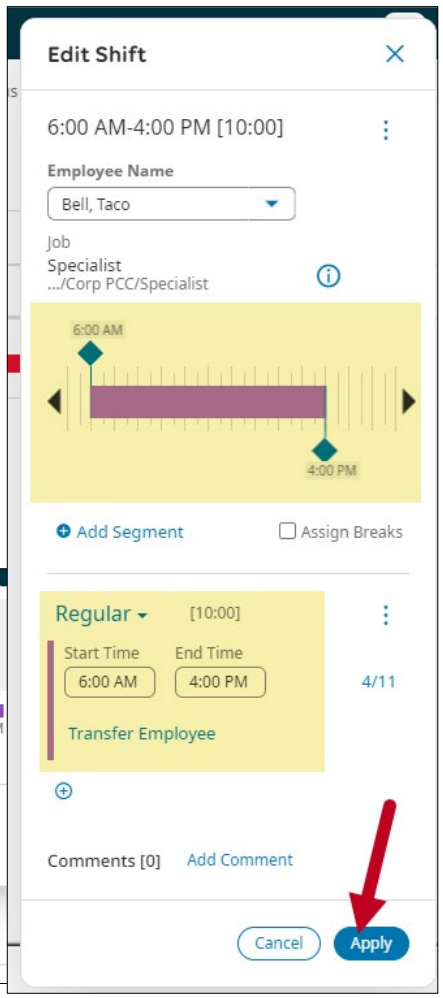

**NOTE: The following apply to drag and drop shifts**

- Shifts moved to an associate with a different job result in a transfer.
- Open shifts cannot be moved to a different open shift row
- Shifts cannot be moved to a group row.
- Shifts cannot be moved to a locked day.
- Shifts that start or end on a locked day cannot be moved.

**From the Edit Shift Panel**

1. **Right click** the **cell** of the shift to be edited to open the **Shift glance**
2. **Click** the **Edit icon** to open the **Edit Shift panel** on the left
3. The **Edit Shift panel** has the same info as the **Add Shift panel**, **update** the **shift information** accordingly and **click Apply**
4. **Click** the **Save icon** in the upper right corner to save the change



# UKG – Add/Edit/Delete Shifts
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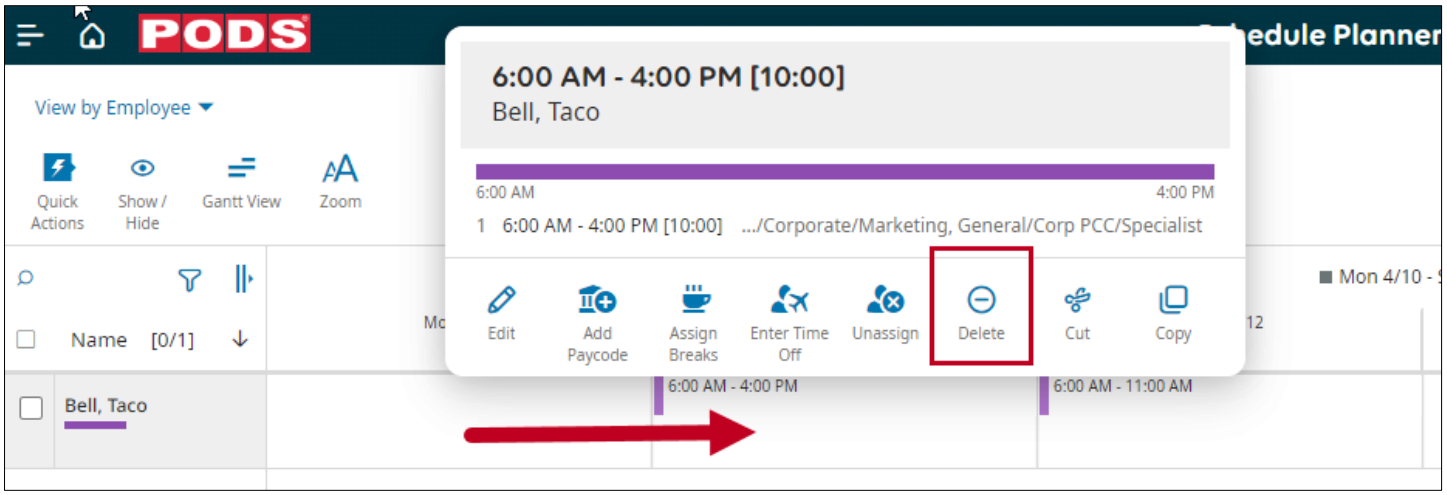
## Delete a Shift

**Delete –** You can delete shifts that the associate will no longer work or were entered in error.

From the Schedule Planner

1. **Right click** the **cell** of the shift to be deleted to open the **Shift glance**
2. **Click** the **Delete icon** to remove the shift from the cell
3. **Click** the **Save icon** in the upper right corner to save the change

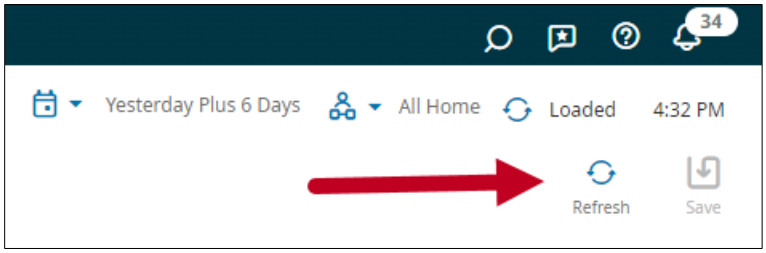
***Tip:** If you have several shifts to delete, use the Quick Actions Delete to delete all shifts at one time.*




**Retrieve a shift Deleted by Mistake –** The schedule does not have an "un-do" command, but there are ways to retrieve an item deleted by mistake.

**If you have NOT saved the edit/schedule changes:**

- **Select Refresh** in the upper right of the Schedule Planner screen to reload the last saved version




**IMPORTANT:** Refresh removes all changes since the last save.

**If you have saved changes:**

- If the deleted item was **part of a schedule pattern**
  1. **Right-click** the **empty cell** in the schedule and **select Restore**
  2. **Click Save** to save the updates
- If the deleted item was **inherited from a schedule group or employment terms group**
  1. **Right-click** the **applicable cell** in the schedule grid and **select Reinherit**
  2. **Click Save** to save the updates

