Section 1: Create your Shift Names

Shift names should be as descriptive as possible. A good shift name might be something like “Monday – Friday 8:00am to 5:00pm” or “Weekend Day 6:00am – 6:00pm”. Create a shift name for every shift that your employees work.

First, check to see if any shift names are in the system:

Click on “MAINTENANCE” (found at the top of the InfoServ DD℠ screen and as seen below).

- Click on the plus sign to the left of “Pull-Down Mgmt” on the left-hand menu.
- Click on the “View Groups” link.
- Click on the “Next” button until you see the pull-down group name “Shift”.
- Click on the “Edit” link to the right of the word “Shift”.
- View the shift names that are listed in the “Current Items” area.
- To add a new name, simply type it in the “New Item *” text box and click on “Add This Item”.
- The new shift name should show up in the Current Items area. You can scroll up and down in this area by clicking on the up and down arrows on the right side of the item-listing box.

Section 2: Create your Shift Schedules

Shift records allow you to enter the normal work hours for a shift. The shift names that we created above will be used to add start and end times to for each day of the week. If a day of the week is not worked during the shift, just leave the start and end times the same (as they are initially listed at 12:00 pm).

First, check to see if any shift time records are in the system:

- Click on "EMPLOYEES" (found at the top of the InfoServ DD℠ screen and as seen below).

- Click on the plus sign to the left of “Shift Schedules” on the left-hand menu.
- Click on the link “View Shift Schedules” to see if any already exist.
- If a schedule needs to be added, click on the link “Add Shift Schedule”.
- Click on the “Select a Shift” pull-down list and select the shift name to add times for.
- Begin changing the start and end times for each day making sure that you change the “AM” or “PM” as needed.
- If a day is not to be worked on this shift, simply leave the start and end times as they are.
- Add any notes you want listed on the shift report to the shift notes text box.
- Click on the “Submit” button at the bottom of the form to save the information.
Section 3: Create your Employee Work Schedules

Employee Work Schedules are the default (or normal) times for an employee to work. If an employee is off on certain days falling within this schedule, that will be taken care of in another process. This work schedule is simply the normal schedule for an employee to work.

First, check to see if any employee work schedule records are in the system:

- Click on the plus sign to the left of the menu choice “Work Schedules” (located under the “Shift Schedules” menu under “Employees”.
- Click on the “View Work Schedule” link.
- If you need to add a work schedule for an employee, click on the “Add Schedule” link found under the “Work Schedules” menu.
- Select a shift, employee, position, site, and enter the start and end dates for the shift.
- Click on the “Submit” button to save the work schedule record.

Section 4: Work Schedule Report

- Click on the “Work Sched. Report” link found under the “Work Schedules” menu.
- Enter the start and end dates for the date range of schedules you’re searching for.
- Click on the “Submit” button.
- To print the schedule, click on your browser’s “Print” icon.

NOTE: Work schedule(s) for a particular employee can be viewed after searching for an employee by clicking on the “Schedule” link to the right of the “History” link.