

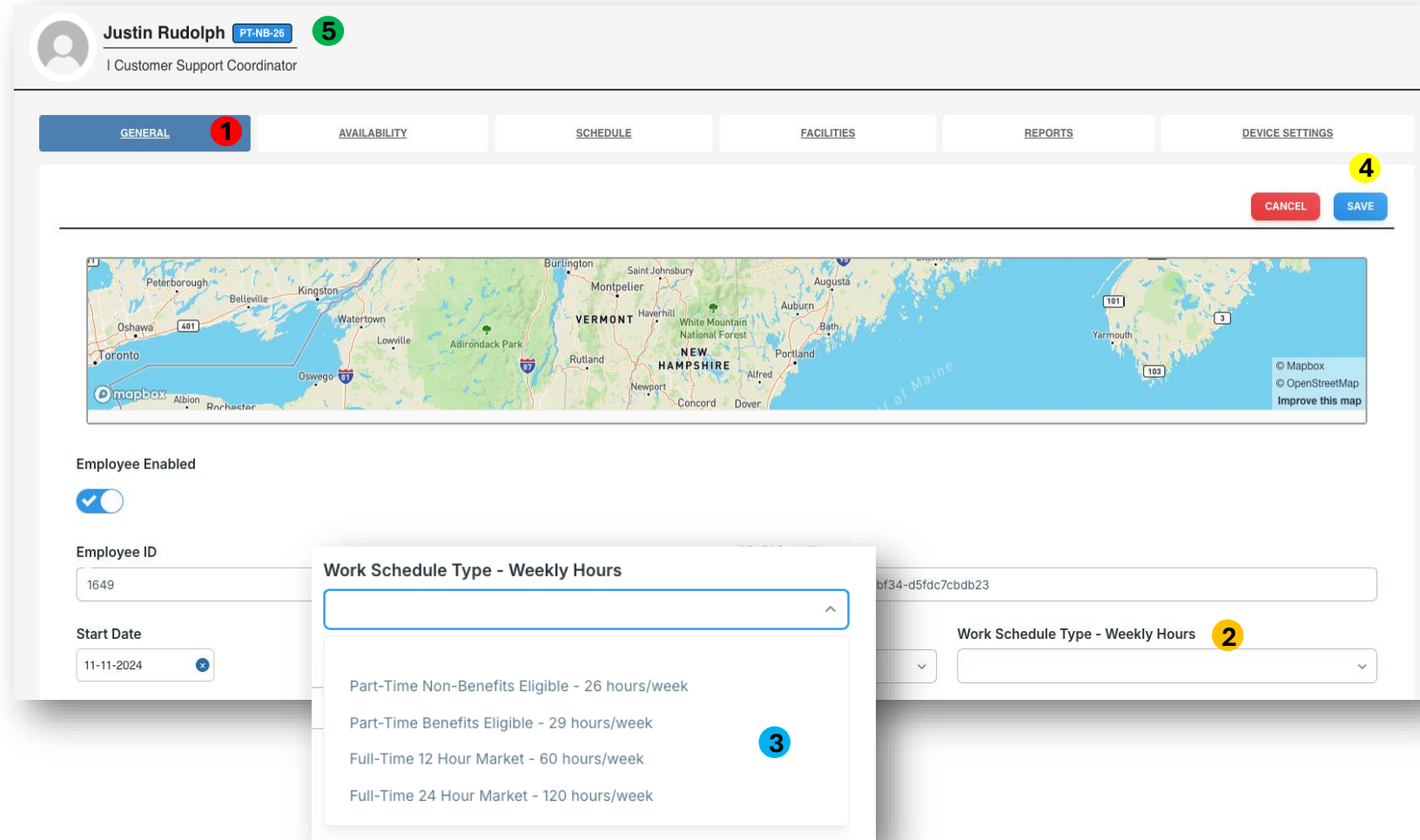
Work Schedule Type Training

Date: 6/18/26

Assigning a Work Schedule Type to an Employee

1. Assigning a Work Schedule Type to an Employee

- 1 • Within the employee setup screen, select the **General** tab within the employee profile.
- 2 • Find the new **Work Schedule Type – Weekly Hours** dropdown.
 - Requires **HR** role to edit.
- 3 • **Select** a Category
 - Each option shows the name and max weekly hours
- 4 • Click **Save** to apply the schedule type assignment.
- 5 • Once saved a **badge** will appear next to the employee's name to remind you of their weekly hours.



Justin Rudolph **PT-NB-26** 5
I Customer Support Coordinator

GENERAL 1 AVAILABILITY SCHEDULE FACILITIES REPORTS DEVICE SETTINGS 4

CANCEL SAVE

Employee Enabled

Employee ID
1649

Start Date
11-11-2024

Work Schedule Type - Weekly Hours 2

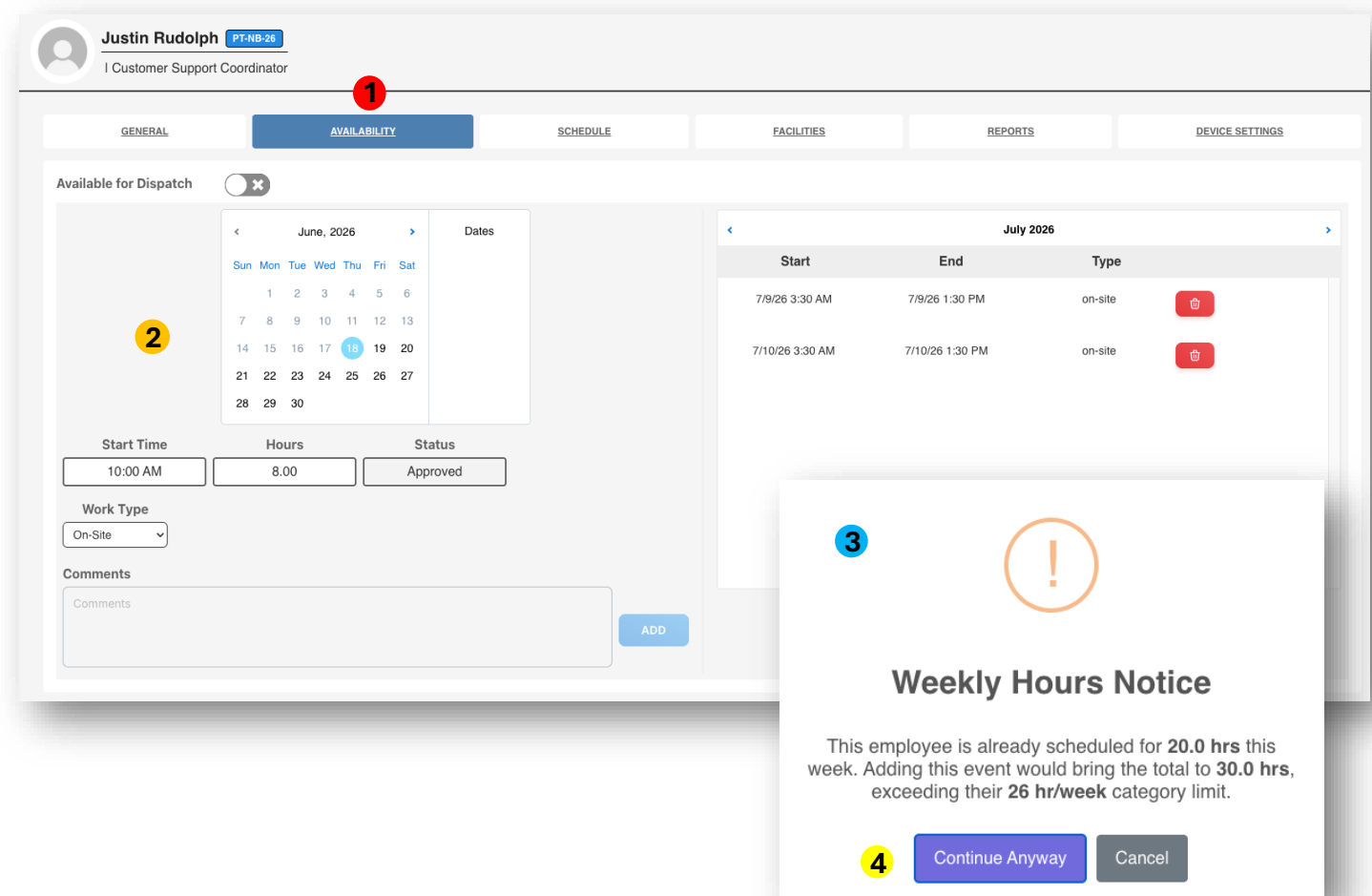
Work Schedule Type - Weekly Hours 3

- Part-Time Non-Benefits Eligible - 26 hours/week
- Part-Time Benefits Eligible - 29 hours/week
- Full-Time 12 Hour Market - 60 hours/week
- Full-Time 24 Hour Market - 120 hours/week

Weekly Hours Warning – Adding a New Event

2. Weekly Hours Warning – Adding a New Event

- 1 • Open an employee's **Availability** tab or the **Scheduling Manager** and begin adding a new event.
- 2 • Choose **date, time, duration, and work type** then click **Add**.
 - Note: only applies to work types that **are not Available/Unavailable** blocks.
- Hours are tracked per payroll week. The system checks whether the new event would push the employee over their weekly max.
- 3 • If overscheduling an employee, a simple **Weekly Hours Notice** popup shows current hours, projected total, and the category limit.
- 4 • Click **Continue Anyway** to proceed or **Cancel** to revise.
 - Note: this popup is a warning only, it doesn't affect scheduling the employee



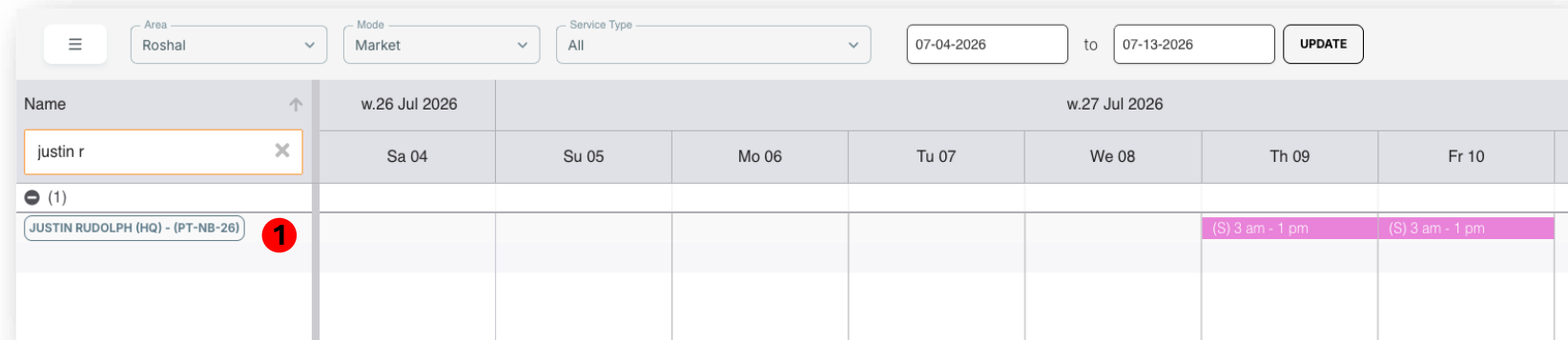
The screenshot shows the 'Availability' tab for Justin Rudolph (PT-NB-26), a Customer Support Coordinator. The interface includes a calendar for June 2026 with a date picker set to the 18th. Below the calendar, the event details are: Start Time: 10:00 AM, Hours: 8.00, Status: Approved, Work Type: On-Site. A 'Weekly Hours Notice' popup is displayed, indicating that the employee is already scheduled for 20.0 hours this week, and adding this event would bring the total to 30.0 hours, exceeding their 26 hr/week category limit. The popup has 'Continue Anyway' and 'Cancel' buttons.

Start	End	Type
7/9/26 3:30 AM	7/9/26 1:30 PM	on-site
7/10/26 3:30 AM	7/10/26 1:30 PM	on-site

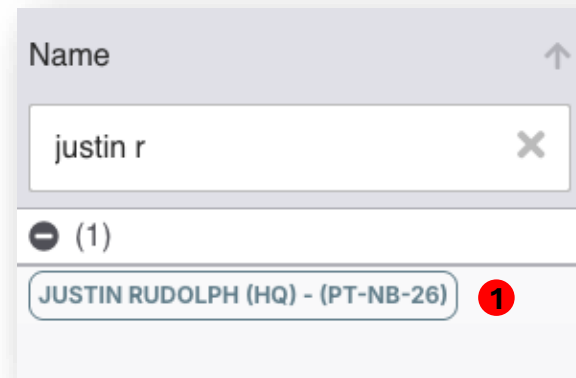
Scheduling Manager View

3. Scheduling Manager View

- Within Scheduling Manager, find an employee who has been assigned a **Work Schedule Type** in their employee profile settings.
- 1 • The employee row now shows both the **Work Status and Schedule Type** together:
 - Work status appears first in parentheses - schedule type appears after the first dash.
- 2 • Creating new events or editing existing events inside the Scheduling Manger will also show the **Weekly Hours Warning** if overscheduling.



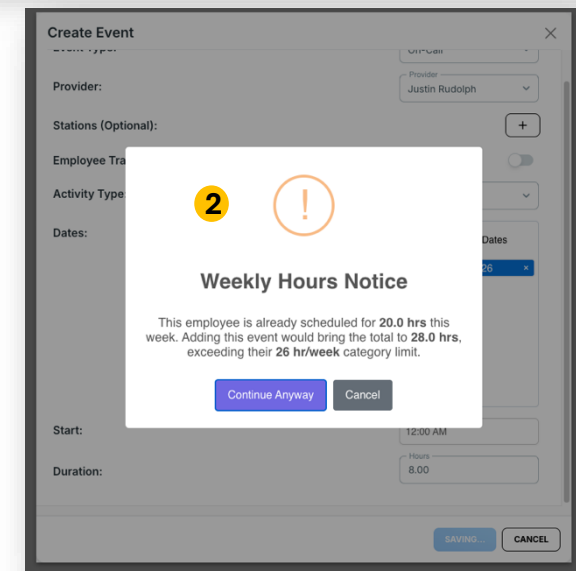
Name	w.26 Jul 2026	Su 05	Mo 06	Tu 07	We 08	Th 09	Fr 10
justin r	Sa 04						
(1) JUSTIN RUDOLPH (HQ) - (PT-NB-26) 1						(S) 3 am - 1 pm	(S) 3 am - 1 pm



Name ↑

⊖ (1)

JUSTIN RUDOLPH (HQ) - (PT-NB-26) 1



Create Event

Provider: Justin Rudolph

Stations (Optional): +

Employee Tra: [toggle]

Activity Type: [dropdown]

Dates: [calendar]

Start: 12:00 AM

Duration: 8.00

Weekly Hours Notice

This employee is already scheduled for 20.0 hrs this week. Adding this event would bring the total to 28.0 hrs, exceeding their 26 hr/week category limit.

Continue Anyway Cancel

SAVING... CANCEL



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