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How to assign temporary schedule to an employee

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How to assign temporary schedule to an employee

BioStar 2 TA allows administrator to assign a schedule template to an employee on a temporary basis. The employee will remain on the schedule only for the time period selected.

1. Click on the **Schedule** tab in the **Time Attendance** menu.
2. Click on the **+** sign left of the Schedule.
3. Select a user.
4. Left click on a day of the calendar.
5. Click **Add Temporary Schedule**.

The screenshot displays the BioStar 2 Time Attendance interface. On the left sidebar, the 'TIME ATTENDANCE' menu is highlighted in red. The 'Schedule' tab is selected and highlighted with a red box. Below it, the 'Flexibleshift' option is also highlighted with a red box. The main area shows a calendar for May 2017. A red box highlights the 'Add Temporary Schedule' button on the calendar. The calendar shows a grid of days with '8hr Omin Flex shift' assigned to most days. The 'Add Temporary Schedule' button is located on the 7th of May.

6. Enter a desired **Name** for this temporary schedule.
7. Select a preconfigured **Shift**.
8. Select the Period of time range to apply.
9. Use **Apply to Other Users** option to apply to multiple users.

The screenshot shows a dialog box titled "[Ethan] Temporary Schedule" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Name:** A text input field containing "A flexible day for Ethan".
- Shift:** A dropdown menu showing "Flex shift" with a downward arrow.
- Period:** Two date input fields separated by a tilde (~). The first field contains "2017-04-01" and the second field contains "2017-04-01".
- Apply to Other User(s):** A checkbox with a magnifying glass icon next to it.
- Buttons:** At the bottom, there are two buttons: "Apply" (highlighted in teal) and "Cancel" (grey).

The option to apply the temporary schedule to multiple users was introduced in BioStar 2.4.

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