

# Table of Contents

How to assign temporary schedule to an employee ..... 1

Option 1 ..... 1

Option 2 ..... 2

## 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.

### Option 1

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 software 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. In the main area, the 'Flexibleshift > AirportUser' window is open, showing a calendar for May 2017. A red box highlights the 'Add Temporary Schedule' button in the top-left corner of the calendar grid. The calendar grid shows days of the week (Sun, Mon, Tue, Wed, Thu) and dates (1-25). The '8hr Omin Flex shift' is assigned to most days. The 'Add Temporary Schedule' button is located in the top-left cell of the calendar grid.

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.

[Ethan] Temporary Schedule

• Name: A flexible day for Ethan

• Shift: Flex shift

• Period: 2017-04-01 ~ 2017-04-01

• Apply to Other User(s):

Apply Cancel

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

## Option 2

This method is only available with BioStar 2.4.1 or above.

1. Click on the **Report** tab in the **Time Attendance menu**.
2. Generate a report by selecting **Period**, **Report Type**, **User Group/Use** and clicking **Update Report**.
3. Click on a row of the report.
4. Click on a row of the **Shift** column.

Ethan - 1111

Date Range: Daily ( 2017-04-01 ~ 2017-04-01 )

Date	Shift	Time code	In	Out	Exception	Regular	Overtime
2017/04/0...	06:45 fixd	Normal Pay	-	-	Absence	0:00:00	0:00:00

Summary	Regular ...	Overtim...	Break Ti...	Over Bre...	Meal Time	Exception	Leave	Total Wor...
Daily	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	1	0	0:00:00

Overtime Rule	Regular By Time Rate	Overtime By Time Rate	Work time in Leave	Non-work time in Leave
-	0:00:00	0:00:00	0:00:00	0:00:00

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

[Ethan] Temporary Schedule

Name

A flexible day for Ethan

Shift

Flex shift ▾

Period

2017-04-01 ~ 2017-04-01

Apply to Other User(s)

Q

Apply

Cancel

From:

<http://kb.supremainc.com/knowledge/> -

Permanent link:

[http://kb.supremainc.com/knowledge/doku.php?id=en:how\\_to\\_assign\\_temporary\\_schedule\\_to\\_an\\_employee](http://kb.supremainc.com/knowledge/doku.php?id=en:how_to_assign_temporary_schedule_to_an_employee)

Last update: **2022/04/26 14:44**