

Employee Schedule

An employee schedule in an Adult day care outlines the work hours and responsibilities for staff members. It ensures that the facility is adequately staffed to provide care and support for elderly or disabled adults, including activities, meals, and medical assistance, following a predetermined weekly or monthly timetable.

Adding Employee Schedule

The user can update the Employee Schedule for their visits by selecting the +Add Employee Schedule button.

Employee Tab >> List >> Select Employee from List>> Employee Schedule or Employee Tab >> Schedule

The screenshot shows a software interface for managing employee schedules. On the left is a sidebar with navigation options: DASHBOARD, EMPLOYEE (selected), PROSPECTS (beta), CLIENT, SCHEDULING, TIME SHEET, BILLING, MESSAGES, REPORTS, ATTENDANCE (beta), and SETTINGS. The main content area is titled 'LIST OF EMPLOYEES' and contains a table with columns for Employee ID and Name. A modal window is open, displaying a search bar with 'David D' and a table with columns: Name, Start Date, End Date, Slots #, Information, and Action. A red box highlights the '+ Add Employee Schedule' button in the top right corner of the modal.

Click +Add Employee Schedule button, the following screen appears. Update the Start Date and End Date (optional) of the Schedule and Click Save & Add Time Slot button.

Add Employee Schedule

Employee* Start Date* End Date End Date*

To Add the Time Slot of the Employee the user has to Select the Days, Start Time, End Time and check the option All Day or Is 24hrs of the Employee Schedule and Click Add.

Update Employee Schedule

Employee* Start Date* End Date End Date*

Add Time Slot

Day* Start Time* End Time* All Day Is 24 Hrs? Notes

Select All Day

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

The Time Slot of the Employee Schedule is created successfully with the required details.

Update Employee Schedule

Employee*

Marry Delna

Start Date*

05/02/2023

End Date

End Date*

06/30/2023

Update Schedule

Add Time Slot

Day*

Select

Start Time*

Start Time

End Time*

End Time

All Day

Is 24 Hrs?

Notes

Notes

Add

Day	Start Time	End Time	All Day	Is 24 Hrs?	Notes	Action
Sunday	12:00 AM	11:50 PM	✓	✗		<div style="display: inline-block; width: 15px; height: 15px; background-color: #17a2b8; border-radius: 50%; margin-right: 5px;"></div> <div style="display: inline-block; width: 15px; height: 15px; background-color: #dc3545; border-radius: 50%; margin-right: 5px;"></div>
Monday	12:00 AM	11:50 PM	✓	✗		<div style="display: inline-block; width: 15px; height: 15px; background-color: #17a2b8; border-radius: 50%; margin-right: 5px;"></div> <div style="display: inline-block; width: 15px; height: 15px; background-color: #dc3545; border-radius: 50%; margin-right: 5px;"></div>
Tuesday	12:00 AM	11:50 PM	✓	✗		<div style="display: inline-block; width: 15px; height: 15px; background-color: #17a2b8; border-radius: 50%; margin-right: 5px;"></div> <div style="display: inline-block; width: 15px; height: 15px; background-color: #dc3545; border-radius: 50%; margin-right: 5px;"></div>
Wednesday	12:00 AM	11:50 PM	✓	✗		<div style="display: inline-block; width: 15px; height: 15px; background-color: #17a2b8; border-radius: 50%; margin-right: 5px;"></div> <div style="display: inline-block; width: 15px; height: 15px; background-color: #dc3545; border-radius: 50%; margin-right: 5px;"></div>
Thursday	12:00 AM	11:50 PM	✓	✗		<div style="display: inline-block; width: 15px; height: 15px; background-color: #17a2b8; border-radius: 50%; margin-right: 5px;"></div> <div style="display: inline-block; width: 15px; height: 15px; background-color: #dc3545; border-radius: 50%; margin-right: 5px;"></div>
Friday	12:00 AM	11:50 PM	✓	✗		<div style="display: inline-block; width: 15px; height: 15px; background-color: #17a2b8; border-radius: 50%; margin-right: 5px;"></div> <div style="display: inline-block; width: 15px; height: 15px; background-color: #dc3545; border-radius: 50%; margin-right: 5px;"></div>
Saturday	12:00 AM	11:50 PM	✓	✗		<div style="display: inline-block; width: 15px; height: 15px; background-color: #17a2b8; border-radius: 50%; margin-right: 5px;"></div> <div style="display: inline-block; width: 15px; height: 15px; background-color: #dc3545; border-radius: 50%; margin-right: 5px;"></div>

Showing 1 to 7 of 7 records

Revision #3

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