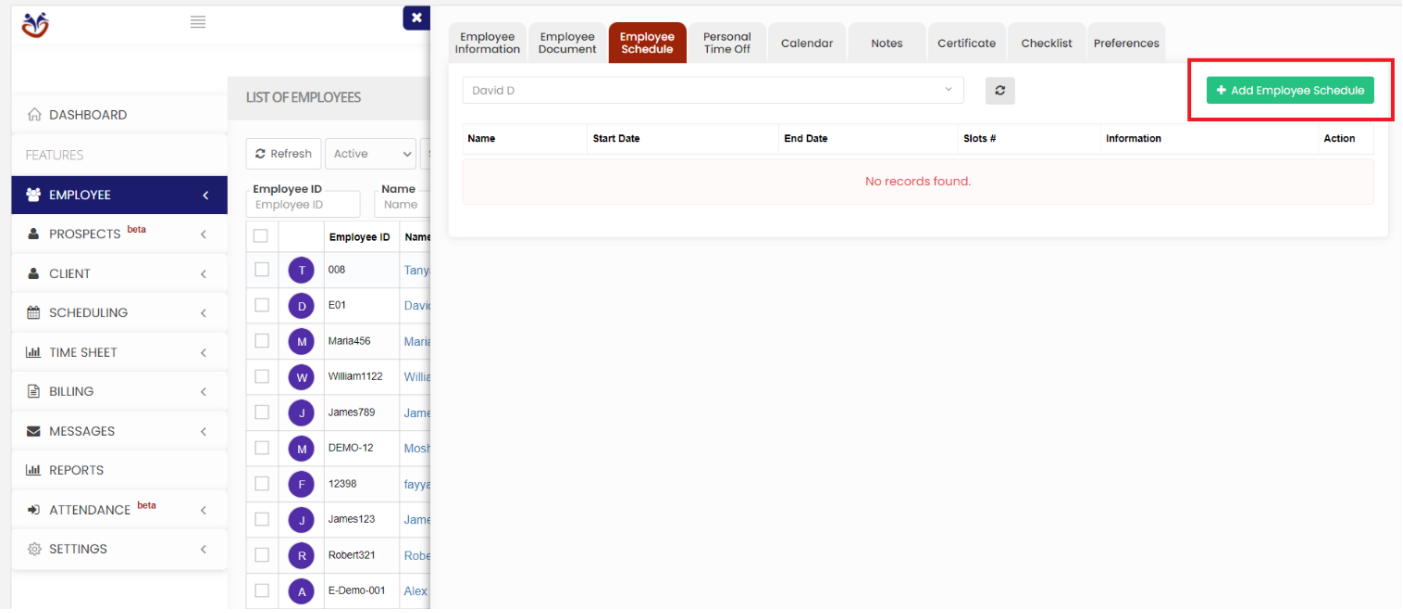
Employee Schedule

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.

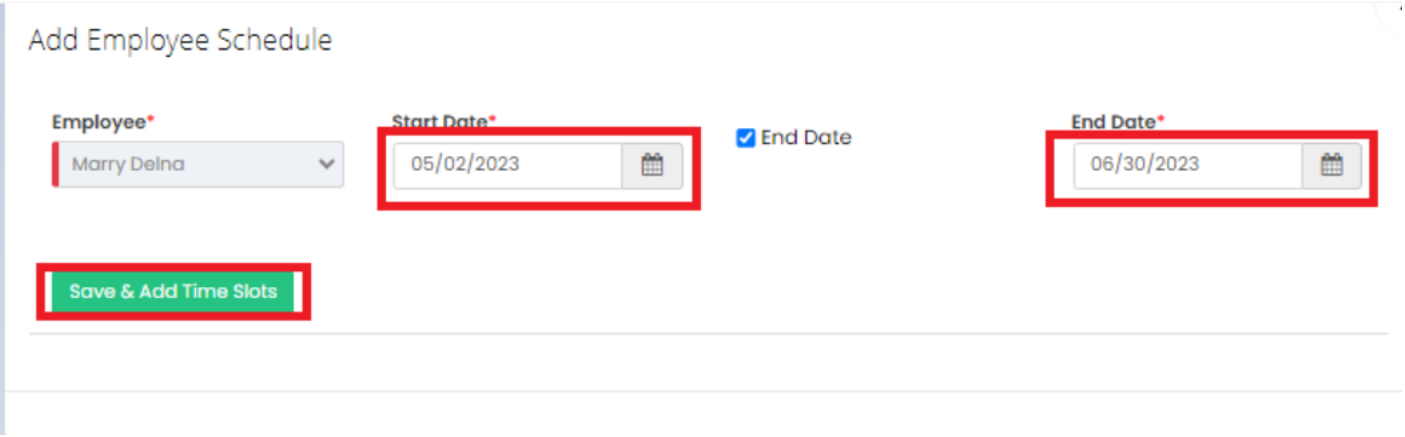
Adding Employee Schedule

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

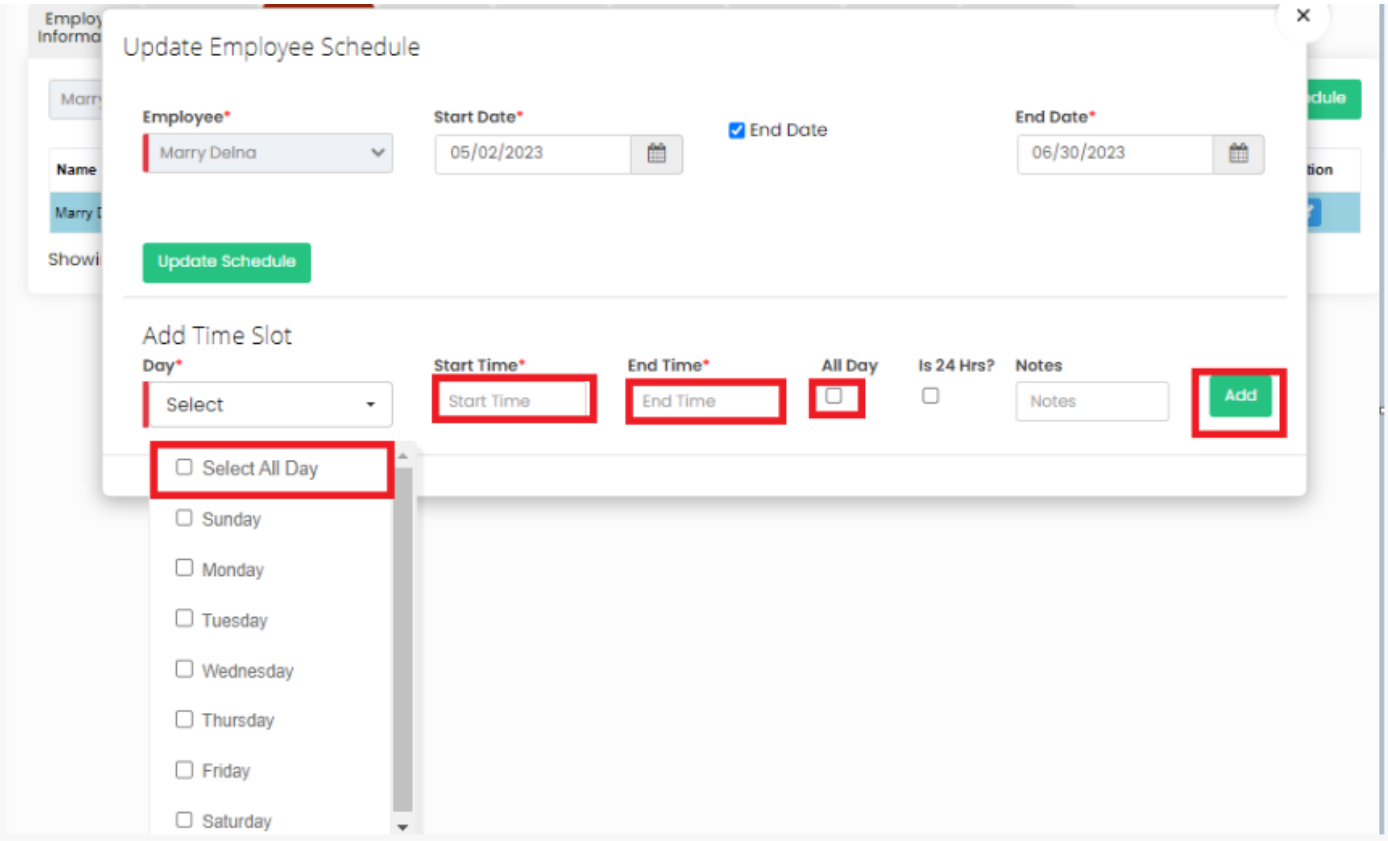
> **Employee Tab >> List >> Select Employee from List>> Employee Schedule or Employee Tab >> Schedule**



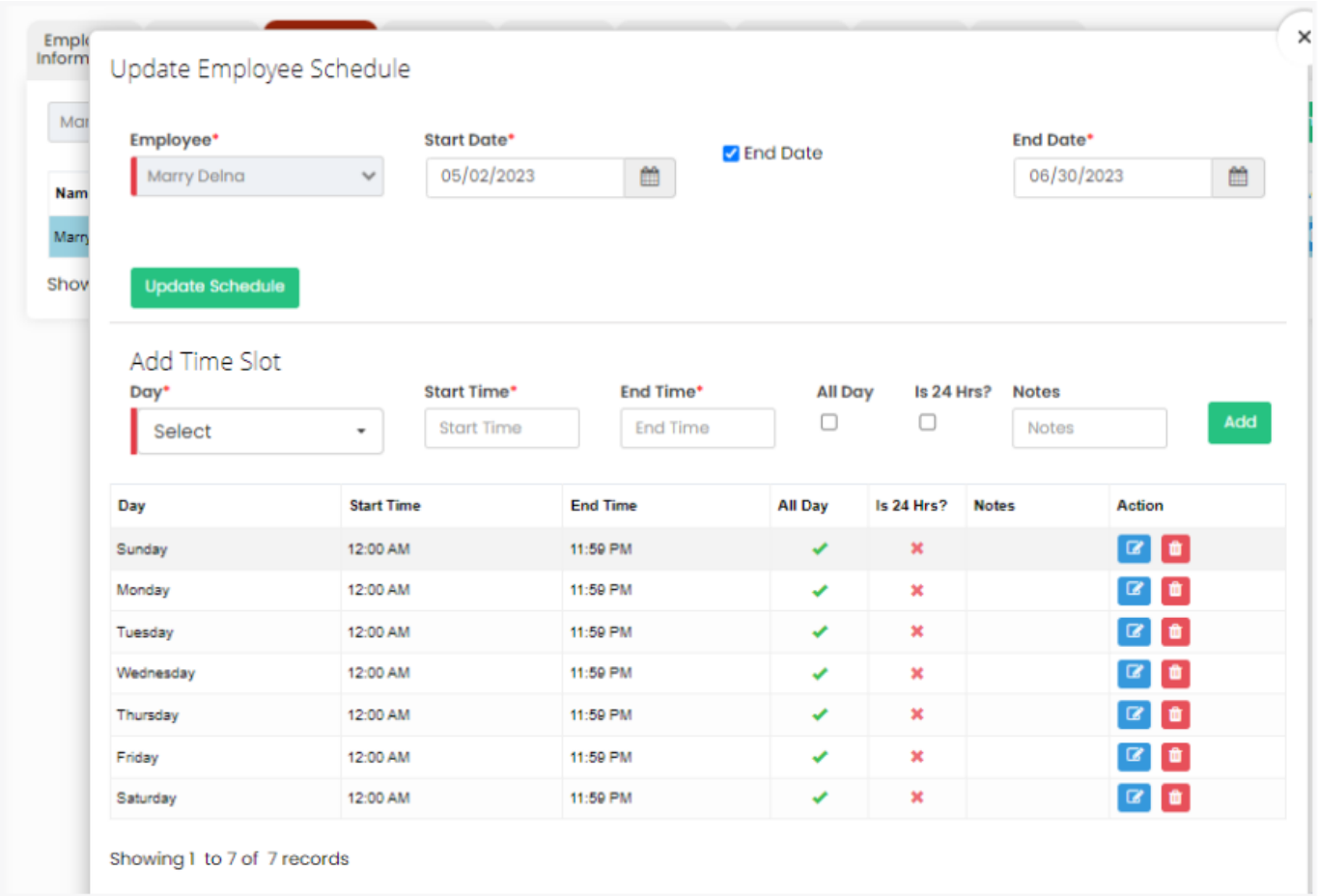
Click +Add Employee Schedule button, the following screen appears. Update the Start Date and End Date (optional) of the Schedule and Click Save & Add Time Slot button.



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.



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



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