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.

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	11:59 PM	✔	✖		✎ 🗑
Monday	12:00 AM	11:59 PM	✔	✖		✎ 🗑
Tuesday	12:00 AM	11:59 PM	✔	✖		✎ 🗑
Wednesday	12:00 AM	11:59 PM	✔	✖		✎ 🗑
Thursday	12:00 AM	11:59 PM	✔	✖		✎ 🗑
Friday	12:00 AM	11:59 PM	✔	✖		✎ 🗑
Saturday	12:00 AM	11:59 PM	✔	✖		✎ 🗑

Showing 1 to 7 of 7 records

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