

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 web application interface for managing employee schedules. On the left, a sidebar contains a menu with options like DASHBOARD, FEATURES, EMPLOYEE, PROSPECTS, CLIENT, SCHEDULING, TIME SHEET, BILLING, MESSAGES, REPORTS, ATTENDANCE, and SETTINGS. The main content area is titled 'LIST OF EMPLOYEES' and displays a table with columns for Employee ID, Name, and a checkbox. A modal window is open, showing 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*
Marry Delna

Start Date*
05/02/2023

☒ End Date

End Date*
06/30/2023

Save & Add Time Slots

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*
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

☐ Select All Day

☐ Sunday

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

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

Employee Information

Mary Delina

Mary Delina

Show

Update Employee Schedule

Employee*

Start Date*

End Date*

Mary Delina

05/02/2023

06/30/2023

Update Schedule

End Date

Add Time Slot

Day*

Start Time*

End Time*

All Day

Is 24 Hrs?

Notes

Add

Select

Start Time

End Time

☐

☐

Notes

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

Revision #3

Created 7 November 2023 19:03:56 by Thamarai

Updated 21 November 2023 18:46:13 by Thamarai