

Employee Schedule

An employee schedule in home health care is a structured plan outlining staff work hours and compliance with regulations. It ensures continuous patient care, staff well-being, and communication to ensure quality care delivery.

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 the 'Employee Schedule' management interface. On the left is a sidebar with a navigation menu including Dashboard, Features, Employee (selected), Prospects, Client, Scheduling, Time Sheet, Billing, Messages, Reports, Attendance, and Settings. The main area displays a 'LIST OF EMPLOYEES' table with columns for Employee ID, Name, and a selection checkbox. A modal window is open for adding a new schedule. The modal has tabs for Employee Information, Employee Document, Employee Schedule (active), Personal Time Off, Calendar, Notes, Certificate, Checklist, and Preferences. A red box highlights the '+ Add Employee Schedule' button in the top right corner of the modal. Below the button is a table with columns: Name, Start Date, End Date, Slots #, Information, and Action. The table currently shows 'No records found.'

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.

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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.

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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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