

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 a web application interface for managing employee schedules. On the left, a sidebar contains a menu with options like DASHBOARD, PROSPECTS, CLIENT, SCHEDULING, TIME SHEET, BILLING, MESSAGES, REPORTS, ATTENDANCE, and SETTINGS. The 'EMPLOYEE' tab is selected. The main content area is divided into two sections. The top section, titled 'LIST OF EMPLOYEES', shows a table with columns for Employee ID, Name, and a checkbox. The bottom section, titled 'Employee Schedule', shows a modal for adding a new schedule. The modal has tabs for Employee Information, Employee Document, Employee Schedule (selected), Personal Time Off, Calendar, Notes, Certificate, Checklist, and Preferences. A green button labeled '+ Add Employee Schedule' is highlighted with a red box.

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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