



Append time to multiple employees' shifts

To only change the start or end time of the same shift for multiple employees on the same day, append time to a shift. Example: Schedule all employees in a department to come in one hour early.

To append to the start or end time of shifts:

1. To select the employees whose shifts you need to modify, click the check box next to each name. (You can also Control+click or Shift+click the employees.)
2. Right-click one of the selected employees and select **Append Shift** in the glance.
3. Specify the **Effective Date**.
4. Click whether to append time to the **Start** or **End** of the current shift.
5. Enter the **Duration** of the added time, using standard duration format.
6. If the segment is a **Transfer**, select (choose one or more):
 - **Business Structure** — Select **New**, then select or search for a location transfer from the Business Structure.
 - **Work Rule** — Enter the name or search for and select the work rule.
 - **Payer Cost Center** — Select **New**, then select or search for and select a cost center.
 - **Labor Categories** — Select the labor category that you want to transfer, select or search for the labor category entry.
 - **Note:** A transfer is not valid for Break or Unavailable segment types.
7. Click **OK**.
8. Click **Save**.
9. **Note:** You cannot append time to paycodes, signed-off shifts, locked shifts, or shifts during locked days.

Append Shift
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Effective Date* 📅

Append To
 Start End

Duration*

Transfer