



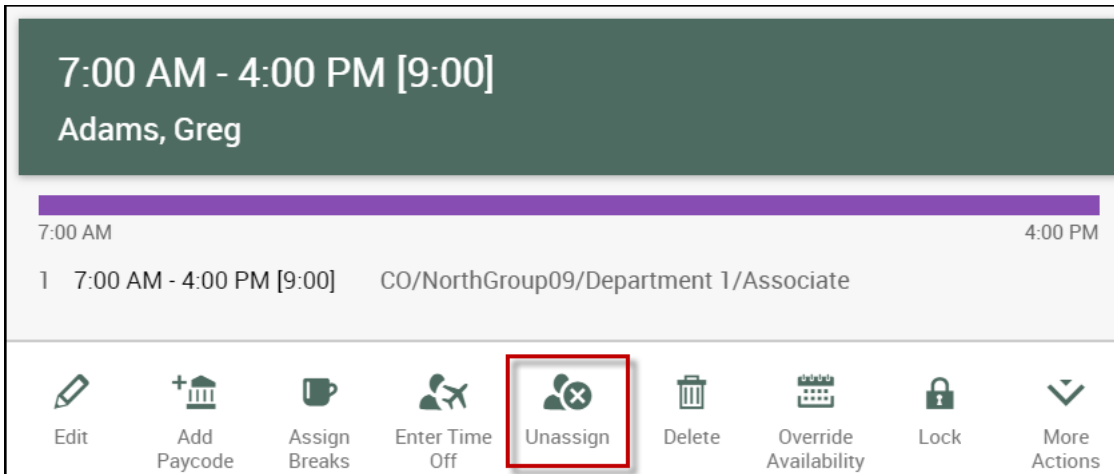
Job Aid

Unassign an employee from a shift

When you unassign employees from shifts, the shifts become open shifts that keep the same job assignment and times as the original shift.

Note: You cannot unassign a shift that is locked, signed off, during a locked day, or during an Off or Unavailable period.

1. Right-click an assigned shift and select **Unassign**.
2. Click **Save**.



7:00 AM - 4:00 PM [9:00]
Adams, Greg

7:00 AM 4:00 PM

1 7:00 AM - 4:00 PM [9:00] CO/NorthGroup09/Department 1/Associate

Edit Add Paycode Assign Breaks Enter Time Off **Unassign** Delete Override Availability Lock More Actions