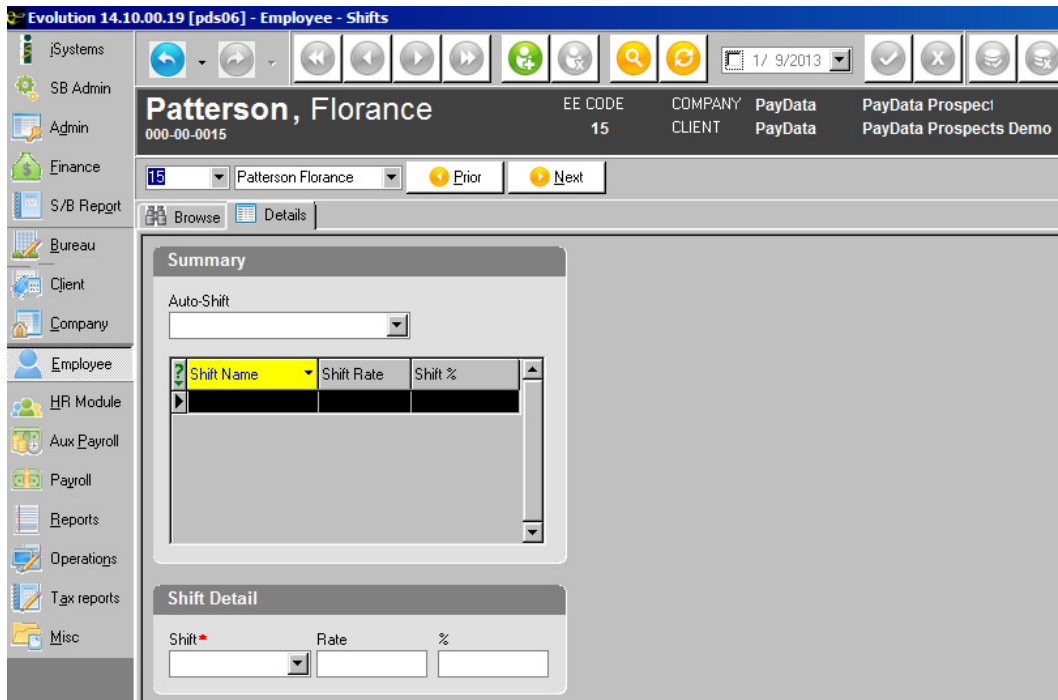



## Employee Shifts

### Employee – Shifts (Details Tab)



1. In Employee go to Shifts:

- Click on the  key
- Pull in the shift
- The amount will filter in, but can be overridden if needed.

2. If the Shift needs to be paid out automatically:

- In Employee Shifts, under Auto-Shifts, pull in the appropriate shift.

3. In Payroll check lines, when keying in hours that need to be paid out in a shift, you will need to pull in the shift on each individual earning. If Auto-shifts have been set up, this will happen automatically.