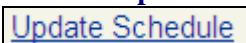

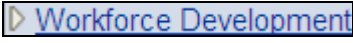
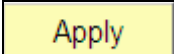
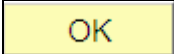
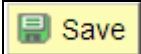


Assign Work Schedule - Preventing Orphan Records

Step	Action
1.	<p>Navigate to the appropriate work schedule. Perform search for appropriate employee. (See Time & Labor training manual section entitled “Assign Work Schedule”)</p> <p>Following the correct save procedure applies when creating or updating an Assign Work Schedule.</p> <p>In this example <i>updating</i> the Assign Work Schedule is used to demonstrate the correct save procedure.</p> <p>Click the Update Schedule link.</p> 
2.	<p>Click the Schedule Shifts tab to create or update a work schedule. Make appropriate corrections, if needed.</p> 
3.	<p>When complete, Do not Navigate away from the Assign Work Schedule page before saving the data. (See Time and Labor manual for further details).</p> 
4.	<p>Click the Apply Button to Apply Assign Work Schedule changes.</p> 
5.	<p>Click the OK Button to return to the Assign Work Schedule Main Page.</p> 
6.	<p>Click the Save Button to the Save Assign Work Schedule data.</p> 
7.	<p>This completes <i>Assign Work Schedule - Preventing Orphan Records procedure</i>. End of Procedure.</p>