

Essex Hours

Quick guide: Adding and amending shifts



- 1. Log in to your 'Essex Hours Administrator' role in iTrent and select 'Work Scheduling' from the panel on the right-hand side.
- 2. Click link "1. Create allocate and/or amend shifts" under the 'Allocate Work' folder.



3. When prompted, search for the name of your project. If you don't know the name, put your cursor in the search box and press enter on your keyboard to run a blank search and return all results.



- 4. Search for your roster. If you don't know the name, put your cursor in the search box and press enter on your keyboard which will run a blank search and return all results. Select the roster.
- 5. This will open the roster overview calendar under the 'Shift View' tab.

PEOPLEVIEW	HET VIEW. ← ← Mon Jul 31 2023 to Sun Aug 06 2023 ト >>						
	Mon 31	Tue 01	Wed 02	Thu 03	Fn 04	Sat 05	Son 0
General work 08:00 - 22:00	•						
General work 09:00 - 14:00							
General work 10.00 - 12:00						0	
General work 10:00 - 18:00		•					
Gener# work 11:00 - 14:00					0		
General work 13:90 - 17:00					0		
Total time	14:00	08.00	00.00	00.00	07.00	02.00	05-00

6. To add a new shift, click the 'Add Shift' button which is below the calendar, towards the right-hand side of the screen.



7. Enter the start date, select the task and enter the start time, end date and end time. You can also allocate the person by selecting them from the list. Select the workforce pool name and then the person, and click save.

Start date*	27/06/2024	
Tasks*	Example task 🗸	
Start time*	09:00	
End date*	27/06/2024	
End time*	11:00	
Create multiple shifts		
Show available staff only		
Workforce pool name	Example workforce pool	
Person	Joe Bloggs 🗸	
— Task details		
Default unpaid time		
Record breaks		
Use task recurrence pattern		
Recurrence pattern	None	
+ Costing details		
+ Notes		

8. Once you have added all of your shifts press the 'validate roster' button which will search for any constraints, if there are any they will be displayed under 'view constraints'

PEOPLE VIEW	SHIFT VIEW						• •
	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Sun 27
Flexible shift	•						
Flexible shift							
Flexible shift	•						
Flexible shift							
Flexible shift	•						
Flexible shift	•						
10:00 - 12:00							
13:00 - 15:00							
Total cost	515.42	0.00	0.00	39.54	39.54	0.00	0.00
Total time	27:00	00:00	00:00	02:00	02:00	00:00	00:00
Allocated shift O Unallocated shift 1 Constraint Student visa						s (0) Add Shift	
Run costs Validate roster							

- Go to the roster overview calendar and select the shift view (from the home screen, navigate to Work Scheduling > Allocate Work > 1. Create allocate and/or amend shifts > search for your project and roster)
- 2. Find the shift you want to amend and click on the circle.

PEOPLE VIEW	SHIFT VIEW	< < Mon Apr 15 2024 to Sun Apr 21 2024 🕨 🕪					
	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Sun 21
EBS BE313 Marking 06:00 - 19:00	•						
EBS BE167 Marking 07:00 - 22:00		•					
EBS BE113 Marking 09:00 - 14:00							
Total time	e 18:00	15:00	00.00	00:00	00:00	00.00	00-00

3. Amend the shift accordingly, whether that be changing the start or end date, start or end time or changing the person, and click save.

Shift details			×
Start date*	15/04/2024		
Tasks*	Example task	•	
Start time*	06:00		Make the necessary
End date*	15/04/2024		amendments and then save
End time*	19:00		
Person	Normani, Scholastuni Schurtz - HETH HOLDOL MILISICAD	Ĩ	
— Task details			
Default unpaid time			
Record breaks			\$
Use task recurrence pattern		_	
Recurrence pattern	None	~]	
+ Costing details			
+ Notes			
+ Constraints			
Save	Save and allocate	Delete	

4. Once you have made your changes ensure you validate the roster to look for constraints. This can be done by clicking on the 'validate roster' button in the calendar view. If there are any constraints these will be highlighted under the 'view constraints' button

PEOPLE VIEW	SHIFT VIEV	V	 Mon Oct 21 2024 to Sun Oct 27 2024 					
	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Sun 27	
Flexible shift							· · · · · · · · · · · · · · · · · · ·	
Flexible shift	•							
Flexible shift	٠							
Flexible shift	•							
Flexible shift	•							
Flexible shift								
10:00 - 12:00								
13:00 - 15:00							•	
Total cost	515.42	0.00	0.00	39.54	39.54	0.00	0.00	
Total time	27:00	00:00	00:00	02:00	02:00	00:00	00:00	
Allocated shift O Una	allocated shift	e Constraint	会 Student v	risa	v	iew constraint	s (0) Add Shift	
			R	un costs	Validate rost	ter		