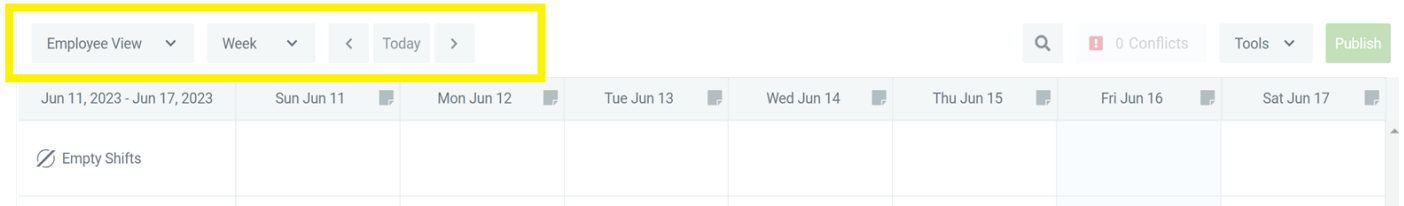


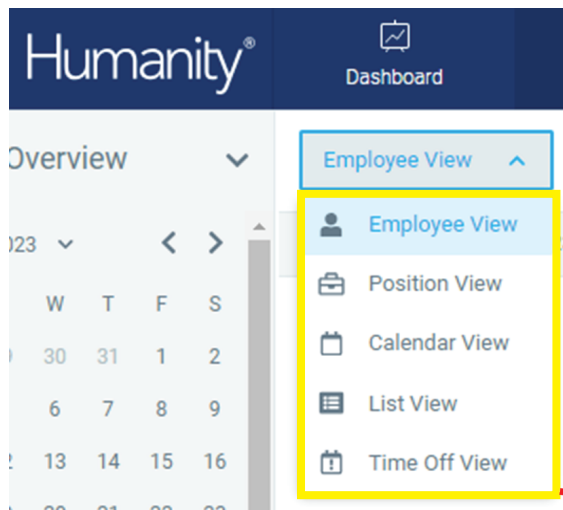
Humanity ShiftPlanning Quick Guide

This Humanity ShiftPlanning quick guide is designed to help Retail and ROC managers enhance their understanding of the Humanity scheduling software.

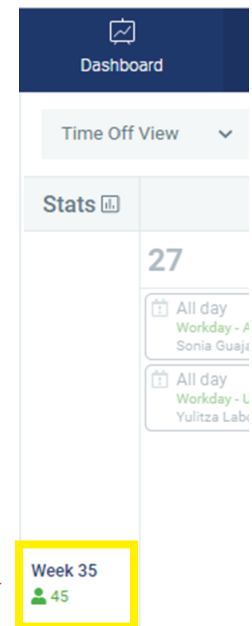
This is the Toolbar that you can use to change views of the schedule.



You can view the schedule by Employee, Position, Calendar, List, and Time Off. You can also view the schedule by Day, Week, 2 Week, and 4 Week.

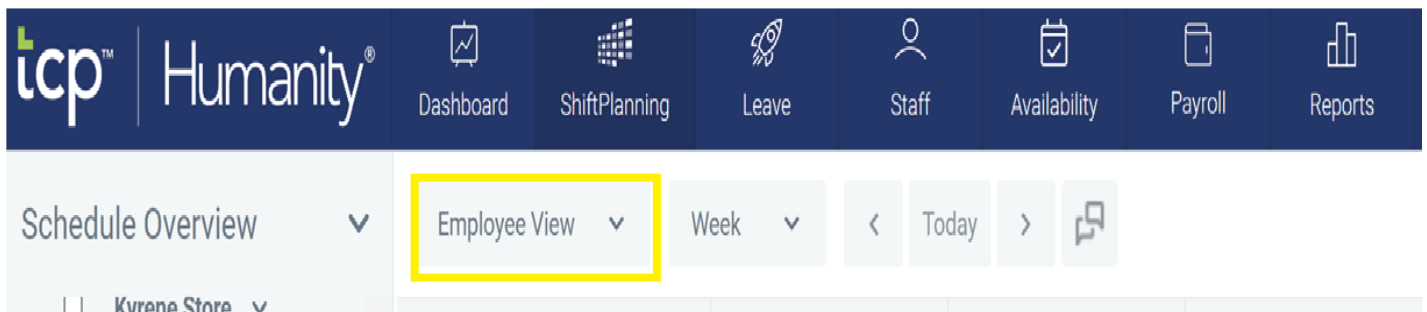


***Tip:** The new **Time Off View** allows managers to see all the approved time off requests and leaves for the month, along with how many team members have time off each week.

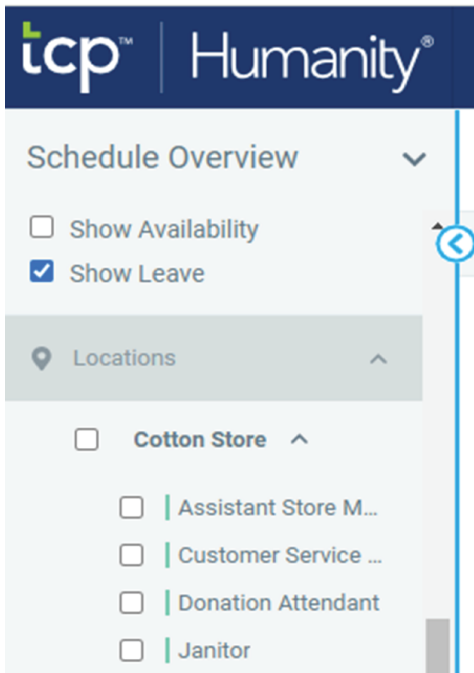


Creating a Schedule

Step 1: Go to the **ShiftPlanning** module from the top-panel. Navigate to the timeline that you need and select the **Employee View** or the **Position View** from the schedule view drop-down.



Step 2: Using the filters along the left side of the schedule, you can display schedules for selected locations (if you have access to multiple locations), positions, or employees.



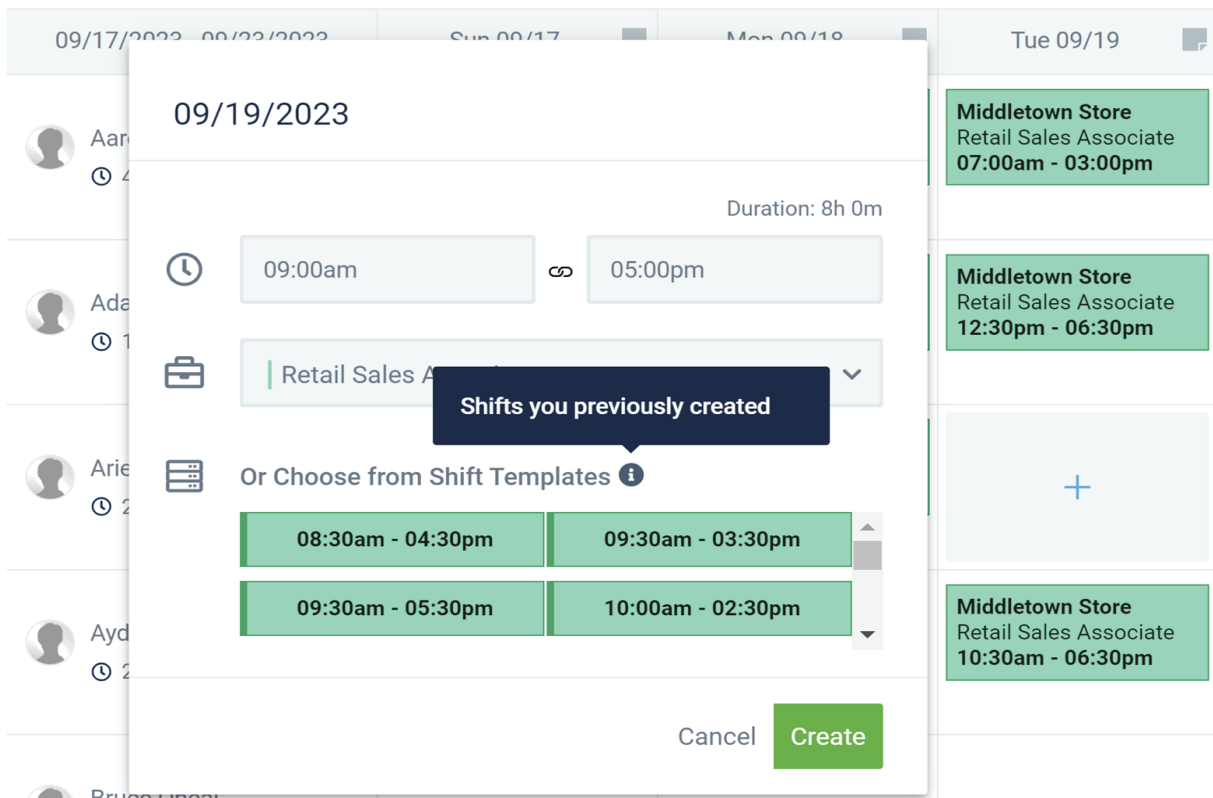
The position that most frequently needs schedule changes is the Retail Sales Associate.

Full-time team members like Retail Merchandise Processors will have set schedules that rarely change.

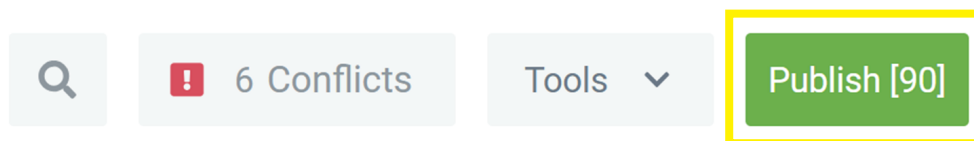
Step 3: Hover over the day you want to add a shift for a team member. A blue plus sign will appear that enables you to create the shift.

Employee View		Week	<	Today	>	
09/17/2023 - 09/23/2023		Sun 09/17	Mon 09/18	Tue 09/19		
Aaron Rosner 🕒 40.00			Middletown Store Retail Sales Associate 07:00am - 03:00pm	Middletown Store Retail Sales Associate 07:00am - 03:00pm		
Adam Mahmoud 🕒 18.00			Middletown Store Retail Sales Associate 12:30pm - 06:30pm	Middletown Store Retail Sales Associate 12:30pm - 06:30pm		
Arielle Craig 🕒 21.00	Middletown Store Retail Sales Associate 08:00am - 04:00pm	Middletown Store Retail Sales Associate 01:30pm - 06:30pm	+			
Ayden Wilson 🕒 24.00				Middletown Store Retail Sales Associate 10:30am - 06:30pm		

Step 4: Once you click on the blue plus sign, you can manually choose the shift length. If you have previously made shifts for this position, you can choose one from the shift templates.



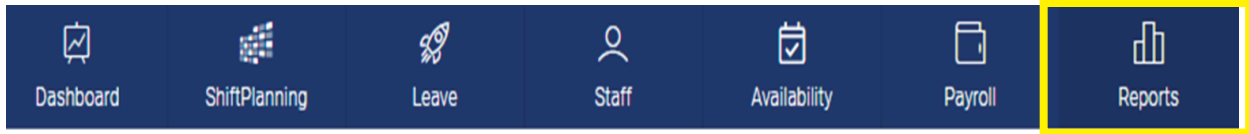
Step 5: Click **Create** to make the shift. When you have finished posting shifts for all positions, click Publish to finalize the schedule.



***Tip:** The Humanity platform will flag any shift over eight hours as a conflict even though managers may have longer shifts. You can click on the **Conflict** icon to review the conflicts for accuracy. You do not need to resolve Conflicts in order to publish the schedule.

Printing a Schedule

You can print schedules that show how many hours are being worked by each team member. To do this, click on **Reports** at the top of the page.



The very first option is **Schedule Summary**. Click on it and choose the desired week, then click **Apply** to generate the schedule. Click on the drop down menu next to **Print** and select **Small Format**. After doing so, select **Print**.

This Week: 10/08/2023 10/14/2023
 Include Employee Id
 Include Employee Eid
 Group by position / location
 Location on top

All Locations Select Positions Select Employees Select Skills Options Apply

Print Export Small Format

19th Ave Store		10/08/2023			10/09/2023			10/10/2023			10/11/2023			10/12/2023			10/13/2023		
Name	Total	Start	End	Hrs	Start	End	Hrs	Start	End	Hrs	Start	End	Hrs	Start	End	Hrs	Start	End	Hrs

Change the layout to Landscape in the printing options and the document is ready to print.

9/13/23, 4:31 PM about:blank

Schedule Summary: 09/10/2023 - 09/16/2023

Abnatsukee Store	09/10/2023	09/11/2023	09/12/2023	09/13/2023	09/14/2023	09/15/2023	09/16/2023																
Name	Total	Start	End	Hrs	Start	End	Hrs																
Alec Huberich	24.00	10:00 am	4:00 pm	6.00	10:00 am	4:00 pm	6.00																
Amber Quinn	5.00	9:00 am	2:00 pm	5.00																			
Becky Mikel	20.00		11:00 am	4:00 pm	5.00	10:00 am	3:00 pm	5.00	9:00 am	2:00 pm	5.00	11:00 am	4:00 pm	5.00									
Brenly Williams	5.00							4:30 pm	9:30 pm	5.00													
Claudia Doretbo	44.00	1:30 pm	9:30 pm	8.00				12:30 pm	9:30 pm	9.00	12:30 pm	9:30 pm	9.00	12:30 pm	9:30 pm	9.00							
Cody Shipp	45.00				8:00 am	5:00 pm	9.00	8:00 am	5:00 pm	9.00	8:00 am	5:00 pm	9.00	8:00 am	5:00 pm	9.00							
Devian Nakai	33.00	9:00 am	5:00 pm	8.00	3:30 pm	9:30 pm	6.00	1:30 pm	9:30 pm	8.00	3:30 pm	9:30 pm	6.00	4:30 pm	9:30 pm	5.00							
David Caplan	24.00	10:00 am	4:00 pm	6.00	10:00 am	4:00 pm	6.00				10:00 am	4:00 pm	6.00										
Devin Wallace	24.00				9:00 am	5:00 pm	8.00	8:00 am	4:00 pm	8.00	9:00 am	5:00 pm	8.00										
Elizabeth Smith	40.00				8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00							
Gabriel Castegjon	31.50				10:00 am	5:00 pm	7.00				1:30 pm	9:30 pm	8.00	4:30 pm	9:30 pm	5.00							
Geronimo Holguin	8.00													9:00 am	5:00 pm	8.00							
Jamie Lopeman	40.00				8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00							
Jennifer Porter	40.00				8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00							
Jose Olvera	40.00				8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00							
Kaylee Cooper	33.00	3:30 pm	9:30 pm	6.00	2:30 pm	9:30 pm	7.00	2:30 pm	9:30 pm	7.00	2:30 pm	9:30 pm	7.00										
Kolter Slidcker	40.00				8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00							
Maggie Harris	30.00				8:30 am	2:30 pm	6.00	8:30 am	2:30 pm	6.00	8:30 am	2:30 pm	6.00	8:30 am	2:30 pm	6.00							
Maria Akon	40.00				8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00							
Maria de la Luz Garcia Rios	45.00				12:30 pm	9:30 pm	9.00	12:30 pm	9:30 pm	9.00	8:00 am	5:00 pm	9.00										
Michael Reilly	23.00	4:30 pm	9:30 pm	5.00	3:30 pm	9:30 pm	6.00							8:00 am	5:00 pm	9.00							
Nasreen Fatima	40.00				8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00							
Neal Breen	30.00				8:30 am	2:30 pm	6.00	8:30 am	2:30 pm	6.00	8:30 am	2:30 pm	6.00	8:30 am	2:30 pm	6.00							
Neal Valiant	40.00				8:00 am	4:00 pm	8.00	8:00 am	4:00 pm	8.00	8:00 am	4:00 pm	8.00	8:00 am	4:00 pm	8.00							
Nick Harris	38.00	1:30 pm	9:30 pm	8.00	1:30 pm	9:30 pm	8.00				1:30 pm	9:30 pm	8.00	2:30 pm	9:30 pm	7.00							
Parveen Khanum	16.00				8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00													
Ryan Tuo	40.00				8:00 am	4:00 pm	8.00	8:00 am	4:00 pm	8.00	8:00 am	4:00 pm	8.00	8:00 am	4:00 pm	8.00							
Tin White	40.00				8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00							
Valentina Pogarcic	40.00				8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00	8:30 am	4:30 pm	8.00							
Zac Deming	40.00	10:00 am	6:00 pm	8.00				9:00 am	5:00 pm	8.00	9:00 am	5:00 pm	8.00	9:00 am	5:00 pm	8.00							
Total	958.50				55.00			176.00			160.00			54.00			169.00			159.00			185.50

about:blank 1/1

Print 1 page

Destination: Save as PDF

Pages: All

Layout: Landscape

More settings

Save Cancel