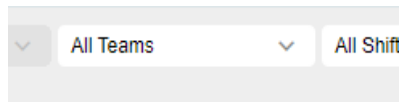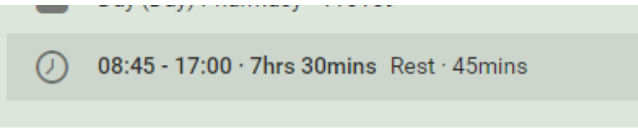# Managers Quick Guide

Viewing your Team

To see only the staff within your team on the roster, you can use the 'Team' filter and select your relevant team.

To undo, please select 'all teams' option.

Adjusting shift times

Double click on the shift you want to amend, and the information panel will appear.
Click on the shift times to amend them:

Assigning shifts manually

Expand your vacant duties (if not already visible) by clicking on the red 'Unfilled duties' on the left-hand side.

Locate the shift you want to assign and drag and drop this down to the persons timesheet.

Assigning Overtime

Any staff who requires payment rather than time owing, will need overtime assigning to their shift.
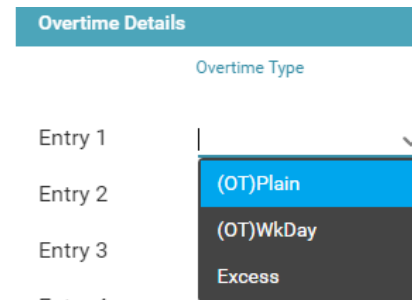
To do this, right click on the shift and choose option 'Assign advanced overtime and allowance'.

Double check the start and end times are correct before proceeding.

- Assign the applicable overtime rate
- Applies to Entire Duty
- Select relevant Reason

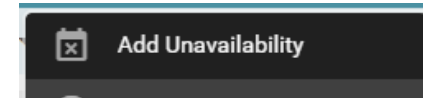**Excess overtime is required until person has worked over 37.5 hours.**
Over 37.5 hours staff are entitled to (OT) Sat / Sun rate.

Assigning Unavailabilities

To assign Annual Leave, Sickness, Study Leave etc, you add this as an Unavailability.

To do this, you can either right click on the shift, empty cell or the person's name and choose option 'add unavailability'


Complete the Group, Reason options and double check the start date and end date are correct.
If you need to add a partial day, ensure the start and end times have been updated so the period does not overlap the shift assigned.

Finalising your Team

To finalise your Team, right click on the purple roster bar and choose option 'Finalise'.
Select your team from the drop-down box and confirm the dates you wish to finalise.
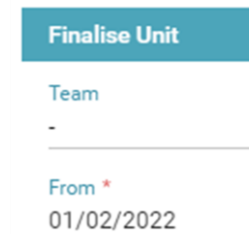
Please note: If you do not select the team, you will finalise the entire roster.