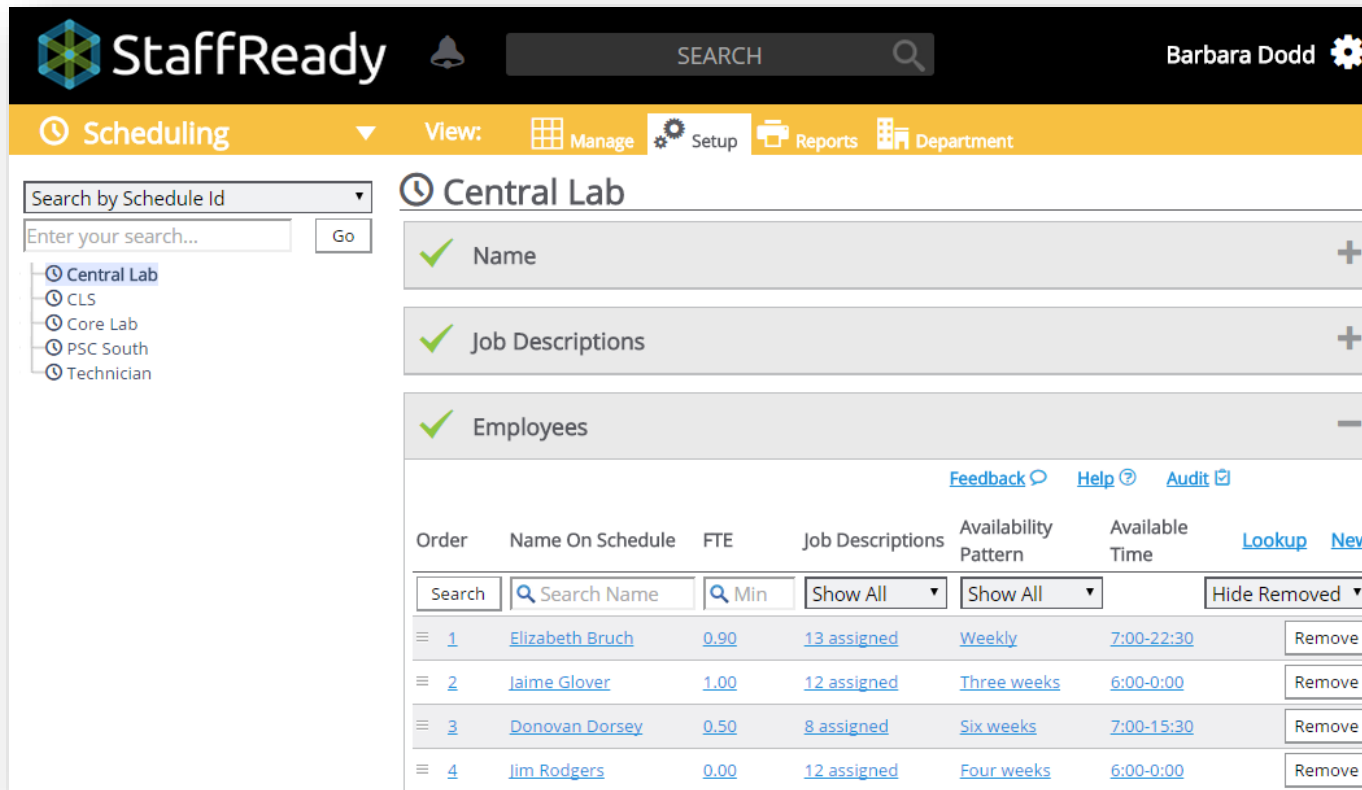


Setup View – Employee Color Bar

Adjusting Employee Build Order

This reference guide provides a process overview of how to **Adjust Employee's Build Order** within the **Employee** Color Bar in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Adjust the employee build order



The screenshot displays the StaffReady Scheduling Module interface. The top navigation bar includes the StaffReady logo, a search bar, and the user name 'Barbara Dodd'. Below the navigation bar, the 'Scheduling' tab is active, and the 'Central Lab' setup view is selected. The 'Employees' section is expanded, showing a table of employees with the following data:

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	Elizabeth Bruch	0.90	13 assigned	Weekly	7:00-22:30	Remove	
2	Jaime Glover	1.00	12 assigned	Three weeks	6:00-0:00	Remove	
3	Donovan Dorsey	0.50	8 assigned	Six weeks	7:00-15:30	Remove	
4	Jim Rodgers	0.00	12 assigned	Four weeks	6:00-0:00	Remove	

Adjust the Employee Build Order

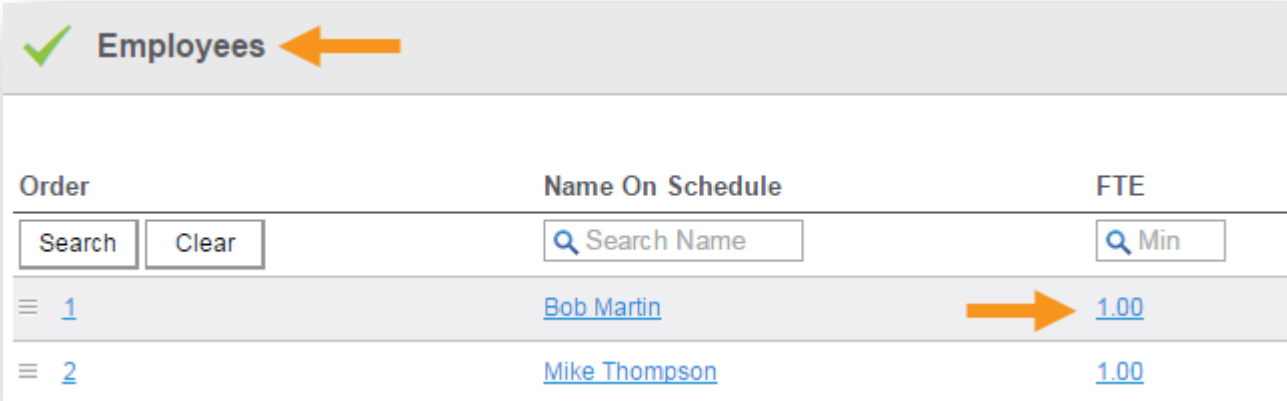
Some schedule complexities may require that certain employees are structured to build ahead of other employees when the system schedule build is generated. There are three schedule priority values within ScheduleReady 4.5:

- **Schedule Priority 1:** The initial default value for all employees. The system build attempts to schedule employees with this schedule priority first.
- **Schedule Priority 2:** The system build attempts to schedule employees with this schedule priority value next.
- **Schedule Priority 3:** Employees cannot be set to this schedule priority unless at least one employee set as a Schedule Priority 2. The system build attempts to schedule employees with this schedule priority value last.

Important: Because the system builds one day at a time, schedule priorities are executed as each day of the schedule period is built. The system *does not* attempt to schedule all Schedule Priority 1 employees across the entire schedule period, and then start over at the beginning of the schedule period and attempt to schedule Schedule Priority 2 employees.

Adjust the Employee Build Order

1. Click the **Employees** color bar.
2. In the row of the employee whose priority setting you wish to edit, click the **FTE** link.



Order	Name On Schedule	FTE
<input type="button" value="Search"/> <input type="button" value="Clear"/>	<input type="text" value="Search Name"/>	<input type="text" value="Min"/>
≡ 1	Bob Martin	1.00
≡ 2	Mike Thompson	1.00

Edit FTE window displays.

3. On the **Schedule Priority** menu, click the desired priority value.
4. Click **Save Changes**.

Edit FTE

Employee Jim Bob	Number of Schedules 1 view	Payroll Period Two weeks	Overtime Period Weekly
FTE ⓘ 1	Float or Per Diem ⓘ No	Schedule Priority ⓘ 2	

[Save Changes](#) [Cancel](#) [Need Edit](#)

Employee Properties

Property	Value
The maximum number of consecutive days an employee can work between all schedules is 1-14 (0 = unlimited)	10
The maximum number of hours the employee can work in one pay period between all schedules	80.00

Schedule Hour Properties

Property	Value
The maximum number of hours the employee should work in a pay period	80.00
The minimum number of hours the employee should work in a pay period	8.00

Schedule Shift Properties

Property	Value
The maximum number of shift assignments the employee should be assigned in a pay period	10
The minimum number of shift assignments the employee should be assigned in a pay period	1

Schedule Day Properties

Property	Value
The maximum number of days the employee should work in a pay period	10
The minimum number of days the employee should work in a pay period	1