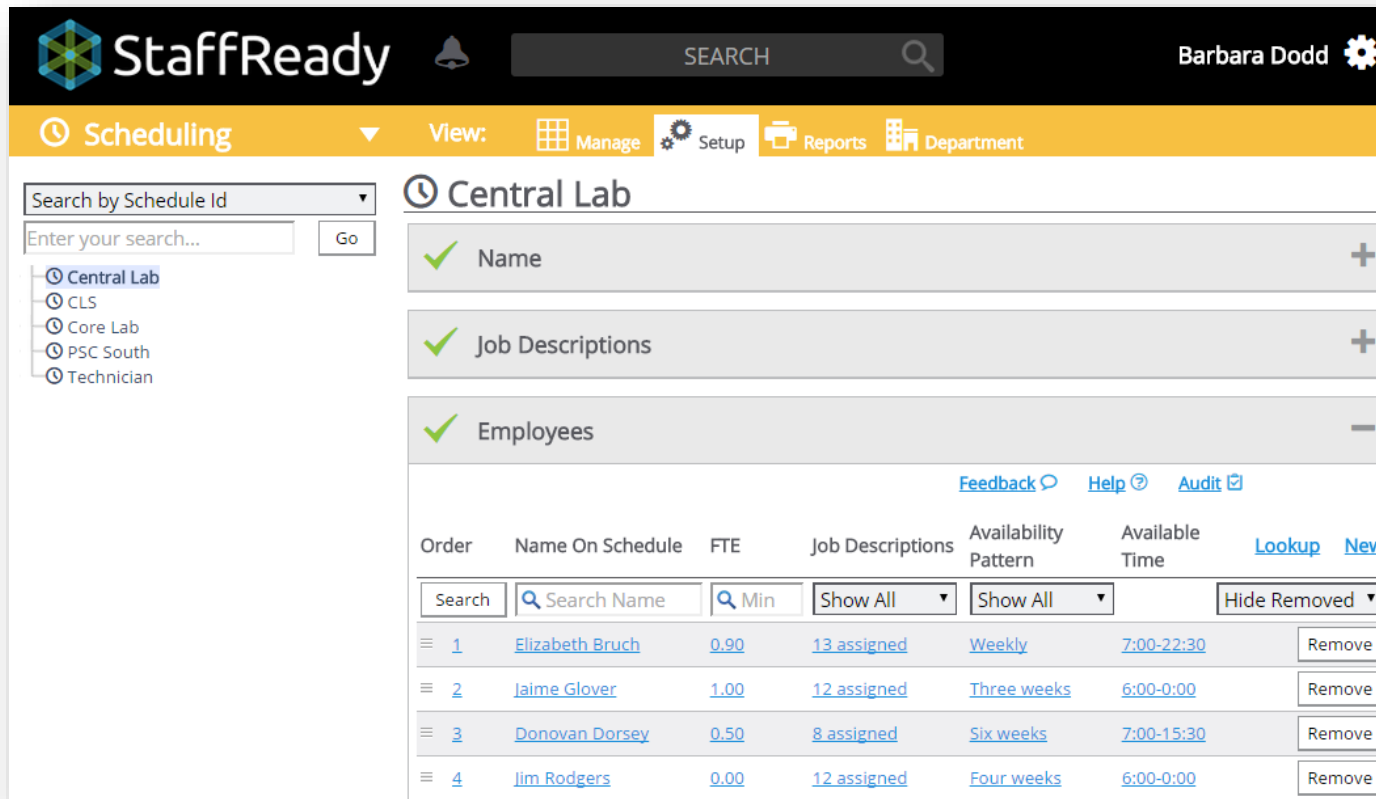


## Setup View – Employee Color Bar

### Adjust Employee’s FTE Settings

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

- Edit employee’s FTE settings



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' with a settings gear icon. Below this, a yellow navigation bar shows 'Scheduling' as the active tab, with sub-tabs for 'Manage', 'Setup', 'Reports', and 'Department'. The main content area is titled 'Central Lab' and features a search bar for 'Search by Schedule Id' with a 'Go' button. A sidebar on the left lists department options: Central Lab, CLS, Core Lab, PSC South, and Technician. The main area contains three expandable sections: 'Name', 'Job Descriptions', and 'Employees'. The 'Employees' section is expanded, showing a table of employee assignments with columns for Order, Name On Schedule, FTE, Job Descriptions, Availability Pattern, and Available Time. Each row includes a 'Remove' button. The table data is as follows:

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

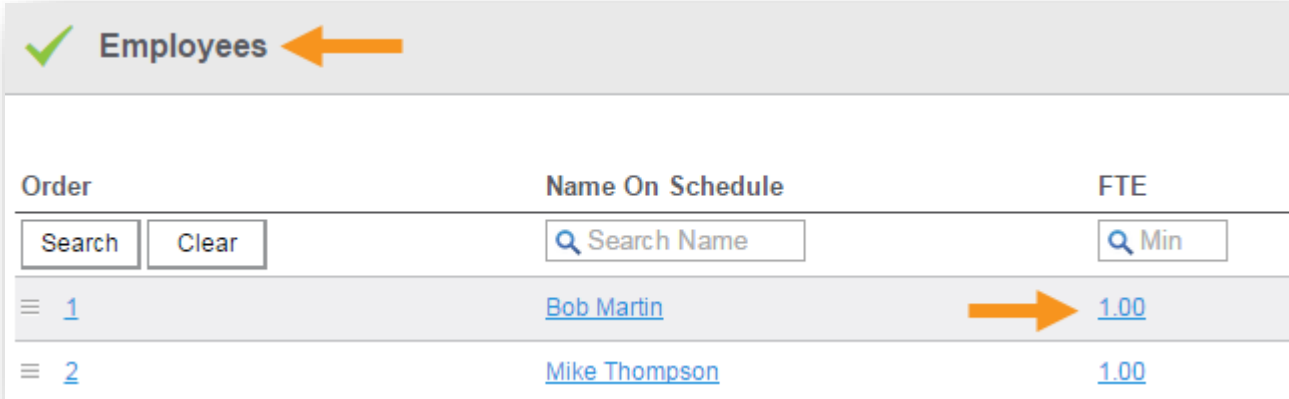
## Edit Employee FTE Setting

The automatic system build bases employee FTE rules off of employee FTE settings. The FTE values that you set within StaffReady Scheduling Module are based on what you want the system to have permission to schedule. This is not necessarily the same set of values recorded in the HR department for each employee.

For example, an employee may technically be listed as a 0.5 FTE employee; however, due to staff shortages you may have permission to schedule the employee as a 0.9 FTE and need to list him or her as such within ScheduleReady so the system may schedule the employee an additional 32 hours within each pay period.

### Edit Employee FTE Settings

1. Click the **Employees** color bar.
2. In the row of the employee whose FTE 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	<a href="#">Bob Martin</a>	<a href="#">1.00</a>
≡ 2	<a href="#">Mike Thompson</a>	<a href="#">1.00</a>

**Edit FTE** window displays.

3. In the **FTE** box, type the new FTE value.
4. To designate the selected employee as a per diem employee (and change all FTE settings to 0), on the **Float or Per Diem** menu, click **Yes**.
5. If you need to view all schedules that the employee is listed on (shared), under **Number of Schedules**, click **view**.
6. To change individual values within each property table, click **Advanced Edit**.
7. 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](#) [Advanced 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

#### Schedule Override Properties

Property	Value
Employees uses availability overrides.	False

[WICKET AJAX DEBUG](#)