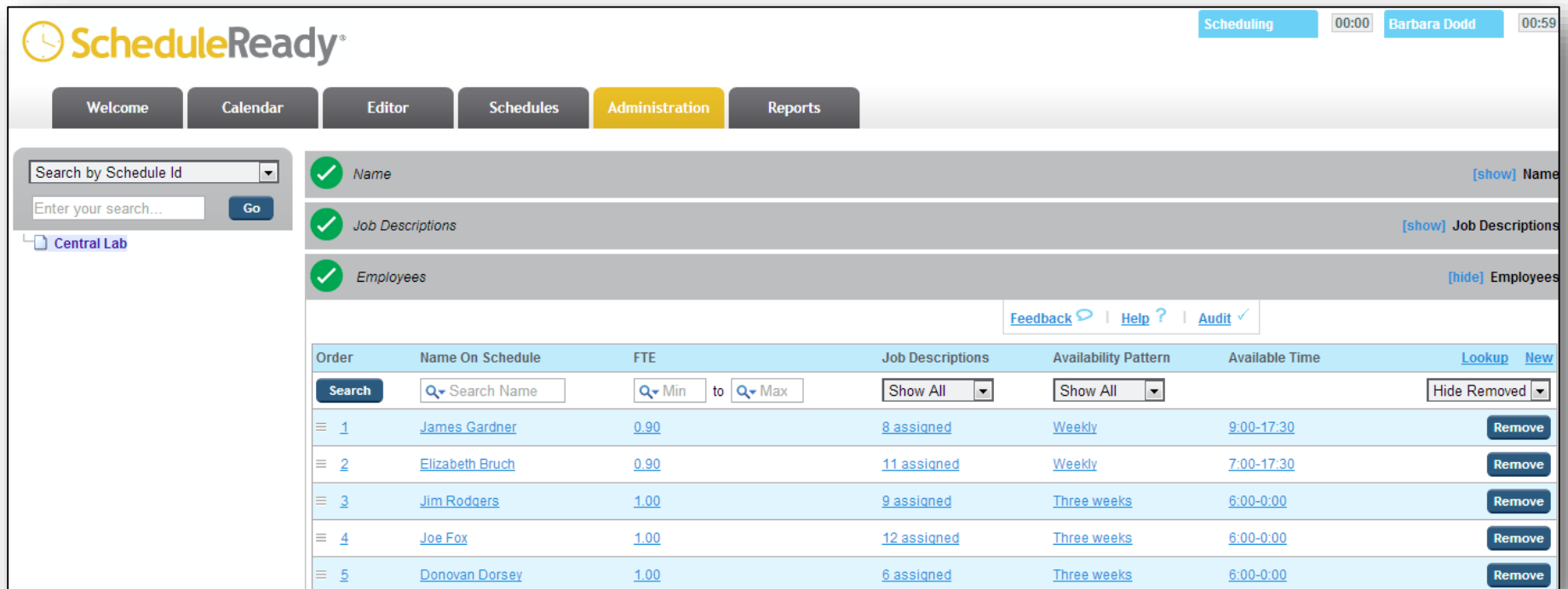


Administration Tab Employee Color Bar

This reference guide provides a process overview of how to edit an employee's FTE settings within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

- 🕒 Edit employee FTE settings



The screenshot shows the ScheduleReady Administration interface. The top navigation bar includes 'Welcome', 'Calendar', 'Editor', 'Schedules', 'Administration' (highlighted), and 'Reports'. The 'Administration' section is active, showing a search bar for 'Search by Schedule Id' and a list of items: 'Name', 'Job Descriptions', and 'Employees'. The 'Employees' section is expanded, displaying a table of employees with their FTE settings.

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	James Gardner	0.90	8 assigned	Weekly	9:00-17:30	Remove	
2	Elizabeth Bruch	0.90	11 assigned	Weekly	7:00-17:30	Remove	
3	Jim Rodgers	1.00	9 assigned	Three weeks	6:00-0:00	Remove	
4	Joe Fox	1.00	12 assigned	Three weeks	6:00-0:00	Remove	
5	Donovan Dorsey	1.00	6 assigned	Three weeks	6:00-0:00	Remove	

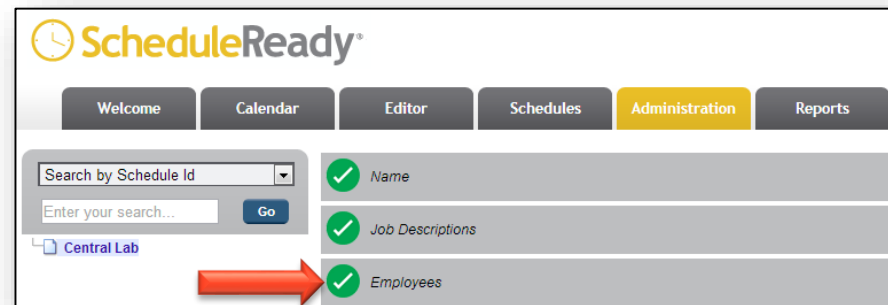
Edit Employee FTE Settings

The automatic system build bases employee FTE rules off of employee FTE settings. The FTE values that you set within ScheduleReady 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 **Employees**.



2. In the row of the employee whose FTE setting you wish to edit, click the **FTE** value.

A screenshot of the 'Employees' table in the ScheduleReady application. The table has columns for 'Order', 'Name On Schedule', 'FTE', 'Job Descriptions', 'Availability Pattern', 'Available Time', and 'LookUp'. There are also search filters for 'Search Name', 'Min', and 'Max'. A red arrow points to the 'FTE' value of 0.90 for the first employee, James S.

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	LookUp
1	James S	0.90	8 assigned	Weekly	9:00-17:30	Remove
2	Elizabeth Bruch	0.90	11 assigned	Weekly	7:00-17:30	Remove
3	Jim Rodgers	1.00	9 assigned	Three weeks	8:00-0:00	Remove

- In the **FTE** box, type the new FTE value.
- 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**.
- If you need to view all schedules that the employee is listed on (shared), under **Number of Schedules**, click [view](#).
- To change individual values within each property table, click [Advanced Edit](#).
- Click **Save Changes**.

EDIT FTE ✕

Employee James Gardner	Number of Schedules 1 view	Payroll Period Two weeks	Overtime Period Weekly
FTE [?] <input type="text" value="0.9"/>	Float or Per Diem [?] <input type="button" value="No"/>	Schedule Priority [?] <input type="text" value="1"/>	

[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	72.00

SCHEDULE HOUR PROPERTIES

Property	Value
The maximum number of hours the employee can work in a pay period	72.00
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 can work in a pay period	10
The minimum number of days the employee should work in a pay period	1

