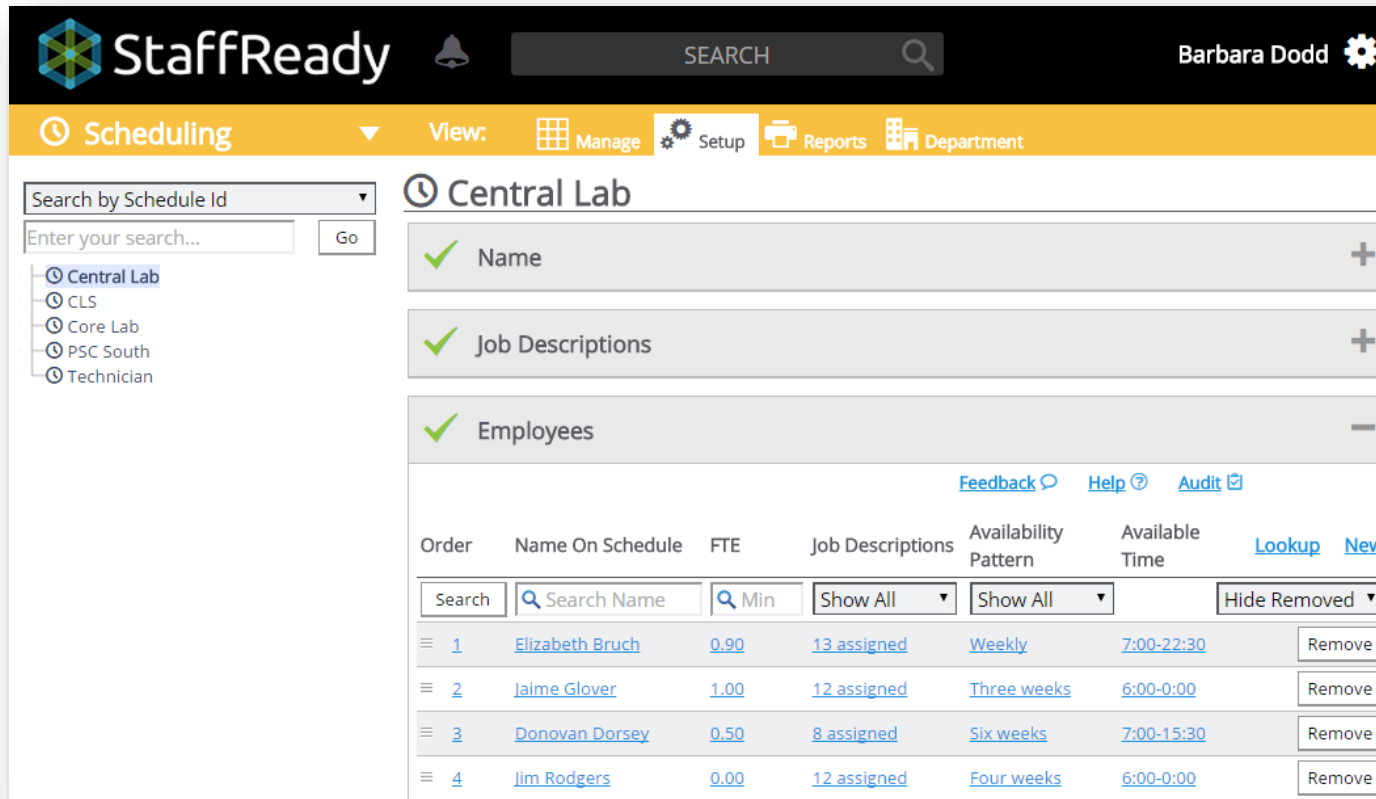


Setup View – Employee Color Bar

Remove Employee from Schedule

This reference guide provides a process overview of how to **Remove an Employee from the Schedule** within the **Employee** Color Bar in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Remove an employee from the schedule
- Reinstate removed employees



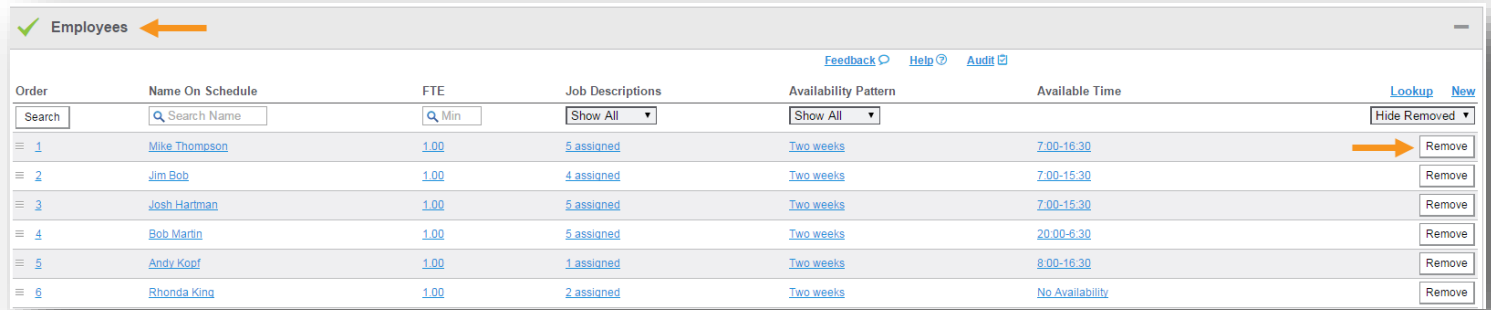
The screenshot shows the StaffReady Scheduling Module interface. The user is logged in as Barbara Dodd. The main navigation bar includes 'Scheduling', 'View: Manage', 'Setup', 'Reports', and 'Department'. The current view is 'Central Lab'. The 'Employees' section is expanded, showing a table of employees assigned to the schedule.

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

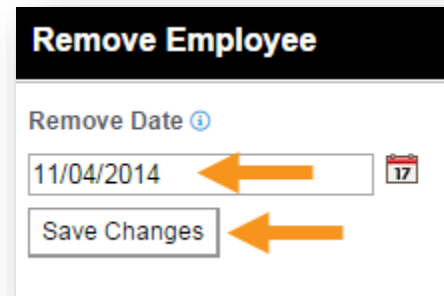
Remove Employees from the Schedule

Remove Employee from Schedule

1. Click the **Employees** color bar.
2. In the row of the employee you would like to remove from the schedule, click **Remove**.
3. In the **Separate Date** box, type the last date that the employee should be active on the schedule.
4. Click **Save Changes**.



Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	Mike Thompson	1.00	5 assigned	Two weeks	7:00-16:30		Remove
2	Jim Bob	1.00	4 assigned	Two weeks	7:00-15:30		Remove
3	Josh Hartman	1.00	5 assigned	Two weeks	7:00-15:30		Remove
4	Bob Martin	1.00	5 assigned	Two weeks	20:00-5:30		Remove
5	Andy Kopf	1.00	1 assigned	Two weeks	8:00-16:30		Remove
6	Rhonda King	1.00	2 assigned	Two weeks	No Availability		Remove



Remove Employee

Remove Date ⓘ

11/04/2014

Save Changes

Reinstate a Removed Employee

Reinstate a Removed Employee

1. Click the **Employees** color bar.
2. On the **Show/Hide** menu, click **Show All**.
3. At the bottom of the table, in the row of employee you wish to reinstate, click **Reinstate**.

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
Search	<input type="text" value="Search Name"/>	<input type="text" value="Min"/>	Show All	Show All		Show All	
1	Mike Thompson	1.00	5 assigned	Two weeks	7:00-16:30		
2	Jim Bob	1.00	4 assigned	Two weeks	7:00-15:30		Remove
Mary Davis	11/01/2013	1.00	2 assigned	Two weeks	6:30-15:00		Reinstate