





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

View:  Manage  Setup  Department

 5East

 Name +

 Job Descriptions +

 Employees -

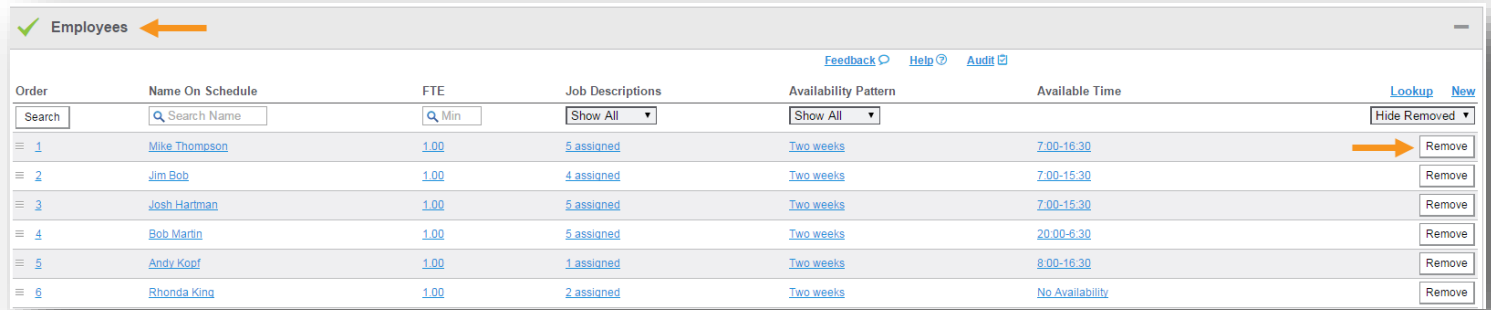
[Feedback](#) [Help](#) [Audit](#)

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
<input type="text" value="Search"/>	<input type="text" value="Search Name"/>	<input type="text" value="Min"/>	<input type="text" value="Show All"/>	<input type="text" value="Show All"/>	<input type="text" value="Hide Removed"/>		
1	Bob Martin	1.00	5 assigned	Two weeks	20:00-6:30		<input type="button" value="Remove"/>
2	Mike Thompson	1.00	5 assigned	Two weeks	7:00-16:30		<input type="button" value="Remove"/>
3	Josh Hartman	1.00	5 assigned	Two weeks	7:00-15:30		<input type="button" value="Remove"/>
4	Jim Bob	1.00	4 assigned	Two weeks	7:00-15:30		<input type="button" value="Remove"/>
5	Andy Kopf	1.00	1 assigned	Two weeks	8:00-16:30		<input type="button" value="Remove"/>
6	Shift Bids						

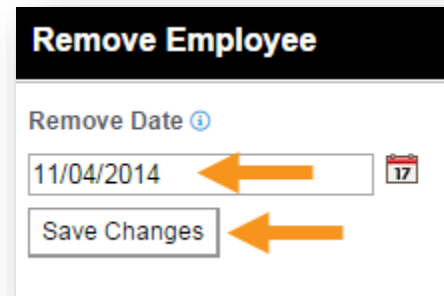
Remove Employees from the Schedule

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		
2	Jim Bob	1.00	4 assigned	Two weeks	7:00-15:30		
3	Josh Hartman	1.00	5 assigned	Two weeks	7:00-15:30		
4	Bob Martin	1.00	5 assigned	Two weeks	20:00-5:30		
5	Andy Kopf	1.00	1 assigned	Two weeks	8:00-16:30		
6	Rhonda King	1.00	2 assigned	Two weeks	No Availability		



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**.

The screenshot shows the StaffReady 'Employees' interface. At the top, there is a header bar with a green checkmark and the word 'Employees' with an orange arrow pointing to it. Below the header are links for 'Feedback', 'Help', and 'Audit'. The main area contains a table with columns: Order, Name On Schedule, FTE, Job Descriptions, Availability Pattern, and Available Time. There are also 'Lookup' and 'New' links. The table has search filters for 'Search Name' and 'Min'. A dropdown menu for 'Show All' is open, showing options 'Show All', 'Hide Removed', and 'Show All' (highlighted). An orange arrow points to the 'Show All' option. Below the table, a row for 'Mary Davis' is highlighted, with an orange arrow pointing to the 'Reinstate' button. The 'Reinstate' button has a red 'X' icon.

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		
2	Jim Bob	1.00	4 assigned	Two weeks	7:00-15:30		
	Mary Davis 11/01/2013	1.00	2 assigned	Two weeks	6:30-15:00		