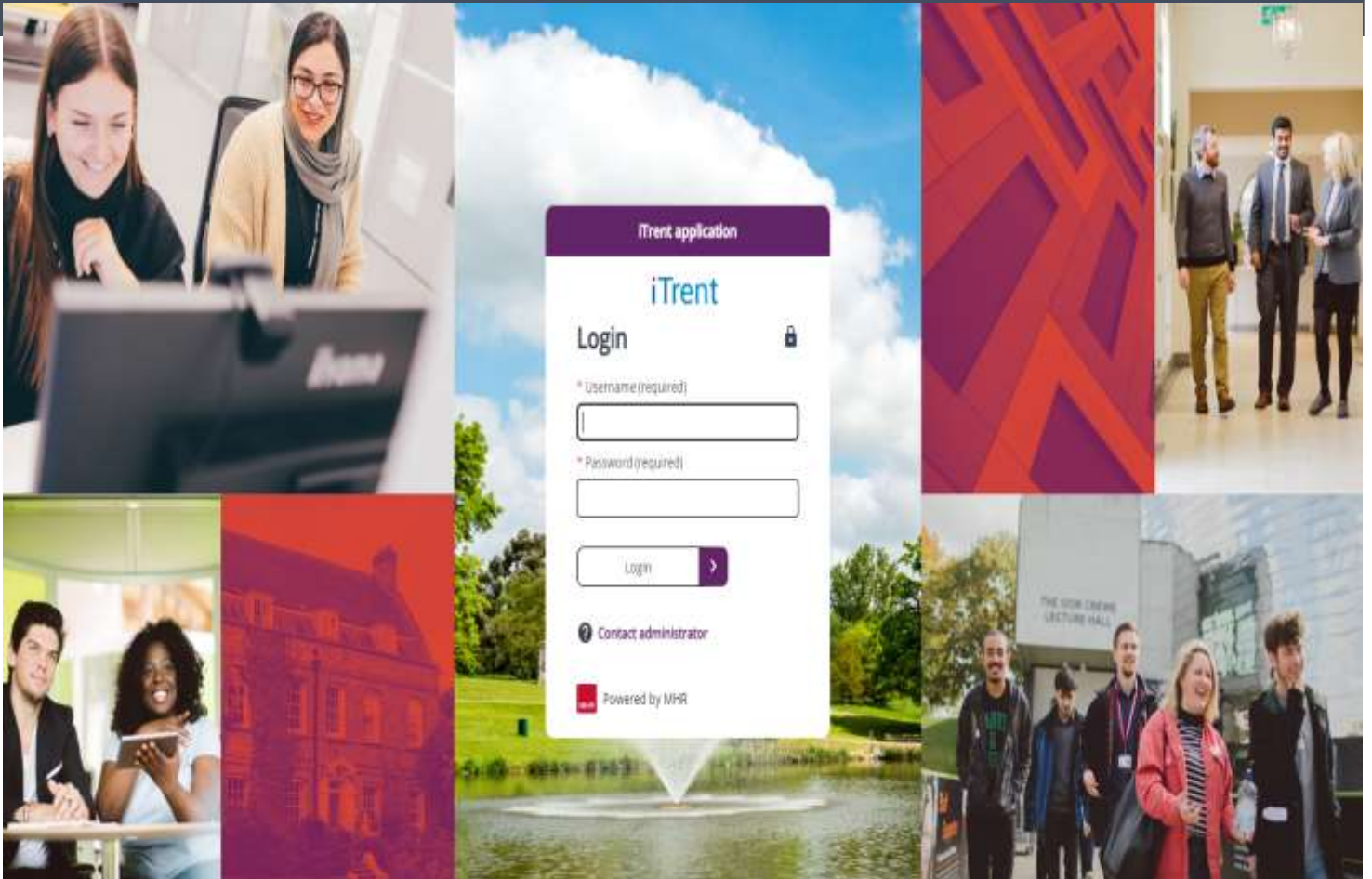




University of Essex

Essex Hours

Quick guide: Bulk allocating shifts



Quick guide: Bulk allocating shifts

1. Once you have created your shifts, you can bulk allocate them. You can do this by clicking the link “1a. Bulk allocate shifts by task”.
2. On this screen, choose to ‘select by’ either **date** (this allows you to allocate all shifts on a certain day) or **task** (this allows you to allocate all shifts by a certain task).
3. Once you have chosen your ‘select by’ method, select either the date or task respectively, and check your workforce pool name. If you have more than one workforce pool, choose which one you want to allocate from. Click ‘search’ to return the shifts.
4. Go through each shift and select the person to whom you want to allocate it. You can also update their unpaid/break time if needed.
5. When you have allocated the shifts you want to allocate, click save. Select the ‘Create allocate and/or amend shifts’ link to return to the roster overview calendar.
6. Remember to run the constraints process (validate roster) whenever you make any changes to the roster.

By date:

Unallocated work units WPC05 - On-Demand

1. Create allocate and/or amend shifts | 1a. Bulk allocation of shifts by task | 2. Make roster available in HR System

Work unit selection

Select by: Date
Date: 11/06/2024
From time: 00:00
To time: 23:59
Workforce pool name: WPC05 - On-Demand

Work unit details: Tuesday 11/06/2024

Task	Start date	Start time	End date	End time	Default unpaid time	Person	Unpaid time
WPC05 - On-Demand	Tue 11/06/2024	08:00	11/06/2024	14:00			
WPC05 - On-Demand	Tue 11/06/2024	08:00	11/06/2024	18:00	00:30		00:30
WPC05 - On-Demand	Tue 11/06/2024	08:00	11/06/2024	18:00	00:30		00:30

Save Search

By task:

Unallocated work units WPC05 - On-Demand

Work unit selection

Select by: Task
Task: WPC05 - On-Demand
Workforce pool name: All workforce pools

Work unit details

Task	Start date	Start time	End date	End time	Default unpaid time	Person	Unpaid time
WPC05 - On-Demand	Mon 10/06/2024	08:00	10/06/2024	14:00			
WPC05 - On-Demand	Mon 10/06/2024	08:00	10/06/2024	18:00	00:30		00:30
WPC05 - On-Demand	Mon 10/06/2024	08:00	10/06/2024	18:00	00:30		00:30
WPC05 - On-Demand	Tue 11/06/2024	08:00	11/06/2024	18:00	00:30		00:30
WPC05 - On-Demand	Tue 11/06/2024	08:00	11/06/2024	14:00			
WPC05 - On-Demand	Tue 11/06/2024	08:00	11/06/2024	18:00	00:30		00:30