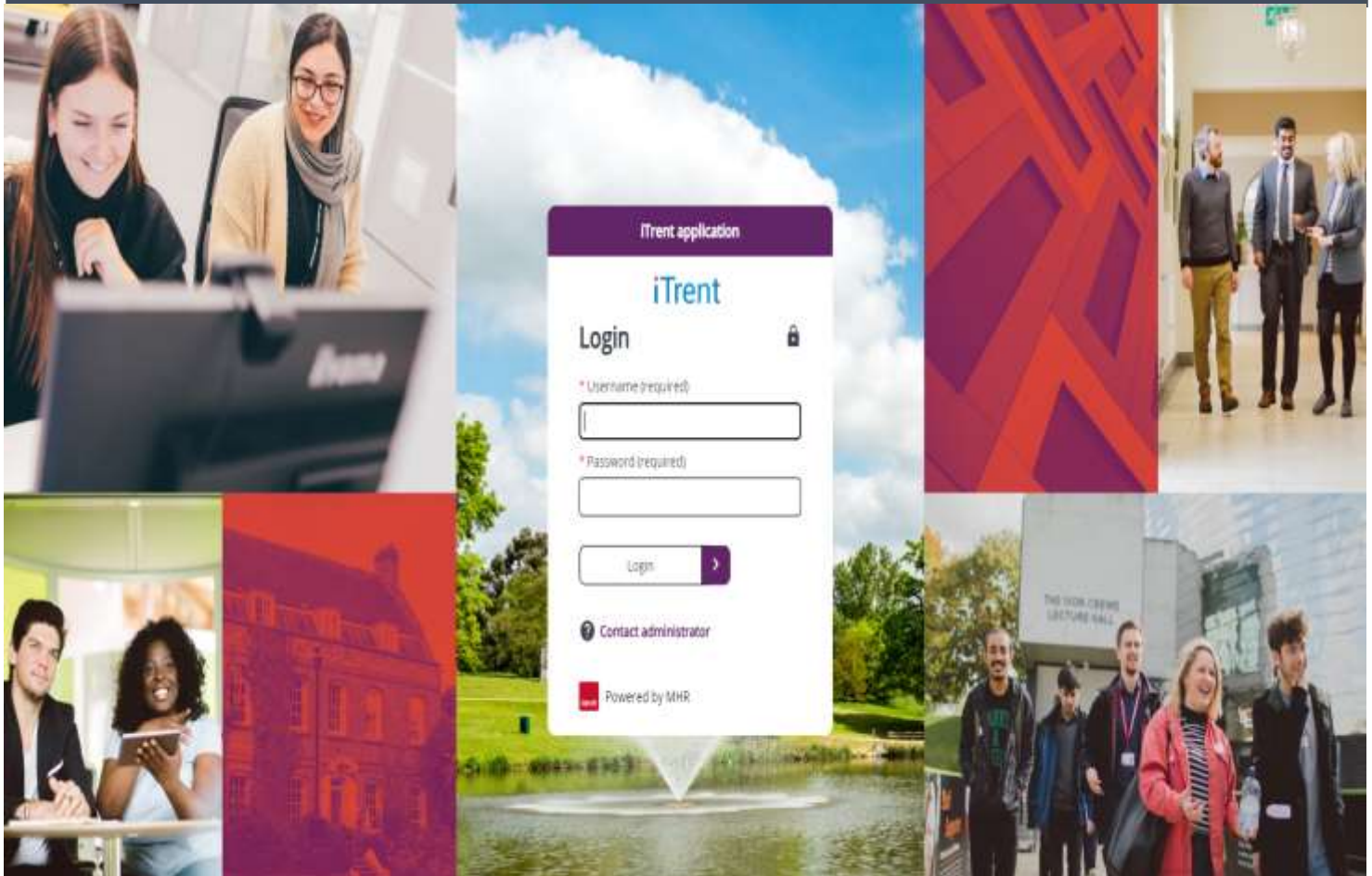




University of Essex

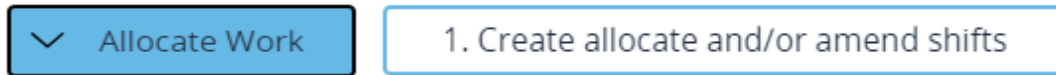
Essex Hours

Quick guide: Reallocating a shift



Quick Guide: Reallocating a shift

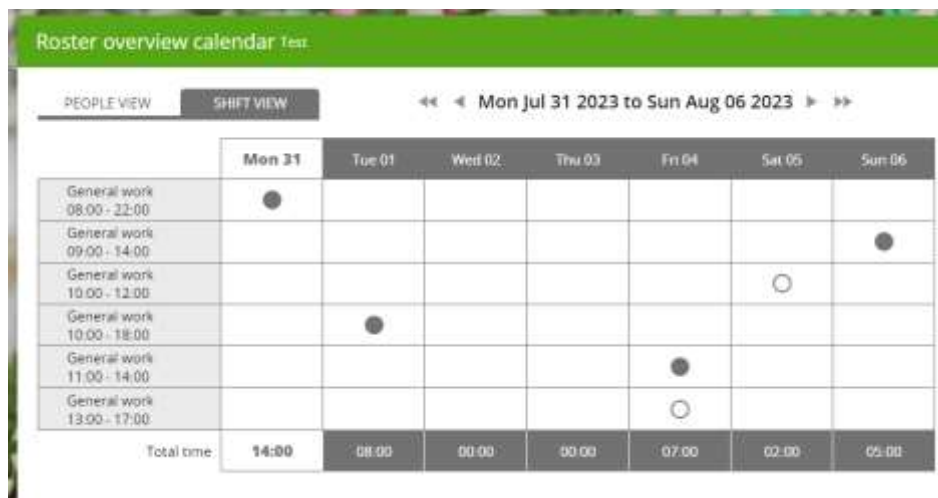
1. Log in to your 'Essex Hours Administrator' role in iTrent and select 'Work Scheduling' from the panel on the right-hand side.
2. Click the link "1. Create allocate and/or amend shifts" under the 'Allocate Work' folder.



3. When prompted, search for the name of your project. If you don't know the name, put your cursor in the search box and press enter on your keyboard to run a blank search and return all results.



4. Search for your roster. If you don't know the name, put your cursor in the search box and press enter on your keyboard to run a blank search and return all results. Select the roster.
5. This will open the roster overview calendar under the 'Shift View' tab.




The image shows a "Roster overview calendar" in "SHIFT VIEW" mode. The calendar displays a grid of shifts for the period from Monday, July 31, 2023, to Sunday, August 6, 2023. The shifts are listed on the left, and the total time for each day is shown at the bottom.

	Mon 31	Tue 01	Wed 02	Thu 03	Fri 04	Sat 05	Sun 06
General work 08:00 - 22:00	●						
General work 09:00 - 14:00							●
General work 10:00 - 12:00						○	
General work 10:00 - 18:00		●					
General work 11:00 - 14:00					●		
General work 13:00 - 17:00					○		
Total time:	14:00	08:00	00:00	00:00	07:00	02:00	05:00

6. Select the shift you want to reallocate by clicking on the circle on the calendar.
7. When the shift is displayed, click on the dustbin icon next to the person field.
8. A pop-up message will appear saying 'The details will be deleted. Continue?'; click 'OK'.



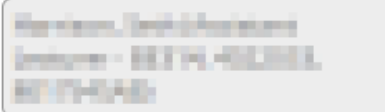
Start date * 15/04/2024 

Tasks * Example task 

Start time * 06:00

End date * 15/04/2024 

End time * 19:00

Person 




Click on the dustbin icon to unallocate the shift

— Task details

Default unpaid time

Record breaks

Use task recurrence pattern

Recurrence pattern None 

+ Costing details

+ Notes

+ Constraints

Save

Save and allocate

Delete

9. You can then select a new person from the drop-down menu, or you can leave the shift unallocated. Click save.