

Managing Your Staff in Employee Manager Class Syllabus

Topics Covered:

- I. Creating Employee Manager Defaults
 - A. Adding Employees
 - B. Filling Out the Address Tab
 - C. Adding Additional Employee Information
 - D. Adding Employee Related Files
 - E. Adding a Position/Shift
 - F. Establishing Shift Rules
 - G. Creating Employee Manager Quickpick Lists

- II. Managing Your Default List of Employees
 - A. Assigning a Position to an Employee
 - B. Making an Employee Inactive
 - C. Setting an Employee Work Schedule
 - D. Setting a Work Schedule That Varies
 - E. Establishing Employee Vacation Days
 1. Setting Employee Vacation Days
 2. Clearing Selected Vacation Dates
 3. Clearing All Vacation Dates
 4. Adding Vacation Notes
 - F. Showing an Employee's Scheduled Events
 - G. Viewing Employees by Position
 - H. Viewing Employees by Day of the Week (Weekday Availability)

- III. Managing Your Event Staff
 - A. Selecting Event Staff
 - B. Managing Event Shifts
 - C. Viewing Shift Cost Estimates
 - D. Customizing the Shift and Employee Grids in Event Manager
 - E. Printing a Staffing Sheet for an Event
 - F. Adding Additional Employee Compensation

- IV. Managing Multiple Shifts
 - A. Displaying a Day/Date Range of Shifts
 - B. Batch E-mailing a Confirmation Request
 - C. Confirming Staff for an Event

- V. Tracking Employee Data
 - A. Viewing Staffing in a Calendar
 - B. Creating Groups of Staffing Calendars
 - C. Printing an Employee Staffing Schedule
 - D. Printing a Scheduled Shifts Report
 - E. Running a Staffing Query