

Create and Publish Shifts

Create and publish schedules by signing in to your Zoho Shifts account as an admin and navigating to the **Schedule** tab. From here, you can:

Create Schedules

Employers plan their employees' shifts beforehand and establish a schedule of activities to achieve priorities and save time.

1. Click **Schedule Editor** in the **Schedule tab**.
2. Select the cell corresponding to the employee for whom you want to create a shift, then click **(+)**.
3. Enter the shift details for the employee, such as shift time, position, and other details.

Shifts

Dashboard Employees **Schedule** Time Off Reports Messages

All Schedules All Positions All Job Sites Employee View

28 Jan - 3 Feb

Week Tools Publish

All Employees	Sun 28	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	Sat 3
Open Shifts							
AC Amelia Chia 120 h / \$ 1440.00	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Aust	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Aust	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Aust	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Aust	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Aust	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Aust	
BD Benjamin Davis		10:00 - 19:00 Line Cook Zyker Group of Restaurants, Aust	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Aust	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Aust	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Aust	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Aust	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Aust
BH Brad Harper 54 h / \$ 810.00	10:00 - 19:00 Cashier Zyker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zyker Group of Restaurants, Aust		10:00 - 19:00 Cashier Zyker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zyker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zyker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zyker Group of Restaurants, Aust
GL Gabriel Lewis 54 h / \$ 756.00	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust	Time Off All day	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust
JF James Feich 63 h / \$ 1008.00	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Plea	09:00 - 18:00 Kitchen Manager Zyker Corporation Pty Ltd Zyker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust
MJ Maria Joseph 56 h / \$ 672.00	10:00 - 18:00 Barista Zyker Group of Restaurants, Plea	10:00 - 18:00 Barista Zyker Group of Restaurants, Plea	10:00 - 18:00 Barista Zyker Group of Restaurants, Plea	10:00 - 18:00 Barista Zyker Group of Restaurants, Plea	10:00 - 18:00 Barista Zyker Group of Restaurants, Plea	10:00 - 18:00 Barista Zyker Group of Restaurants, Plea	10:00 - 18:00 Barista Zyker Group of Restaurants, Plea
MT Martin Tyler 54 h / \$ 756.00	10:00 - 19:00 Cashier Zyker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zyker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zyker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zyker Group of Restaurants, Aust	10:00 - 19:00 Cashier Zyker Group of Restaurants, Plea	10:00 - 19:00 Cashier Zyker Group of Restaurants, Plea	
SJ Sarah Jackson 54 h / \$ 810.00	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Plea	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Plea	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Plea	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust		09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust
SB Susan Bones 48 h / \$ 576.00	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Plea	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Plea	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Plea		10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Plea	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Plea	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Plea
+ Add Employee							
Scheduled Hours	557 h	81 h	90 h	81 h	82 h	72 h	90 h
Labor Cost	\$ 7476.00	\$ 1098.00	\$ 1206.00	\$ 1071.00	\$ 1110.00	\$ 945.00	\$ 1206.00
Employees		8	9	8	8	7	9

 **Note:** If you want to repeat the schedules, click **Repeat** in the bottom-left corner, enter the details about the shifts, and click **Save Shift**.

Sun, 28 Jan

Shift

Time Off

Time

09:00

to

17:00

☐ Hide end time

+ Add Break

Schedule

Zylker Group of Restaurants, Austin

Job Site

Position

Line Cook

Employee

Benjamin Davis

Notes

☒ Repeat

Every

1

weeks

on

☒ S

☒ M

☒ T

☒ W

☒ T

☒ F

☒ S

Ends

on

10/02/2024

<

February 2024

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

81 h

\$ 1071.00

Publish Shifts

After creating shifts for your employees, all you need to do is publish the shifts so that all your employees can view them.

To publish your employees' shifts:

- 1. Click **Schedule Editor** in the **Schedule** tab. Select the shifts you want to publish.
- 2. Navigate **Publish** in the top-right corner. A *Publish Shifts* window will appear.
- 3. Select whom to notify from the pop-up window.
- 4. Publish **Shifts**.

Publishing Options	Description
Notify the employee with changes	Notifies all employees who have new or updated shifts
Notify all employees	Notifies all employees regardless of any change in their shifts
Don't notify, just mark as published	No notification is sent to any employee

Shifts

DashboardEmployeesScheduleTime OffReportsMessages

All SchedulesAll PositionsAll Job SitesEmployee View

< 4 Feb - 10 Feb >

WeekToolsPublish

All Employees	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10
Open Shifts							
AC Amelia Chia 120 h / \$ 1440.00	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	
BD Benjamin Davis 54 h / \$ 648.00		10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin
BH Brad Harper 54 h / \$ 810.00	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin		10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin
GL Gabriel Lewis 54 h / \$ 756.00	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin		09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin
JF James Felch 63 h / \$ 1008.00	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zyker Corporation Pvt Ltd Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin
MJ Maria Joseph 56 h / \$ 672.00	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan
MT Martin Tyler 61 h / \$ 854.00	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Pleasan	10:00 - 19:00 Cashier Zyker Group of Restaurants, Pleasan	10:00 - 17:00 Cashier Zyker Group of Restaurants, Austin
SJ Sarah Jackson 54 h / \$ 810.00	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin		09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin
SB Susan Bones 48 h / \$ 576.00	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Austin		10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan
+ Add Employee							
Scheduled Hours	564 h	81 h	90 h	81 h	82 h	72 h	90 h
Labor Cost	\$ 7574.00	\$ 1098.00	\$ 1206.00	\$ 1071.00	\$ 1110.00	\$ 945.00	\$ 1206.00
Employees		8	9	8	8	7	9

81 h\$ 1098.008

90 h\$ 1206.009

81 h\$ 1071.008

82 h\$ 1110.008

72 h\$ 945.007

90 h\$ 1206.009

68 h\$ 938.008

Unpublish Shifts

You can unpublish shifts and make them no longer visible in your employee schedule. These unpublished shifts will still be visible to managers and administrators.

- 1. Click **Schedule Editor**.

2. Navigate to **Tools** on the top-right corner. Using the drop-down, click **Unpublish Shifts**. An *Unpublish Shifts* window will appear.
3. Click **Unpublish Shifts**.

Shifts

DashboardEmployeesScheduleTime OffReportsMessages

All SchedulesAll PositionsAll Job SitesEmployee View

4 Feb - 10 Feb

WeekToolsPublish

All Employees

Open Shifts

	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10
AC	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	
BD		10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	
BH	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin		10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	
GL	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin		09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	
JF	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zyker Corporation Pvt Ltd Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin
MJ	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan
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SJ	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin		09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin
SB	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Austin		10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan
+ Add Employee							
Scheduled Hours	564 h	81 h	90 h	81 h	82 h	72 h	90 h
Labor Cost	\$ 7574.00	\$ 1098.00	\$ 1206.00	\$ 1071.00	\$ 1110.00	\$ 945.00	\$ 1206.00
Employees		8	9	8	8	7	9

Unpublish 57 Shifts

Copy Previous Week

Apply Template

Save as Template

Clear Shifts

Sync to Calendar

Export

Print

Print Settings

Scheduled Hours

Labor Cost

Employees

564 h

\$ 7574.00

81 h

\$ 1098.00

8

90 h

\$ 1206.00

9

81 h

\$ 1071.00

8

82 h

\$ 1110.00

8

72 h

\$ 945.00

7

90 h

\$ 1206.00

9

68 h

\$ 938.00

8