



Timezone

For Admins to Update Employee Time Zones

1. Navigate to the **Employee** tab.
2. Click on the employee profile that you want to update.
3. Select the required time zone under the **Timezone** field.
4. Scroll down and click on **Save**.

For Employees to Update Their Own Time Zone

1. Click on the profile icon located on the top-right corner.
2. Click on **My Profile** option.
3. Select the required time zone under the **Timezone** field.
4. Scroll down and click on **Save**.

Scheduler Guide

- A user who creates schedules is referred to as the scheduler.
- All shifts will be in the schedulers' time zone, and the employees will see their shifts in the time zone that they have configured in their profile.
- If you have employees in different regions, you can set their custom time zone, allowing them to view their shift times based on their local time.
- If the scheduler or employee does not have any concerns about shifting to a unified time zone, either the scheduler or the employee can update their time zone as needed.
- If you are unable to adapt to a unified time zone due to business concerns, you can have different time zones for the employees and their schedulers. However, while scheduling, the scheduler has to ensure that the schedules have been created as per employees' time zones.

❗ For example, let us assume an employee is residing in France (Central European Standard Time) and you are currently working from the US (Eastern Daylight Time).

If the employee's shift is from 9 am to 4 pm (Central European Standard Time), you will have to create a shift from 4 am to 11 am (Eastern Daylight Time).

