



# Schedule Overview

Scheduling helps you create, assign, and manage shifts to streamline business operations and help maximize productivity. A schedule overview allows you to view all the schedules of your employees and enables you to organize your time and tasks effectively.

To schedule employees' shifts, **sign in** to your Zoho Shifts account as an admin and navigate to the **Schedule Editor** in the **Schedule** tab.

From here, you can get an overview of your schedules.

## Schedule Filter:

Create and assign shifts based on different workplace locations, departments, and groups.

The screenshot displays the Zoho Shifts 'Schedule Overview' interface. At the top, there are navigation tabs: Shifts, Dashboard, Employees, Schedule (selected), Time Off, Reports, and Messages. Below the tabs, there are filters for 'All Schedules', 'All Positions', 'All Job Sites', and 'Employee View'. A date range selector shows '3 Dec - 9 Dec'. A 'Publish' button is visible in the top right.

The main area is a grid showing shifts for each day of the week (Sun 3 to Sat 9). Each cell in the grid contains an employee's name, their position, and their assigned shift times. For example, Benjamin Davis is a Line Cook with shifts from 15:00-22:00 on Sun, Mon, and Tue. Brad Harper is a Food & Beverage Manager with shifts from 09:00-18:00 on Mon, Tue, and Wed. The grid also shows shifts for other employees like Gabriel Lewis, James Felch, Maria Joseph, Martin Tyler, Sarah Jackson, and Susan Bones.

At the bottom of the grid, there is a summary table with columns for Scheduled Hours, Labor Cost, and Employees for each day of the week.

	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9
Scheduled Hours	45h	64h	75h	71h	66h	68h	70h
Labor Cost	\$ 6116.00	\$ 8670.00	\$ 999.00	\$ 945.00	\$ 859.00	\$ 942.00	\$ 955.00
Employees	8	8	9	9	8	8	5

## Position Filter:

Create and assign shifts based on the employee's position.

Shifts Dashboard Employees **Schedule** Time Off Reports Messages

All Schedules **1 Position** All Job Sites Position View 3 Dec - 9 Dec Week Tools Publish

All Employees Barista

- Barista
- Bartender
- Cashier
- Chef Executive
- Dishwasher
- Food & Beverage Manager
- General Manager
- Kitchen Manager
- Line Cook
- Server
- Sous Chef
- Waiter

Apply

	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9
Barista	13:00 - 20:00 Maria Joseph Zyker Group of Restaurants, Austin	13:00 - 20:00 Maria Joseph Zyker Group of Restaurants, Austin	13:00 - 20:00 Maria Joseph Zyker Group of Restaurants, Austin	13:00 - 20:00 Maria Joseph Zyker Group of Restaurants, Austin	04:30 - 12:30 Maria Joseph Zyker Group of Restaurants, Austin	04:30 - 12:30 Maria Joseph Zyker Group of Restaurants, Austin
Scheduled Hours	51 h	7 h	7 h	7 h	7 h	8 h
Labor Cost	\$ 812.00	\$ 84.00	\$ 84.00	\$ 84.00	\$ 84.00	\$ 96.00
Employees	1	1	1	1	1	1

## Job Sites Filter:

Create and assign shifts based on the different job sites.

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

Open Shifts

Q Search  
All Job Sites  
Zyker Corporation Pvt Ltd  
Zyker IT services

	Sun 28	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	Sat 3
AC Amelia Chia 120 h / \$ 1440.00 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	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 54 h / \$ 648.00 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	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 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	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 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	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 Felch 63 h / \$ 1008.00 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, Plea	09:00 - 18:00 Kitchen Manager Zyker Corporation Pvt 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 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	10:00 - 18:00 Barista Zyker Group of Restaurants, Plea
MT Martin Tyler 54 h / \$ 756.00 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, Plea	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 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, 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	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Aust
SB Susan Bones 48 h / \$ 576.00 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	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	8	9	8	8	7	9

## Employee View:

## View and manage employees based on their names.

Shifts Dashboard Employees **Schedule** Time Off Reports Messages

All Schedules All Positions All Job Sites **Employee View** 3 Dec - 9 Dec Week Tools Publish

All Employees Sun 3 Tue 5 Wed 6 Thu 7 Fri 8 Sat 9

Open Shifts 20:30 - 05:30 Food & Beverage Manager Zylker Group of Restaurants, Austin 20:30 - 05:30 Food & Beverage Manager Zylker Group of Restaurants, Austin 21:30 - 06:30 Cashier Zylker Group of Restaurants, Austin

Employee	Sun 3	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9
Amelia Chia (AC) 37 h / \$ 444.00	13:00 - 20:00 Chef Executive Zylker Group of Restaurants, Austin	10:00 - 19:00 Chef Executive Zylker Group of Restaurants, Austin	13:00 - 20:00 Chef Executive Zylker Group of Restaurants, Austin	13:00 - 20:00 Chef Executive Zylker Group of Restaurants, Austin	13:00 - 20:00 Chef Executive Zylker Group of Restaurants, Austin	
Benjamin Davis (BD) 49 h / \$ 588.00	15:00 - 22:00 Line Cook Zylker Group of Restaurants, Austin	15:00 - 22:00 Line Cook Zylker Group of Restaurants, Austin	15:00 - 22:00 Line Cook Zylker Group of Restaurants, Austin	15:00 - 22:00 Line Cook Zylker Group of Restaurants, Austin	15:00 - 22:00 Line Cook Zylker Group of Restaurants, Austin	15:00 - 22:00 Line Cook Zylker Group of Restaurants, Austin
Brad Harper (BH) 45 h / \$ 594.00		09:00 - 18:00 Food & Beverage Manager Zylker Group of Restaurants, Austin	20:30 - 05:30 Food & Beverage Manager Zylker Group of Restaurants, Austin	20:30 - 05:30 Food & Beverage Manager Zylker Group of Restaurants, Austin	21:30 - 06:30 Cashier Zylker Group of Restaurants, Austin	21:30 - 06:30 Cashier Zylker Group of Restaurants, Austin
Gabriel Lewis (GL) 60 h / \$ 840.00	20:30 - 05:30 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	20:30 - 05:30 Kitchen Manager Zylker Group of Restaurants, Austin	12:30 - 19:30 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	04:30 - 12:30 Kitchen Manager Zylker Group of Restaurants, Austin
James Felch (JF) 47 h / \$ 752.00	20:30 - 05:30 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	12:00 - 14:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin
Maria Joseph (MJ) 51 h / \$ 612.00	13:00 - 20:00 Barista Zylker Group of Restaurants, Austin	13:00 - 20:00 Barista Zylker Group of Restaurants, Austin	13:00 - 20:00 Barista Zylker Group of Restaurants, Austin	13:00 - 20:00 Barista Zylker Group of Restaurants, Austin	13:00 - 20:00 Barista Zylker Group of Restaurants, Austin	04:30 - 12:30 Barista Zylker Group of Restaurants, Austin
Martin Tyler (MT) 54 h / \$ 756.00	21:30 - 06:30 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	21:30 - 06:30 Cashier Zylker Group of Restaurants, Austin	21:30 - 06:30 Cashier Zylker Group of Restaurants, Austin	21:30 - 06:30 Cashier Zylker Group of Restaurants, Austin	21:30 - 06:30 Cashier Zylker Group of Restaurants, Austin
Sarah Jackson (SJ) 58 h / \$ 870.00	20:30 - 05:30 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Food & Beverage Manager Zylker Group of Restaurants, Austin	12:30 - 19:30 Kitchen Manager Zylker Group of Restaurants, Austin	20:30 - 05:30 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Food & Beverage Manager Zylker Group of Restaurants, Austin	15:00 - 21:00 Kitchen Manager Zylker Group of Restaurants, Austin
Susan Bones (SB) 55 h / \$ 660.00	14:00 - 21:00 Dishwasher Zylker Group of Restaurants, Austin	14:00 - 21:00 Line Cook Zylker Group of Restaurants, Austin	14:00 - 21:00 Dishwasher Zylker Group of Restaurants, Austin	08:30 - 17:30 Dishwasher Zylker Group of Restaurants, Austin	08:30 - 17:30 Dishwasher Zylker Group of Restaurants, Austin	14:00 - 21:00 Dishwasher Zylker Group of Restaurants, Austin
Scheduled Hours	456 h	64 h	75 h	71 h	66 h	68 h
Labor Cost	\$ 6116.00	\$ 867.00	\$ 999.00	\$ 945.00	\$ 859.00	\$ 942.00
Employees	8	9	9	8	9	5

## Position View:

## View and manage employees based on their positions.

Shifts Dashboard Employees **Schedule** Time Off Reports Messages

All Schedules All Positions All Job Sites **Position View** 3 Dec - 9 Dec Week Tools Publish

All Employees Sun 3 Tue 5 Wed 6 Thu 7 Fri 8 Sat 9

Barista 13:00 - 20:00 Maria Joseph Zylker Group of Restaurants, Austin 13:00 - 20:00 Maria Joseph Zylker Group of Restaurants, Austin 13:00 - 20:00 Maria Joseph Zylker Group of Restaurants, Austin 13:00 - 20:00 Maria Joseph Zylker Group of Restaurants, Austin 13:00 - 20:00 Maria Joseph Zylker Group of Restaurants, Austin 04:30 - 12:30 Maria Joseph Zylker Group of Restaurants, Austin 04:30 - 12:30 Maria Joseph Zylker Group of Restaurants, Austin

Bartender

Cashier 21:30 - 06:30 Martin Tyler Zylker Group of Restaurants, Austin 10:00 - 19:00 Martin Tyler Zylker Group of Restaurants, Austin 21:30 - 06:30 Martin Tyler Zylker Group of Restaurants, Austin 21:30 - 06:30 Martin Tyler Zylker Group of Restaurants, Austin 21:30 - 06:30 Martin Tyler Zylker Group of Restaurants, Austin 21:30 - 06:30 Martin Tyler Zylker Group of Restaurants, Austin 21:30 - 06:30 Brad Harper Zylker Group of Restaurants, Austin

Chef Executive 13:00 - 20:00 Amelia Chia Zylker Group of Restaurants, Austin 10:00 - 19:00 Amelia Chia Zylker Group of Restaurants, Austin 13:00 - 20:00 Amelia Chia Zylker Group of Restaurants, Austin 13:00 - 20:00 Amelia Chia Zylker Group of Restaurants, Austin 13:00 - 20:00 Amelia Chia Zylker Group of Restaurants, Austin 13:00 - 20:00 Amelia Chia Zylker Group of Restaurants, Austin

Dishwasher 14:00 - 21:00 Susan Bones Zylker Group of Restaurants, Austin 14:00 - 21:00 Susan Bones Zylker Group of Restaurants, Austin 08:30 - 17:30 Susan Bones Zylker Group of Restaurants, Austin 08:30 - 17:30 Susan Bones Zylker Group of Restaurants, Austin 14:00 - 21:00 Susan Bones Zylker Group of Restaurants, Austin

Food & Beverage Manager 09:00 - 18:00 Sarah Jackson Zylker Group of Restaurants, Austin 20:30 - 05:30 Brad Harper Zylker Group of Restaurants, Austin 20:30 - 05:30 Brad Harper Zylker Group of Restaurants, Austin 20:30 - 05:30 Brad Harper Zylker Group of Restaurants, Austin 09:00 - 18:00 Sarah Jackson Zylker Group of Restaurants, Austin 20:30 - 05:30 Brad Harper Zylker Group of Restaurants, Austin

General Manager

Kitchen Manager 20:30 - 05:30 Sarah Jackson Zylker Group of Restaurants, Austin 09:00 - 18:00 Gabriel Lewis Zylker Group of Restaurants, Austin 09:00 - 18:00 James Felch Zylker Group of Restaurants, Austin 12:30 - 19:30 Sarah Jackson Zylker Group of Restaurants, Austin 09:00 - 18:00 Gabriel Lewis Zylker Group of Restaurants, Austin 09:00 - 18:00 James Felch Zylker Group of Restaurants, Austin 04:30 - 12:30 Gabriel Lewis Zylker Group of Restaurants, Austin 20:30 - 05:30 Gabriel Lewis Zylker Group of Restaurants, Austin 20:30 - 05:30 James Felch Zylker Group of Restaurants, Austin 20:30 - 05:30 Sarah Jackson Zylker Group of Restaurants, Austin 09:00 - 18:00 James Felch Zylker Group of Restaurants, Austin 15:00 - 21:00 Sarah Jackson Zylker Group of Restaurants, Austin

Line Cook 15:00 - 22:00 Benjamin Davis Zylker Group of Restaurants, Austin 14:00 - 21:00 Susan Bones Zylker Group of Restaurants, Austin 15:00 - 22:00 Benjamin Davis Zylker Group of Restaurants, Austin 15:00 - 22:00 Benjamin Davis Zylker Group of Restaurants, Austin 15:00 - 22:00 Benjamin Davis Zylker Group of Restaurants, Austin 15:00 - 22:00 Benjamin Davis Zylker Group of Restaurants, Austin 08:30 - 17:30 Susan Bones Zylker Group of Restaurants, Austin

Server 15:00 - 22:00 Benjamin Davis Zylker Group of Restaurants, Austin

Scheduled Hours 456 h 64 h 75 h 71 h 66 h 68 h 70 h

Labor Cost \$ 6116.00 \$ 867.00 \$ 999.00 \$ 945.00 \$ 859.00 \$ 942.00 \$ 955.00

Employees 8 9 9 8 9 8 9

## Calendar View:

Create and publish a schedule for employees by filtering the calendar using daily, weekly, biweekly, and monthly.

The screenshot displays the Zoho Shifts 'Schedule' view. At the top, there are navigation tabs: Shifts, Dashboard, Employees, Schedule (selected), Time Off, Reports, and Messages. Below these are filter dropdowns for 'All Schedules', 'All Positions', 'All Job Sites', and 'Employee View'. A date range selector shows '3 Dec - 9 Dec'. A 'Week' dropdown menu is open, showing options for 'Day', 'Week', '2 Weeks', and 'Month', with 'Show Time Off' and 'Show Availability' checked. The main area is a calendar grid with columns for Sun 3, Mon 4, Tue 5, Wed 6, Thu 7, and Sat 9. Each cell contains employee names and their scheduled shifts. For example, on Tuesday, Amelia Chia (Chief Executive) works from 13:00-20:00, Benjamin Davis (Line Cook) from 15:00-22:00, Brad Harper (Food & Beverage Manager) from 20:30-05:30, Gabriel Lewis (Kitchen Manager) from 20:30-05:30, James Felch (Kitchen Manager) from 09:00-18:00, Maria Joseph (Barista) from 13:00-20:00, Martin Tyler (Cashier) from 21:30-06:30, Sarah Jackson (Kitchen Manager) from 20:30-05:30, and Susan Bones (Dishwasher) from 14:00-21:00. At the bottom, a summary table shows the total scheduled hours and labor cost for each day.

	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Sat 9		
Scheduled Hours	456 h	64 h	75 h	71 h	66 h	68 h	70 h	42 h
Labor Cost	\$ 6116.00	\$ 867.00	\$ 999.00	\$ 945.00	\$ 859.00	\$ 942.00	\$ 955.00	\$ 549.00
Employees		8	9	9	9	8	9	5

## View Scheduled Hours:

View your employees' total scheduled hours based on the filters applied in the bottom column.



