

Open Shifts

Managers can create an open shift on priority and encourage employees to take up the additional shifts based on availability, if needed.

- 1. Sign in to Zoho Shifts and navigate to the **Schedules** tab.
- 2. Select Schedule Editor.
- 3. Select the cell corresponding to the open shift, then click **More actions (+)**. Create an open shift either by Custom Shift or by using the Shift Template.

			Custom Shift Shift Tomolete T	ime Off			
Schedules ~	All Positions ~ All Job Sites	Employee View		ine on	\rightarrow	Week ~	Tools ~ Publish
mployees 🗸	Sun 4	Mon 5	Time 09:00 to 17:00	Hide end time	Thu 8	Fri 9	Sat 10
Open Shifts			+ Add Break				
Amelia Chia 120 h / \$ 1440.00	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	Schedule Zylker Group of Restaurants, Austi	in ~	0 - 05:00 Executive r Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	
Benjamin Davis 54 h / \$ 648.00		10:00 - 19:00 Line Cook Zylker Group of Restaurants, Austin	Job Site	~	0 - 19:00 Cook ir Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zylker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zylker Group of Restaurants, 4
Brad Harper 54 h / \$ 810.00	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashler Zylker Group of Restaurants, Austin	Position Chef Executive	~	0 - 19:00 ler ir Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, a
Gabriel Lewis 54 h / \$ 756.00	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	Employee Open Shift	Count		09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, 4
James Felch 63 h / \$ 1008.00	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	Notes		0 - 18:00 en Manager r 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, a
Maria Joseph 56 h / \$ 672.00	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasa	Repeat	Publis	 0 - 18:00 ta h r Group of Restaurants, Pleasan 	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, i
Martin Tyler 61 h / \$ 854.00	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin		Cancel Save Shift	0 - 19:00 Ier Ir Group of Restaurants, Pleasan	10:00 - 19:00 Cashier Zylker Group of Restaurants, Pleasan	10:00 - 17:00 Cashier Zylker Group of Restaurants, <i>i</i>
Sarah Jackson 54 h / \$ 810.00	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Pleasan	09:00 - 18:00 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, r
Susan Bones 48 h / \$ 576.00	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Austin		10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zylker Group of Restaurants,
Employee							
ed Hours 564	ih 81h	90 h	81 h	82 h	72 h	90 h	68 h