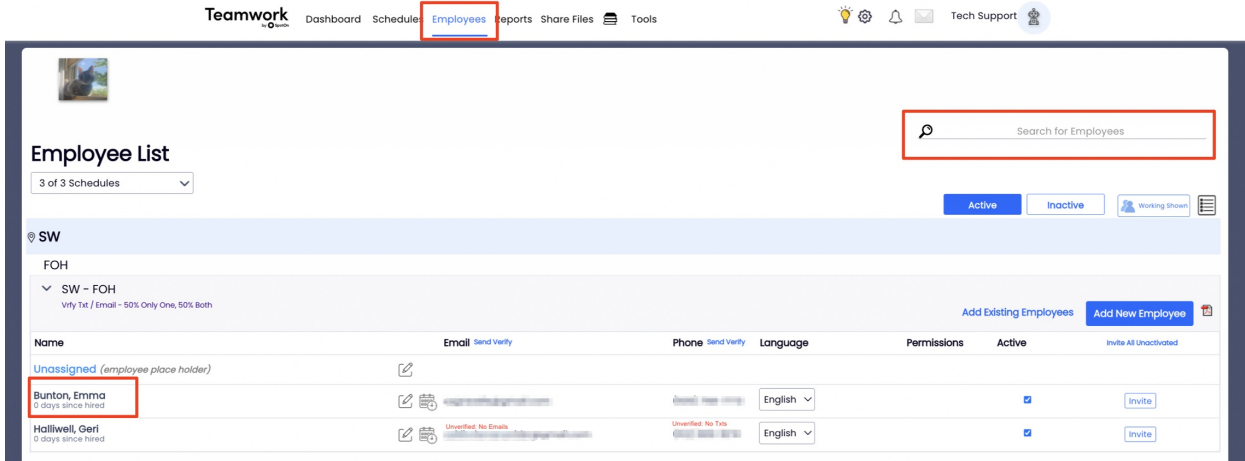


Manage Employee Role Settings

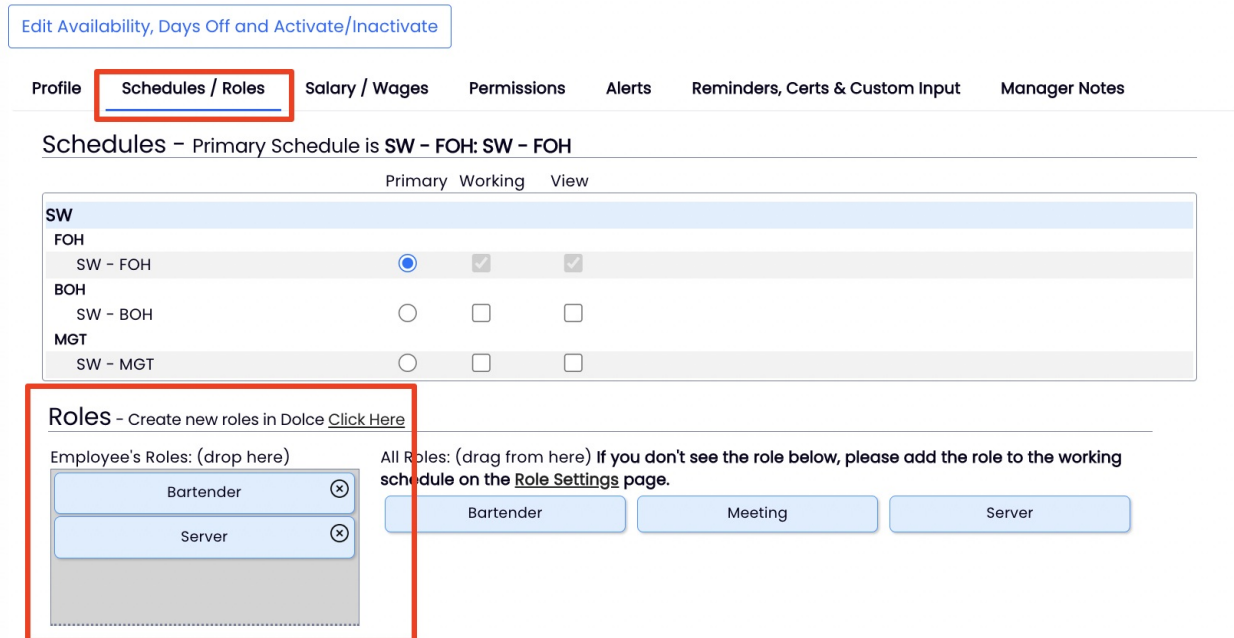
Last Modified on 09/30/2024 1:54 pm MDT

From the Menu Bar, go to **Employees**. Either search for the employee using the search bar in the top right of this page or click on their name from the displayed list of employees.



Select the **Schedules / Roles** tab within the employee's profile. To add a Role, simply drag the Role from the *All Roles* section into the grey box of the *Employee's Roles* section. There is no limit to the number of roles you can assign to an employee.

Edit Profile for Emma Bunton



Roles can be added on-the-fly from the schedule page, by holding down the SHIFT key to "force paste" a shift onto an employee's schedule with a qualifying / new role.

For a complete discussion on roles, including creating and 'bulk' adding, watch the video

Roles Explained

To continue employee setup, see [Manage Employee Wage Settings](#)