

Scheduling: Schedule Calendar

Jul 11, 2023 14:28

This article reviews the Schedule Calendar, which is the main page of the [Scheduling Module](#) (<https://help.restaurant365.net/en/support/solutions/articles/12000055795-scheduling-v2-overview-security>). Here, Users can view, create, edit, publish, and print Schedules.

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Overview

The Schedule Calendar is where Schedules are built and published. Schedules are displayed and edited by Location and Operational Week. When a blank Schedule is first viewed, the User will be prompted to create a Schedule based on a [Scheduler Template](#) (<https://help.restaurant365.net/en/support/solutions/articles/12000094372>) or Prior Week. The User can also start with a blank Schedule.

All Employees for the selected Location are scheduled on one Schedule. The Department/Job filter can be used to view, edit, print, and publish only selected [Departments](#) (<https://help.restaurant365.net/en/support/solutions/articles/12000077346>) or [Jobs](#) (<https://help.restaurant365.net/en/support/solutions/articles/12000077332>).

Employees can **only** be assigned to Shifts when the associated Job has been assigned to them on their [Employee Record](#) (<https://help.restaurant365.net/en/support/solutions/articles/12000089742>). Employees with no Jobs assigned to them will be hidden from the Schedule Calendar.

Both [Scheduler Templates and Shift Templates](#) (<https://help.restaurant365.net/en/support/solutions/articles/12000094372>) can be created and used on the Schedule Calendar to reduce time when creating Schedules.

Shifts can be [published by Employee, by Job, by Department, or one Shift at a time](#) (<https://help.restaurant365.net/en/support/solutions/articles/12000070790>). Employees associated with published Shifts will be able to view and track Shifts via the [R365 Red App](#) (<https://help.restaurant365.net/en/support/solutions/articles/12000056461>).

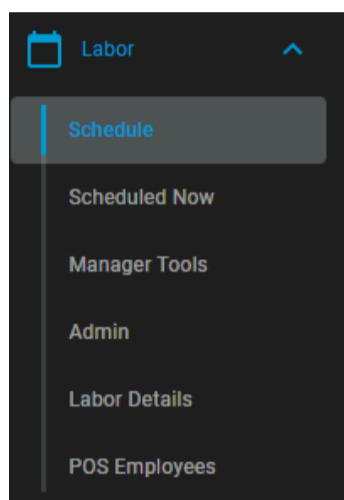
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Related Articles:

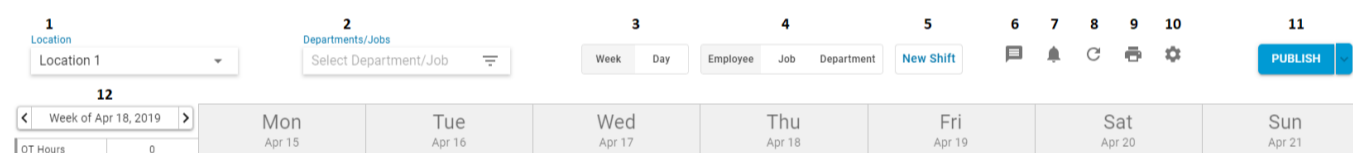
- [Creating and Editing Schedules](https://help.restaurant365.net/en/support/solutions/articles/12000094373) (https://help.restaurant365.net/en/support/solutions/articles/12000094373)
- [Publishing and Unpublishing Schedules](https://help.restaurant365.net/en/support/solutions/articles/12000070790) (https://help.restaurant365.net/en/support/solutions/articles/12000070790)
- [Printing Schedules](https://help.restaurant365.net/en/support/solutions/articles/12000070789) (https://help.restaurant365.net/en/support/solutions/articles/12000070789)
- [Schedule Shifts](https://help.restaurant365.net/en/support/solutions/articles/12000055802) (https://help.restaurant365.net/en/support/solutions/articles/12000055802)
- [Scheduler Templates and Shift Templates](https://help.restaurant365.net/en/support/solutions/articles/12000094372) (https://help.restaurant365.net/en/support/solutions/articles/12000094372)
- [Labor Forecasts in Scheduling](https://help.restaurant365.net/en/support/solutions/articles/12000066710) (https://help.restaurant365.net/en/support/solutions/articles/12000066710)
- [Schedule Settings and Saved Views](https://help.restaurant365.net/en/support/solutions/articles/12000070562) (https://help.restaurant365.net/en/support/solutions/articles/12000070562)
- [Manager Queue](https://help.restaurant365.net/en/support/solutions/articles/12000056435-scheduling-manager-queue) (https://help.restaurant365.net/en/support/solutions/articles/12000056435-scheduling-manager-queue)
- [Messaging Audit Center](https://help.restaurant365.net/en/support/solutions/articles/12000070607-r365-messaging-audit-center) (https://help.restaurant365.net/en/support/solutions/articles/12000070607-r365-messaging-audit-center)
- [Cross-Day Shifts](https://help.restaurant365.net/en/support/solutions/articles/12000091849) (https://help.restaurant365.net/en/support/solutions/articles/12000091849)

Navigation

To access the Schedule Calendar, navigate to **Smart Ops** (https://help.restaurant365.net/en/support/solutions/articles/12000077625). In the left navigation menu, click 'Schedule' under 'Labor' to open the Schedule Calendar.



Header



1) **Location Selector** - The Location of the currently-displayed Schedule. By default, the Location displayed is the User's default Location.

2) **Department / Jobs Filter** - Select which **Departments** (https://help.restaurant365.net/en/support/solutions/articles/12000077346) or **Jobs** (https://help.restaurant365.net/en/support/solutions/articles/12000077332) will be displayed in the Schedule Calendar.

3) **Week / Day Toggle** - Switches the view between 'Week' view (default) and 'Day' view

4) **Employee / Job / Department Grouping** - Set the rows in the Schedule Calendar to display Employees (default), Jobs, or Departments

5) **New Shift Button** - Click 'New Shift' to open the 'Create New Shift' prompt and add a **Shift** (https://help.restaurant365.net/en/support/solutions/articles/12000055802-scheduling-shifts) to the Schedule.

6) **Messaging Audit Center** - Click to open the **R365 Messaging Audit Center** (https://help.restaurant365.net/en/support/solutions/articles/12000070607). This center works in conjunction with **R365 Employee Messaging** (https://help.restaurant365.net/en/support/solutions/articles/12000070200-r365-employee-messaging), where Employees can communicate via the **R365 Red App** (https://help.restaurant365.net/en/support/solutions/articles/12000055812-r365-app-red-), without providing any personal contact information. The Messaging Audit Center is where messages that were reported as inappropriate can be reviewed.

7) **Manager Queue** - Click this alert icon to open the **Manager Queue** (https://help.restaurant365.net/en/support/solutions/articles/12000056435-scheduling-manager-queue) page, where Schedule-related requests from Employees can be approved or denied.

8) **Refresh** - Refresh the view

9) **Print** - Click to open the **'Print Schedule' page** (https://help.restaurant365.net/en/support/solutions/articles/12000070789-schedule-calendar-print-options)

10) **View & Template Options** - Click to open the **'View/Template Options** (https://help.restaurant365.net/en/support/solutions/articles/12000070562)' sidesheet, where Users can adjust and save their current view, manage Saved Views, and save and use Schedule Templates.

11) **Publish / Unpublish** - Click this button to open the 'Publish Shifts' prompt, where the Schedule can be published by Department, by Job, or by Employee. Learn more about **Publishing, Unpublishing, and Alerting Employees here** (https://help.restaurant365.net/en/support/solutions/articles/12000070790-schedule-calendar-publish-unpublish-and-alert-employees).

12) **Week / Day Selector** - Click to select a new Week (or Day). Click the '<' arrow to go back one Week (or Day). Click '>' to go forward one Week (or Day).

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Forecasts and Advanced Metrics

When **Daily** (<https://help.restaurant365.net/en/support/solutions/articles/12000077211>) and **Hourly Forecasts** (<https://help.restaurant365.net/en/support/solutions/articles/12000077212>) are published, the Sales and Labor Forecast, as well as projected labor metrics, can be displayed above the Schedule. Learn more about the **Advanced Metrics section of the Schedule Calendar here** (<https://help.restaurant365.net/en/support/solutions/articles/12000066710>).

Week of May 24, 2023		Wed May 24	Thu May 25	Fri May 26	Sat May 27	Sun May 28	Mon May 29	Tue May 30
OT Hours	481.07							
Fixed Labor Var	-4.85							
Sales	\$283,357	\$30,644	\$36,627	\$42,040	\$48,524	\$49,826	\$42,312	\$33,384
Labor	\$42,584.2 15%	\$6,008.9 19.6%	\$6,033.3 16.5%	\$7,020.7 16.7%	\$7,103.8 14.6%	\$7,386.8 14.8%	\$8,051.5 19%	\$979.2 2.9%
Labor +/-	-5%	-0.4%	-3.5%	-3.3%	-5.4%	-5.2%	-1%	-17.1%
Labor Forecast	2,608	357	358	365	366	368	378	416
Total Staff +/-	+315.92	+60.48	+72.48	+134.08	+146.57	+119.7	+141.1	-358.5
Unassigned >	68h 9sh	Server 3:30 p - 11:00 p 7.5 h			3 Shifts > 24 h	Busser 12:00 p - 8:00 p 8 h	4 Shifts > 28.5 h	
Aaron Shiftlead	0h 1sh				Cook App 8:30 a - 4:00 p 7.5 h			
Adan Rosas	53.18h 2sh Runner Trainin... + 5 jobs	Host 12:00 p - 8:00 p 8 h			Busser 12:00 p - 8:00 p 8 h			

Forecasts are not displayed on the Schedule Calendar by default. To show Forecasts, enable 'Advanced Metrics' in the **View/Template Options** (<https://help.restaurant365.net/en/support/solutions/articles/12000070562>) menu.

View/Template Options

Saved Views
Advanced Metrics

Default + - X

View

- Weather
- Events
- Advance Metrics
 - Burdened Labor
 - Unburdened Labor
- Home Store Only
- Scheduled Employees

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Shift Tiles

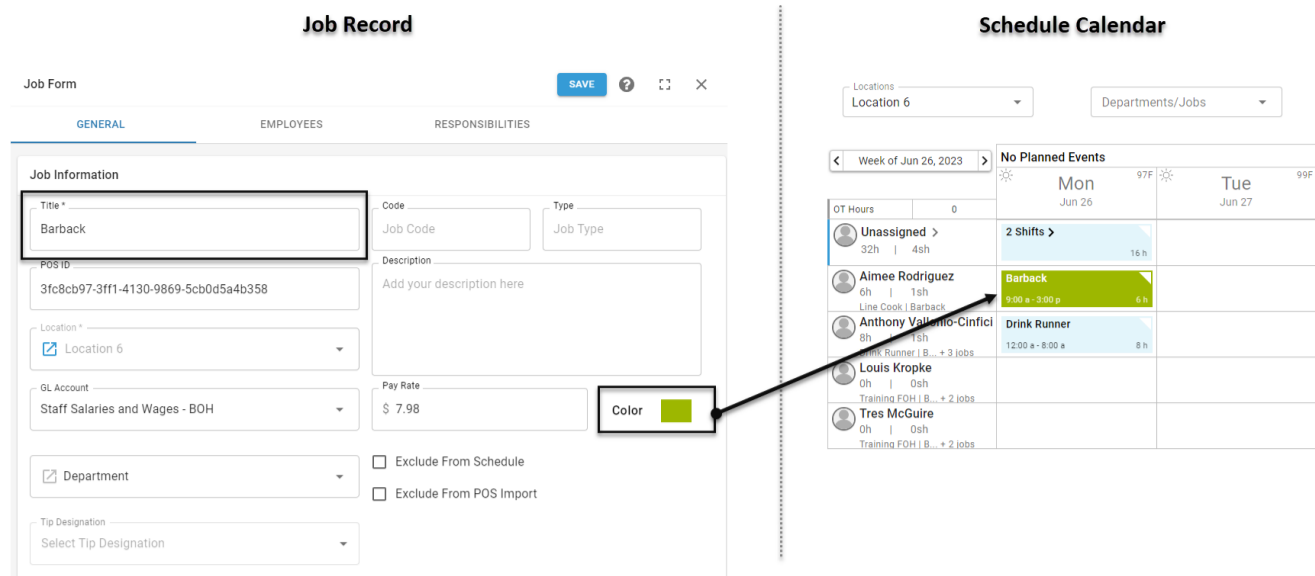
Each Shift on the Schedule is represented by a Shift tile. Learn more about **creating and editing Shift here** (<https://help.restaurant365.net/en/support/solutions/articles/12000094373>).

Each Shift tile will display basic information regarding the Shift. The information displayed is dependent on how the Schedule is being viewed.

Schedule Grouped By	Included Information	Example
Employee	Job Responsibility Start Time - End Time Shift Length	Bartender Close Register 12:00 p - 8:00 p 8 h
Job	Employee Responsibility Start Time - End Time Shift Length	Alan Daniel Armas Close Register 12:00 p - 8:00 p 8 h
Department	Job Employee Start Time - End Time Shift Length	Bartender Alan Daniel Armas 12:00 p - 8:00 p 8 h

Color

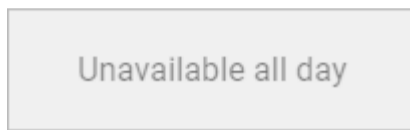
The color of the Shift tile is the color assigned to the associated Job. Colors are assigned to Jobs on the **Job Record** (<https://help.restaurant365.net/en/support/solutions/articles/12000077332>).



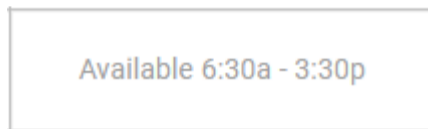
Shift Tiles Showing Employee Availability

An Employee's Availability can be viewed and edited on their Employee Record. Employees can also request to change their Availability using the **R365 Red App** (<https://help.restaurant365.net/en/support/solutions/articles/12000055812-r365-app-red>). (<https://help.restaurant365.net/en/support/solutions/articles/12000041819-employee-record>).

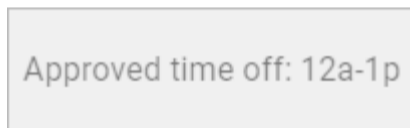
- Unavailable All Day:



- Partial Availability: (hours that the Employee is available will be displayed)



- Approved Time Off: (approved hours will be displayed)



Cross Location Employee Shift Tiles

Beckett, Debbie 50h 6sh BAR TRAIN PREP + 8 jobs	CASHIER 5:15a-1:15p 8 h	Location 200 12p-8p 8 h	BROIL 1p-11p 10 h
Bedford, Carlton 56h 9sh FOOD RUN HOURLY	2 Shifts > 12 h	FOOD RUN 8a-2p 6 h	2 Shifts > 12 h
Behr, Willie 30h 4sh FOOD RUN BROIL + 5 jobs	Location 300 7a-3p 8 h	FOOD RUN 8a-2p 6 h	BROIL 6a-2p 8 h

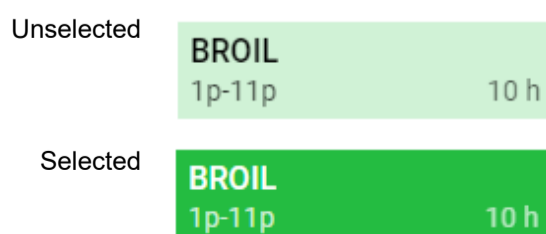
If an Employee works at more than one Location, the scheduled Shifts for other Locations will appear as greyed-out Shifts in the 'Employee' view of each Location's Schedule Calendar. These are shown for reference only to prevent double-booking when creating the Schedule. These Shifts will not impact labor metrics nor be printed for the selected Location.

To ensure that Employees who work at multiple Locations are displayed properly, the R365 Employee Records created through the POS Integration for each Location should be **merged into one Employee Record** (<https://help.restaurant365.net/en/support/solutions/articles/12000039121>).

Quick Shift/Job Filter

When viewing the Schedule Calendar by Employee, a User can select any Shift to automatically filter for only Employees who are able to be assigned to that Shift. An Employee is considered assignable when they have the Shift's Job associated with them on their Employee Record **and** they are available for that Shift (meaning they are not already scheduled for another Shift at the same time or have approved time off).

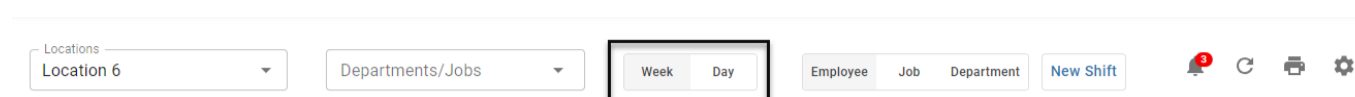
Shifts are selected by left-clicking on them. Once selected, the Shift tile will be displayed with a darker color, indicating that it is selected and a filter is in place.



Clicking on any blank space on the Schedule Calendar will de-select the Shift and disable the filter.

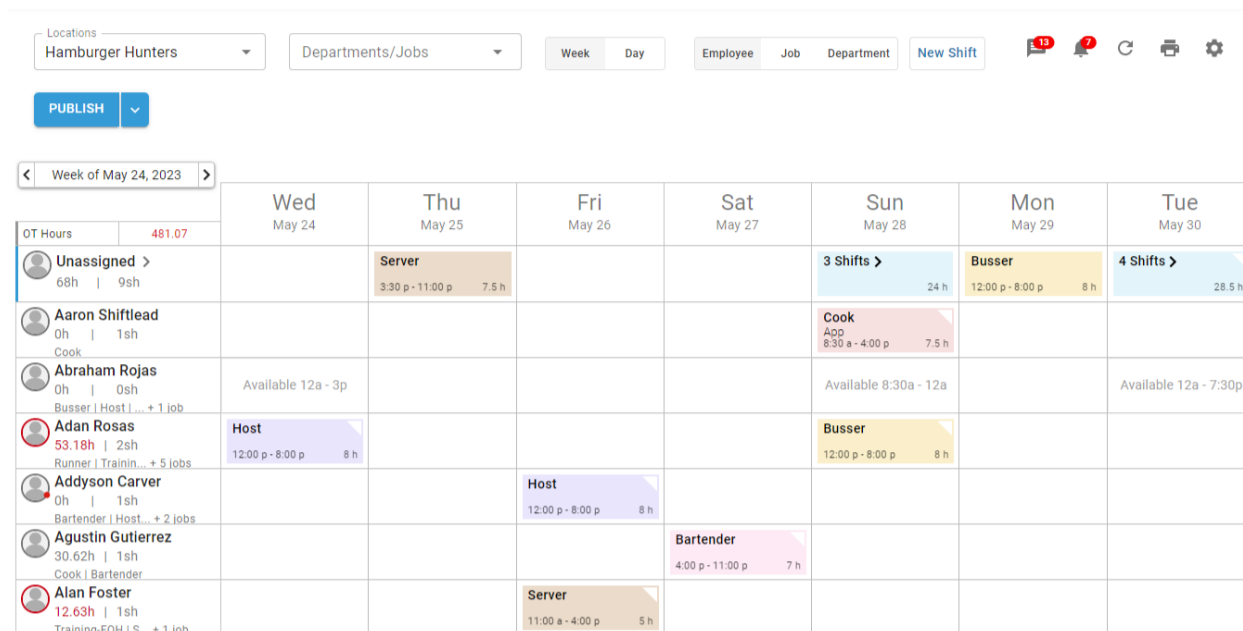
Week View and Day View

The Schedule Calendar can be viewed and edited by 'Week' or by 'Day'. Both of these views offer drag-and-drop functionality for **building and editing Schedules** (<https://help.restaurant365.net/en/support/solutions/articles/12000094373>).



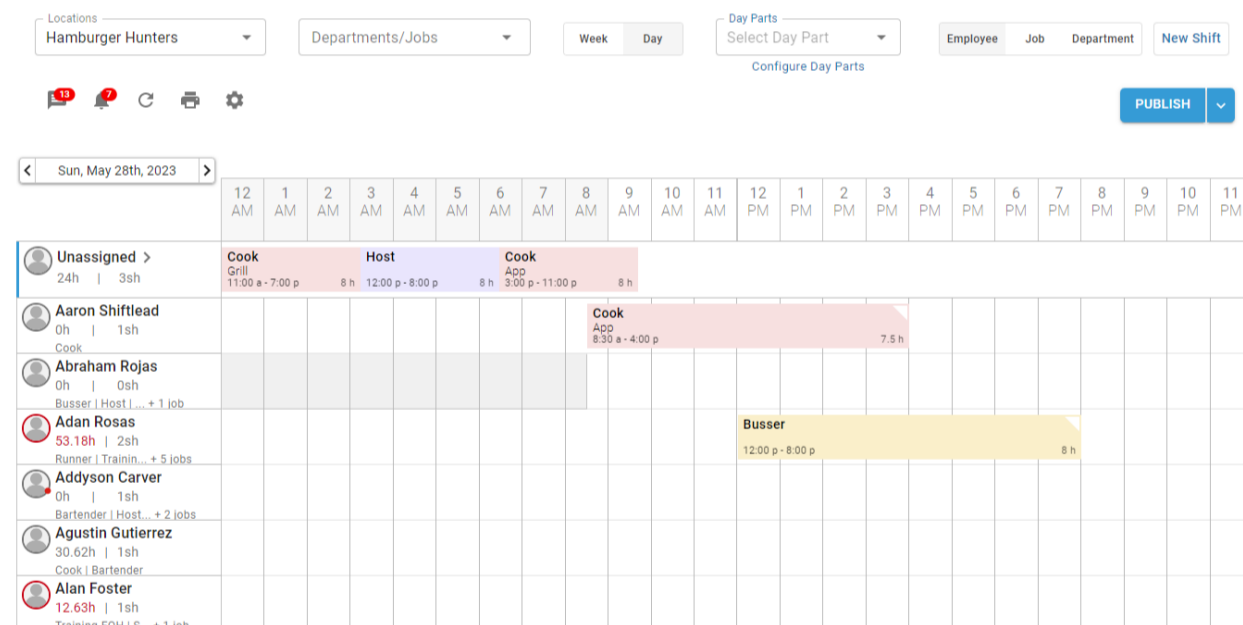
Week View

The 'Week' view shows all days in a week, with each Shift represented as a single tile.



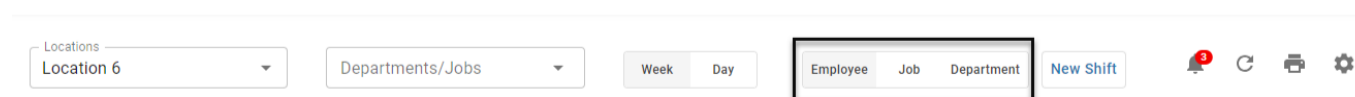
Day View

The 'Day' view shows all hours within a single day, with each Shift represented by a tile that spans the associated hours. If Day Parts are configured, the Schedule Calendar can be filtered by Day Part in this view.



Grouped by Employee, Job, or Department

The Schedule Calendar can also be grouped by Employee, Job, or Department. These groupings can be applied to both the 'Week' and 'Day' views.

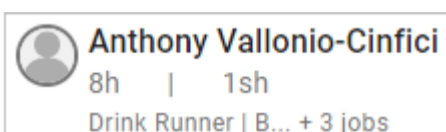


Employee

The 'Employee' grouping displays one Employee per row and marks days where the Employee has availability restrictions. With this grouping, each Shift tile is titled with the assigned Job.

Week of May 31, 2023		Wed May 31	Thu Jun 1	Fri Jun 2	Sat Jun 3	Sun Jun 4	Mon Jun 5	Tue Jun 6
OT Hours	0	8 Shifts > 55.5 h	8 Shifts > 55.5 h	9 Shifts > 63.5 h	8 Shifts > 55.5 h	9 Shifts > 63.5 h	9 Shifts > 63.5 h	9 Shifts > 63.5 h
Unassigned > 420.5h 60sh								
Alan Foster 6h 1sh Training FOH S... + 1 Job						Server 12:00 p - 6:00 p 6 h		
Alexandra Hernandez 8h 1sh Bartender Serv... + 2 Jobs					Host 12:00 p - 8:00 p 8 h			
Amelia Bones 8h 1sh Server Trainin... + 5 Jobs	Expo 12:00 p - 8:00 p 8 h			Unavailable all day				
Andrew Reynolds 16h 2sh Server Trainin... + 5 Jobs	Available 12a - 2p	Cook 3:00 p - 11:00 p 8 h			Cook App 3:00 p - 11:00 p 8 h	Unavailable all day		
Angel Castaneda 7h 1sh Dish						Dish 4:30 p - 11:30 p 7 h		
Ariana Dumbledore 8h 1sh Busser Host Cook	Approved time off: All day					Cook App 3:00 p - 11:00 p 8 h	Unavailable all day	

The first cell in each row will display the Employee's Name, Schedule Summary, and Job List. Clicking on the Employee's Name will open their **Employee Record** (<https://help.restaurant365.net/en/support/solutions/articles/12000077333>) in a sidesheet.



Anthony Vallonio-Cinfici
8h | 1sh
Drink Runner | B... + 3 jobs

Employee Picture

If a picture has been uploaded to the Employee's **Employee Record** (<https://help.restaurant365.net/en/support/solutions/articles/12000077333>), it is displayed next to their name.

Schedule Summary

Below the Employee Name are two numbers separated by a bar.

- Number 1: Total hours scheduled
- Number 2: Total Shifts scheduled for the Employee.
- Note: If the hours the Employee is scheduled for are approaching overtime, the numbers will turn **orange**. If the numbers surpass overtime, they will turn **red**.

Hovering over the 'Scheduled Hours' summary will display weekly details for the Employee

Anthony Cusumano
0h | 0sh
Prep Cook | Dishw

Anthony Vallonio-Cinfici
8h | 1sh
Drink Runner | B...

Antoine Joseph
0h | 0sh

Weekly:
0 hrs worked
8 hrs remaining
0 days worked
1 days remaining
\$0 worked
\$0 remaining

Job Information

The third line contains a list of the Employee's Jobs. If the Employee has more than two Jobs associated with them, hovering over the Job information will display a list of all Jobs associated with the Employee.

Anthony Cusumano
0h | 0sh
Prep Cook | Dishwasher

Anthony Vallonio-Cinfici
8h | 1sh
Drink Runner | B... + 3 jobs

Antoine Joseph
0h | 0sh
Dishwasher

Drink Runner
Bartender
Training FOH
Bar Assistant
Barback

Job

The **Job** (<https://help.restaurant365.net/en/support/solutions/articles/12000077332>) grouping displays one Job per row. With this grouping, each Shift tile is titled with the Employee assigned to it.

Week of May 24, 2023		Wed May 24	Thu May 25	Fri May 26	Sat May 27	Sun May 28	Mon May 29	Tue May 30
OT Hours	481.07		Server 3:30 p - 11:00 p 7.5 h			3 Shifts > 24 h	Busser 12:00 p - 8:00 p 8 h	4 Shifts > 28.5 h
Unassigned > 68h 9sh								
1. Test Host 0h 0sh								
Bartender 184.07h 2sh	Amelia Bones 10:30 a - 4:30 p 6 h Shift this shift 4:00 p - 11:00 p 7 h	Dedalus Diggle 10:30 a - 4:30 p 6 h Amelia Bones 4:00 p - 11:00 p 7 h	Nicolette Curry 10:30 a - 4:30 p 6 h Andrew Reynolds 4:00 p - 11:00 p 7 h	Nicolette Curry 10:30 a - 4:30 p 6 h Agustin Gutierrez 4:00 p - 11:00 p 7 h	Shift this shift 10:30 a - 4:30 p 6 h Dedalus Diggle 4:00 p - 11:00 p 7 h	Shift this shift 10:30 a - 4:30 p 6 h Amelia Bones 4:00 p - 11:00 p 7 h	Dedalus Diggle 10:30 a - 4:30 p 6 h Amelia Bones 4:00 p - 11:00 p 7 h	Shift this shift 10:30 a - 4:30 p 6 h Amelia Bones 4:00 p - 11:00 p 7 h
Bartender 0h 0sh	Fleur Delacour Bar Point 12:00 p - 8:00 p 8 h							
Busser 124.78h 0sh	Cedric Diggory 12:00 p - 8:00 p 8 h	Cedric Diggory 12:00 p - 8:00 p 8 h	Cedric Diggory 12:00 p - 8:00 p 8 h	Cedric Diggory 12:00 p - 8:00 p 8 h	Adan Rosas 12:00 p - 8:00 p 8 h			

The first cell in each row will display the Job name and a summary of associated scheduled Shifts and hours. Clicking on the Job will open the associated **Job Record** (<https://help.restaurant365.net/en/support/solutions/articles/12000077332>) (<https://help.restaurant365.net/en/support/solutions/articles/12000077333>) in a sidesheet.

Bartender

23h | 3sh

Scheduled Hours Summary

Below the Job title are two numbers separated by a bar

- Number 1: Total hours scheduled for the Job
- Number 2: Total Shifts scheduled for the Job
- Note: If either number represents overtime values, these numbers will turn **red**

Hovering over the 'Scheduled Hours' summary will display weekly details.

Bartender

23h | 3sh

Weekly:
0 hrs worked
23 hrs remaining

Department

The **Department** (<https://help.restaurant365.net/en/support/solutions/articles/12000077346>) grouping displays one Department per row. With this grouping, each Shift is titled with the associated Job and subtitled with the assigned Employee.

Week of May 24, 2023		Wed May 24	Thu May 25	Fri May 26	Sat May 27	Sun May 28	Mon May 29	Tue May 30
OT Hours	481.07							
Unassigned >	68h 9sh		Server 3:30 p - 11:00 p 7.5 h			3 Shifts > 24 h	Busser 12:00 p - 8:00 p 8 h	4 Shifts > 28.5 h
BOH v	1,256.52h 8sh	Cook Ariana Dumbledore 8:30 a - 4:00 p 7.5 h	Cook James Gazlay 8:30 a - 4:00 p 7.5 h	Cook Ariana Dumbledore 8:30 a - 4:00 p 7.5 h	Cook Ariana Dumbledore 8:30 a - 4:00 p 7.5 h	Cook Aaron Shiftlead 8:30 a - 4:00 p 7.5 h	Cook James Gazlay 8:30 a - 4:00 p 7.5 h	Cook Ariana Dumbledore 8:30 a - 4:00 p 7.5 h
		Cook Saul Palacios 10:00 a - 6:00 p 8 h	Cook Saul Palacios 10:00 a - 6:00 p 8 h	Cook Jaime Smith 10:00 a - 6:00 p 8 h	Cook Saul Palacios 10:00 a - 6:00 p 8 h	Cook Vernon Dursley 10:00 a - 6:00 p 8 h	Cook Saul Palacios 10:00 a - 6:00 p 8 h	Cook Saul Palacios 10:00 a - 6:00 p 8 h
		Cook Rubeus Hagrid 11:00 a - 7:00 p 8 h	Cook Rubeus Hagrid 11:00 a - 7:00 p 8 h	Cook Rubeus Hagrid 11:00 a - 7:00 p 8 h	Cook Rubeus Hagrid 11:00 a - 7:00 p 8 h	Dish Ximena Lobo 12:00 p - 5:00 p 5 h	Cook Rubeus Hagrid 11:00 a - 7:00 p 8 h	Cook Rubeus Hagrid 11:00 a - 7:00 p 8 h
		Dish Ismelda Alverto 12:00 p - 5:00 p 5 h	Dish Ismelda Alverto 12:00 p - 5:00 p 5 h	Dish Ismelda Alverto 12:00 p - 5:00 p 5 h	Dish Ximena Lobo 12:00 p - 5:00 p 5 h	Expo Katie Bell 12:00 p - 8:00 p 8 h	Dish Ismelda Alverto 12:00 p - 5:00 p 5 h	Dish Gabriel Lopez 12:00 p - 5:00 p 5 h
		Expo Christian Montgomery 12:00 p - 8:00 p 8 h	Expo Katie Bell 12:00 p - 8:00 p 8 h	Expo Christian Montgomery 12:00 p - 8:00 p 8 h	Expo Christian Montgomery 12:00 p - 8:00 p 8 h	Dish Gabriel Lopez 4:30 p - 11:30 p 7 h	Expo Katie Bell 12:00 p - 8:00 p 8 h	Expo Katie Bell 12:00 p - 8:00 p 8 h
		Cook Olvin Garcia 3:00 p - 11:00 p 8 h	Cook Olvin Garcia 3:00 p - 11:00 p 8 h	Cook Olvin Garcia 3:00 p - 11:00 p 8 h	Cook James Gazlay 3:00 p - 11:00 p 8 h	Cook Jaime Smith 5:00 p - 11:30 p 6.5 h	Cook Olvin Garcia 3:00 p - 11:00 p 8 h	Dish Ismelda Alverto 4:30 p - 11:30 p 7 h

The first cell in each row will display the Department name and a summary of associated scheduled Shifts and hours. Shifts associated with Jobs that have not been assigned to a Department will be grouped in the 'No Department' row.

BOH >

21.5h | 3sh

No Department >

38.75h | 5sh

Schedule Summary

Below the Department name are two numbers separated by a bar

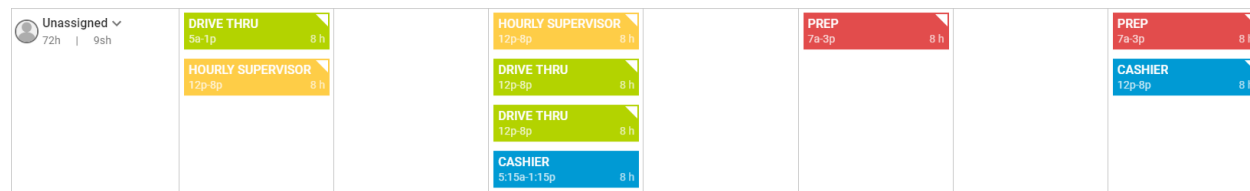
- Number 1: Total hours scheduled for the Department
- Number 2: Total Shifts scheduled for the Department
- Note: If either number represents overtime values, these numbers will turn **red**

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Unassigned Shifts Section

(https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/12049247875/original/FaiLjKaHNWGum_9TyFi-pchXU6XXWYqyKg.png?1555104023).

Shifts that have not yet been assigned to an Employee will appear in the 'Unassigned' section, which is collapsed by default.



(https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/12049247884/original/t8BaFy53Zu2cMiJYPRreFSOGoh_rNcqp15Q.png?1555104068).

Unassigned Shifts **cannot** be dragged to another day, and are **locked** to the date on which they were created. However, Shifts **can** be copied and pasted to/from the 'Unassigned' row in the Job and Department groupings of the Schedule. To change the date of an unassigned Shift, open the 'Edit Shift' window by double-clicking on the Shift, then manually update the date value.

Shifts that are both 'Unpublished' and 'Unassigned' can be deleted from the Schedule in bulk. Learn more about **deleting Unpublished, Unassigned Shifts here** (<https://help.restaurant365.net/en/support/solutions/articles/12000092157>).

Business Day & Operating Hours

Business Day

When viewing the Schedule Calendar by 'Day', the page will list all hours between the first and last hour of the Location's Business Day. By default, Business Days match Calendar Days, with the first hour as 12am and the last hour as 11pm.

When a **Start of Business Day Time** (<https://help.restaurant365.net/en/support/solutions/articles/12000092280>) is defined for a Location, it will be reflected on its Schedule Calendar.

- Contact your CSM or **R365 Support** (<https://help.restaurant365.net/en/support/tickets/new>) to learn how 'Start of Business Day' can enhance your R365 experience!

Shifts that cross the start time of the Business Day are considered Cross-Day Shifts. These Shifts will be broken into segments for the purposes of overtime calculations and labor reporting. Learn more about **Cross-Day Shifts here** (<https://help.restaurant365.net/en/support/solutions/articles/12000091849>).

Operating Hours

Defining **Restaurant Operating Hours** (<https://help.restaurant365.net/en/support/solutions/articles/12000090402>) on the Labor Matrix will focus attention on the hours that Labor should be scheduled. Hours outside of the defined Operating Hours will have a darker background.

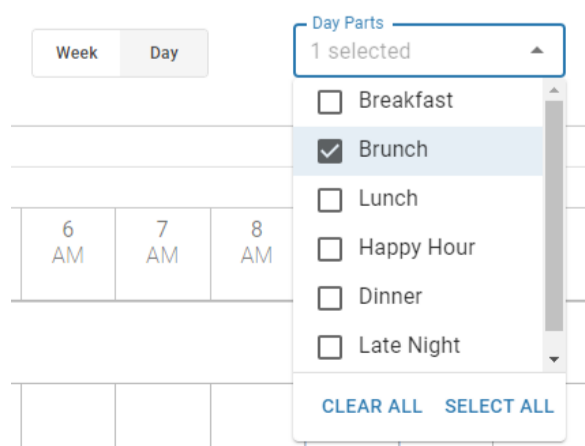
- **Note:** Shifts outside of Operating Hours will still be included in Scheduled Labor reporting.

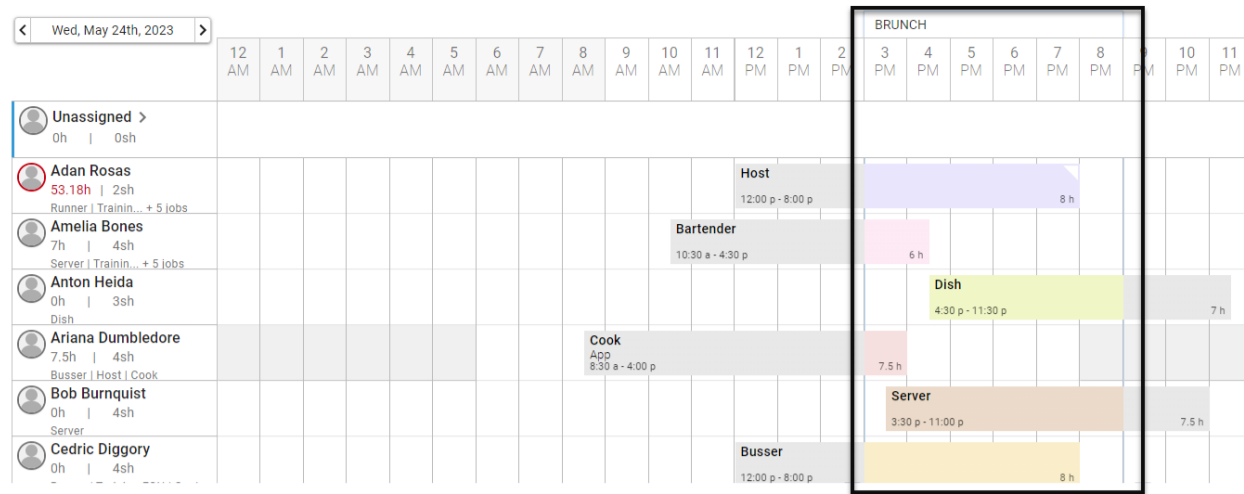
		Operating Hours																							
		4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM	12 AM	1 AM	2 AM	3 AM
Labor +/-	-5.5%																								
Fixed Labor Var	-14.06																								
Sales	\$4,365	\$-	\$-	\$-	\$-	\$-	\$15.89	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$-	\$-	\$-
Labor	\$633.2 14.5%	\$-	\$-	\$-	\$-	\$-	\$15.89	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$-	\$-	\$-
Labor Forecast	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Staff +/-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unassigned >																									
allison Sevier		BARTENDER 2:00 a - 8:00 a 5 h																							
Amy Hall		MIT 12:00 p - 8:00 a 6 h																							
Ruiz Cruz, Elvia		COOK 1:00 a - 9:00 a 8 h																							

Day Parts

When in the 'Day' view, Users can filter the Schedule by Day Part.

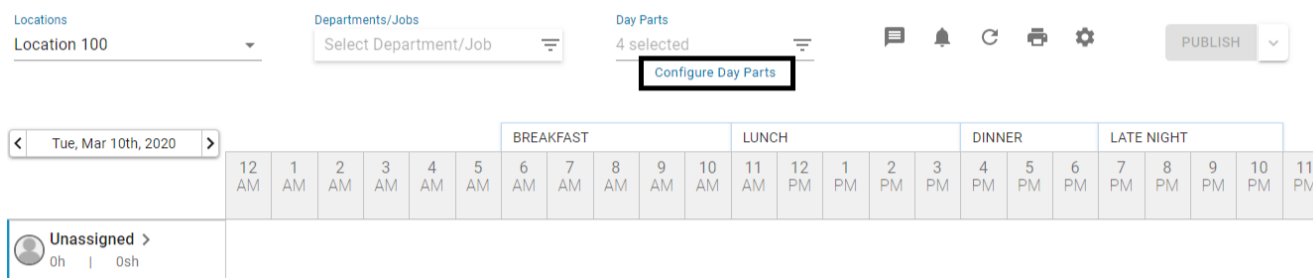
When Day Parts are selected in the Day Part selector, Shifts within the hours of the selected Day Part are displayed and highlighted.





Day Parts can be created within the Schedule Calendar by clicking 'Configure Day Parts'. Learn more about [Day Part configuration here](https://help.restaurant365.net/en/support/solutions/articles/12000094371) (<https://help.restaurant365.net/en/support/solutions/articles/12000094371>).

- **Note:** Day Parts can also be created and edited within the **Labor Matrix** (<https://help.restaurant365.net/en/support/solutions/articles/12000090405>).
- **Note:** Only Users with the following Permission will be able to create and/or edit Day Parts for Locations that they have access to:
 - Labor → Scheduling → View/Edit Labor Matrix Setup



This article was rewritten in June of 2023. [A PDF version of the original article is available here](http://restaurant365training.com/wp-content/uploads/2023/06/Schedule-Calendar.pdf) (<http://restaurant365training.com/wp-content/uploads/2023/06/Schedule-Calendar.pdf>).