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Workforce Management Web for Supervisors Help

Add or Edit Start/End Time

4/23/2025

Add or Edit Start/End Time

To set the start and end time for availability or working hours:

1. Enter the **Start Time**.

You can either type the start time directly into the field, or use the up or down arrow to select the time.



Important If you select **Next Day**, the **End Time** must be before 12:00 noon.

- 4. Enter any comments you want to make regarding this Calendar item.
- 5. Click **Finish**.