Workforce Management Web for Supervisors Help

Contract Shifts

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Contents

Contract Shifts

The **Shifts** pane displays all available shifts that can be associated with this contract. All shifts configured for the contract site are listed. The shifts you select must have settings compatible with the contract settings. An error message appears if the settings are not compatible. If the settings for at least one day are compatible, the association is accepted. Use the **Contracts > Shifts** pane when you create a new contract or when you edit an existing contract.

To view the **Shifts** pane for an existing contract:

1. Select **Policies > Contracts**.

2. In the **Objects** pane, select a site

3. In the **Contracts** pane, select an existing contract.
    The Constraints pane is displayed by default.

4. In the right-side pane,select **Shifts**.
    The Shifts pane is displayed containing a list of shifts that are associated with this contract.

The Shifts pane displays the details for assigned shifts in the following columns:

Name	The name of the assigned shift.
Earliest Start	The earliest start time for this shift.
Latest End	The latest end time for this shift.
State	The state of the shift, either Primary or Secondary.

Use the **Shifts** pane to assign shifts to the **Contract** or change the state of an assignment.

> ## Important
>
> If you make changes that do not pass validation, the **Review Validation Messages** pane is displayed, which includes a list of error and warning messages. For more information about these messages, see Review Validation Messages.

Assigning a Shift To a Contract

1. In the **Contracts** pane, select a contract from the list of existing contracts.

2. Click **Assign Shifts** .
The Available Shifts pane opens with details in the Name, Earliest Start, and Latest End

   columns. Alternatively, if you want to unassign a shift, click Unassign Shifts .

3. In the **Use This State for Assignments** drop-down list, select **Primary** or **Secondary**.

4. In the **Available Shifts to be Associated with Contract** section, select one or more shifts.
Search for a specific shift by typing the shift name in the Search field, if desired.

5. To associate the shift(s) with this contract, click **Apply** .
The selected shifts are displayed in the Shifts pane.

6. Close the **Available Shifts** pane, and on the **Shifts** pane, click **Save Changes** .
You can configure shifts for a selected site in the Policies > Shifts view.

Removing an Assigned Shift From a Contract

1. In the **Contracts** pane, select a contract from the list of existing contracts.

2. In the **Associating Shifts for <shift name>** list, select the shift you want to remove and click

   Unassign Shifts .
The shift if removed from the list.

3. In the **Shifts** pane, click **Save Changes** .

Changing the State of an Assigned Shift

1. In the **Contracts** pane, select the contract to which the shift you want to change is assigned.

2. In the **Associated Shifts for <contract name>** section, from the drop-down list in the **State** column,
change the state to either **Primary** (default) or **Secondary**.

3. To save the changes, click **Save Changes** .
To select multiple shifts, hold down SHIFT or CTRL and click each additional shift.