NASTi Project

IMPLEMENTATION TIMELINE - SCHEDULING AND TIME & ATTENDANCE

Task	Day 1	Day 2	Day 3	Day 4	Day 5	Wk 2	Wk 3	Wk 4	Ongoing
KICK OFF AND CONFIGURATION									
Set Up Community									
Add Admin Users									
Upload Employees									
SCHEDULE IMPLEMENTATION									
Create Schedule Templates									
Publish Schedules									
Invite Employees									
Edit Shifts									
TIME & ATTENDANCE									
Time & Attendance Test Run									
Make Adjustments to T & A									
Turn on Time & Attendance									
ADDITIONAL									
Managing Employees									
Optimizing Schedule Templates									
Review Additional Features: Reporting, Messaging, Announcements, Approvals									

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IMPLEMENTATION TIMELINE - SCHEDULING ONLY