GENESYS

Workforce Management Web for Supervisors Help

Site Settings

5/4/2025

Site Settings

At the top of the **Contracts** pane, click **Site Settings** to open the pane and configure the following settings for a selected site:

Minimum Duration Section

- **Minimum Duration Between the End of the Day and Start of Next Working Day**—Enter a time period in hours and minutes for the duration between the end of the current day and start of the next working day, or specify an unlimited duration by checking the **Unlimited** check box.

- **Minimum Duration Between the Start Times of Two Consecutive Working Days**—Enter a time period in hours and minutes for the duration between the start times of two consecutive working days, or specify an unlimited duration by checking the **Unlimited** check box.

Schedule Planning Period Section

- **Schedule Planning Period Type**—Enables you to define a period of longer than a week that can be used to set up **Contract** constraints, such as number of paid hours and number of days off. The Schedule Planning Period options are: **None**, **Monthly**, **Two Weeks**, **Three Weeks**, **Four Weeks**, **Five Weeks**, and **Six Weeks**.

- **Start Date**—Enter the date, on which the selected planning period begins.

> ## Important
>
> The start date must correspond to the **Week Start Day** value that is configured for the business unit, to which the site is assigned. Future iterations of the Schedule Planning Period will start on the same day of the week. If you selected the **Monthly** option, this field will be unavailable, and future iterations of the Schedule Planning Period will start on the first day of each calendar month.

After you have configured these settings, click **Save** 🖫 .

To reconfigure these settings, you can click the **Reset** button. Doing so, will reinstate the default settings and the Review Validation Messages pane opens, displaying the following warning message:

```
If you click Reset, all settings for Schedule Planning Period work hours and time off
for all Contracts at this location will be deleted. New Schedule Planning Period
settings will have to be entered manually. Do you want to continue?
```

> ## Warning
>
> If you click **Reset**, all previously entered Schedule Planning Period settings in the **Contract Constraints** and **Day off and Weekend Rules** panes are deleted, and you must reenter them for all **Contracts** in the affected site.

Click **Close** ✖ if you want to ignore the message or **Apply** ↵ in the **Review Validation Messages** pane, if you want to reset the settings.