How Do I Change an Employee's Schedule?

Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Team Time** tile.
4. On the **Team Time** page, click **Assign Work Schedule** in the menu listing.

Select an Employee to Update

5. On the **Assign Work Schedule** page, populate the **Last Name** field or the **Employee ID** field.
6. Click the **Search** button.

Select an Employee Record in the Search Listing

7. Click the desired **Employee Name/Employee Record** combination in the search results listing.

Review the Current Schedule Information

8. On the **Assign Work Schedule** page, review the **Schedule ID** and **Description** information.
9. Click the **Show Schedule** link and view details of the schedule.
10. Make note of the **Workgroup** information displayed in the page header. NOTE: The workgroup includes "smart coding" which indicates whether it is institution-specific or universal, used by exempt or non-exempt employees, etc. Please contact your HR representative for a quick reference guide explaining the workgroup "smart coding" and related attributes.
11. Make note of the **work days** displayed in the **Schedule Calendar** section.
12. On the **Schedule Calendar** page, click the **Shift Detail** link.
13. Make note of the timesheet type (**Punch Type**) used by the employee.

14. Click the **Return** button to return to the **Schedule Calendar** page.
15. Click the **Cancel** button to return to the **Assign Work Schedule** page.

Add a New Schedule

16. Click the **Plus (+)** icon associated with the current schedule row.
17. Click the **Choose a date (Calendar)** icon and select the date for the change to take effect. NOTE: In most instances, the changes should take effect at the beginning of the next pay period.

Assign the Default Schedule

18. Click the drop down icon associated with the **Assignment Method** field and choose **Use Default Schedule** from the listing.
19. Skip to **step 28**.

Assign a Predefined Schedule

20. Click the drop down icon associated with the **Assignment Method** field and choose **Select Predefined Schedule** from the listing.
21. Click the **Look Up** icon associated with the **Schedule ID** field.
22. On the **Look Up Schedule ID** page, click the **Description** field and enter the number of hours associated with the desired schedule.
23. Click the **Look Up** button.
24. Select the desired **Schedule ID** in the listing.
25. Skip to **step 28**.

Assign a Personal Schedule

26. Contact **Shared Services Center (SSC)** to request assistance with the creation and assignment of a personal schedule.
27. Go to **step 38**.

Review the New Schedule

28. Click the **Show Schedule** link.
29. Review the information displayed on the **Schedule Calendar** page.
30. Validate the **Workgroup** of the new schedule. In most instances, the new **Workgroup** should be the same as the **Workgroup** noted in **step 10**.

31. Validate the **Work Days** and **Schedule Hours** of the new schedule.
32. On the **Schedule Calendar** page, click the **Shift Detail** link.
33. Validate the timesheet type (**Punch Type**) associated with the new schedule.
34. Click the **Return** button.
35. On the **Schedule Calendar** page, click the **Cancel** button.
36. If errors are noted during this review, update the **Assignment Method** and/or **Schedule ID**; then repeat the validation steps.

Save the Schedule Change

37. After validating the information and making any needed updates, click the **Save** button.

Delete a Schedule Added in Error (Optional)

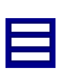
38. Click the **Minus (-)** icon associated with the row to delete. NOTE: Managers should only delete the row(s) they added in error; do not delete the “original” current row from the page without specific authorization from **SSC**.
39. The system displays a message, asking the user to confirm the **Delete** action.
40. Click the **OK** button to continue.
41. Then click the **Save** button.

Review the History of Schedule Assignments

42. Click the **Expand** icon associated with the **View History of Schedule Assignments, including Default Changes** section, displayed at the bottom of the **Assign Work Schedule** page.
43. Review the listing of schedule changes.

Complete the Task/Sign Out of the Application

44. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



45. Click the **Sign Out** option in the listing.