Work Schedules in HRMS

Employees are assigned work schedules in HRMS when hired. Schedules must be accurate as they impact the calculation of absence events and timesheets. Supervisors are responsible for monitoring and updating work schedules for their employees. This job aid describes how to run a query to search for available schedules in HRMS that correspond with the number of hours an employee works each week.

Navigate to: MyU > Key Links > Reporting Center

1. In the Filter by Title field, enter “Schedules” then click <Filter>.
2. Click <Schedules – Predefined> under the Human Resource Management section.
3. In the query prompt, enter the number of hours the employee works in a given week followed by the percentage symbol.

<table>
<thead>
<tr>
<th>UM_TL_SCHEDULE_HRS - List of predefined Schedules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wkly Hours+the % sign e.g 40%: 32%</td>
</tr>
<tr>
<td>View Results</td>
</tr>
</tbody>
</table>

4. Click <View Results>.
5. The search results will display all available work schedules in HRMS to select from.

<table>
<thead>
<tr>
<th>Schedule ID</th>
<th>Schedule Effective Date</th>
<th>Schedule’s Status</th>
<th>Schedule Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 32.00_M4T8W4THF8</td>
<td>01/01/1900</td>
<td>A</td>
<td>32.00 hrs wk</td>
</tr>
<tr>
<td>2 32.00_M4TTH95F9</td>
<td>01/01/1900</td>
<td>A</td>
<td>32.00 hrs wk</td>
</tr>
<tr>
<td>3 32.00_M4TWTH8F4</td>
<td>01/01/1900</td>
<td>A</td>
<td>32.00 hrs wk</td>
</tr>
<tr>
<td>4 32.00_M5T8W5T8F6</td>
<td>01/01/1900</td>
<td>A</td>
<td>32.00 hrs wk</td>
</tr>
<tr>
<td>5 32.00_M7TWH6F7</td>
<td>01/01/1900</td>
<td>A</td>
<td>32.00 hrs wk</td>
</tr>
<tr>
<td>6 32.00_M6T4W4F8</td>
<td>01/01/1900</td>
<td>A</td>
<td>32.00 hrs wk</td>
</tr>
<tr>
<td>7 32.00_M8T4WTH8F4</td>
<td>01/01/1900</td>
<td>A</td>
<td>32.00 hrs wk</td>
</tr>
<tr>
<td>8 32.00_M8T4WTH8F4</td>
<td>01/01/1900</td>
<td>A</td>
<td>32.00 hrs wk</td>
</tr>
<tr>
<td>9 32.00_M8T4WTH8F4</td>
<td>01/01/1900</td>
<td>A</td>
<td>32.00 hrs wk</td>
</tr>
<tr>
<td>10 32.00_M8T4WTH8F4</td>
<td>01/01/1900</td>
<td>A</td>
<td>32.00 hrs wk</td>
</tr>
</tbody>
</table>

The Schedule ID will be needed when updating the work schedule. Follow the instructions in the “Assigning Work Schedules” job aid to update the schedule for an employee.

⚠️ Note: Hourly employees are assigned a “NOSCHED” schedule in HRMS. They are paid for time reported. Their hours may fluctuate each week and do not require a schedule update.