Assigning Work Schedules

Schedules are identified and assigned in HRMS to employees with set schedules. Accurate schedules are critical as they are used in the calculation of absence requests and timesheets. Supervisors and unit administrators can modify the assigned schedule if the employees work hours change temporarily or permanently. This job aid illustrates the steps involved with changing a work schedule for an individual employee.

1. Navigate to:
   a. Supervisors: MyU > Manager Info. Click <Manage Schedules> beneath the Absence section.
   b. Unit time administrators or unit absence administrators: MyU > KeyLinks > PeopleSoft > Human Resources > Main Menu > Global & Absence Mgmt > Payee Data > Create Overrides > Assign Work Schedule.

2. Enter the employee Empl ID in the Search Criteria.
3. Click <Search>.
4. Click on the plus icon to add a new row.
5. Enter the Effective Date of the new schedule.
   Note:
   - Effective dates should always begin on a Monday.
   - If the proposed schedule is not reflected on the drop-down menu, work with your local HR representative to contact OHR regarding creating a new global schedule.
6. Leave the Assignment Method field as “Select Predefined Schedule”.
7. Leave the Schedule Group field as “Default”.
   Note: Selection of the schedule should support the same number of hours per week. The days of the week and number of hours worked per day would change.
8. Select one of the predefined Schedule ID’s from the drop-down menu.
   Note: See the “Available Work Schedule” job aid for possible selections.
9. Click <Show Schedule> to view the details (see side B).
10. Click <Save>.
    Note: These changes do not route for approval.
Selection of the schedule should support the same number of hours worked per week. If the employee is increasing or decreasing the number of hours worked during a week then a Position Management Request Form is required changing the position management schedule. Results of increases or decreases of hours per week impact benefits, absence accrual and timesheet calculations. Do not risk paying the employee incorrectly.