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.

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.

### 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.

### 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.