

How to manage a work schedule:

This job aid outlines how a TL Admin will assign a work schedule. TL Admin will have access to enter and/or adjust timesheets on behalf of all employees.

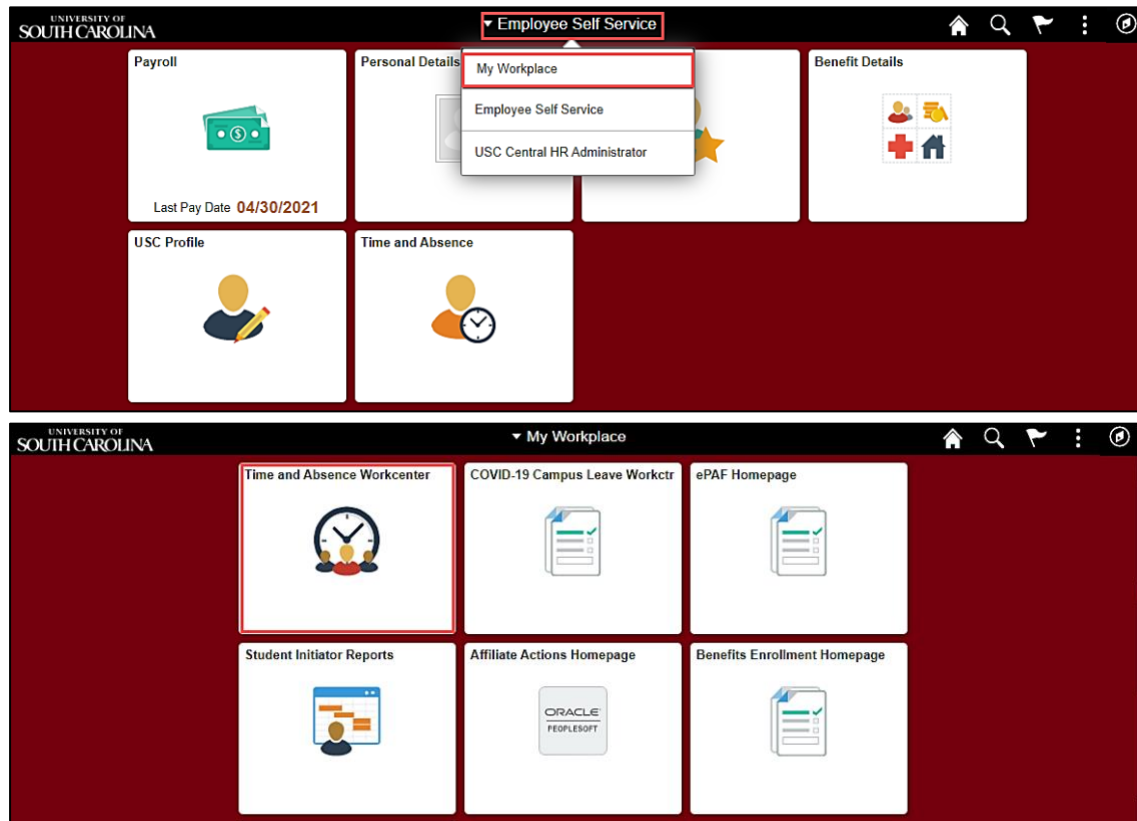
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **My Workplace** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

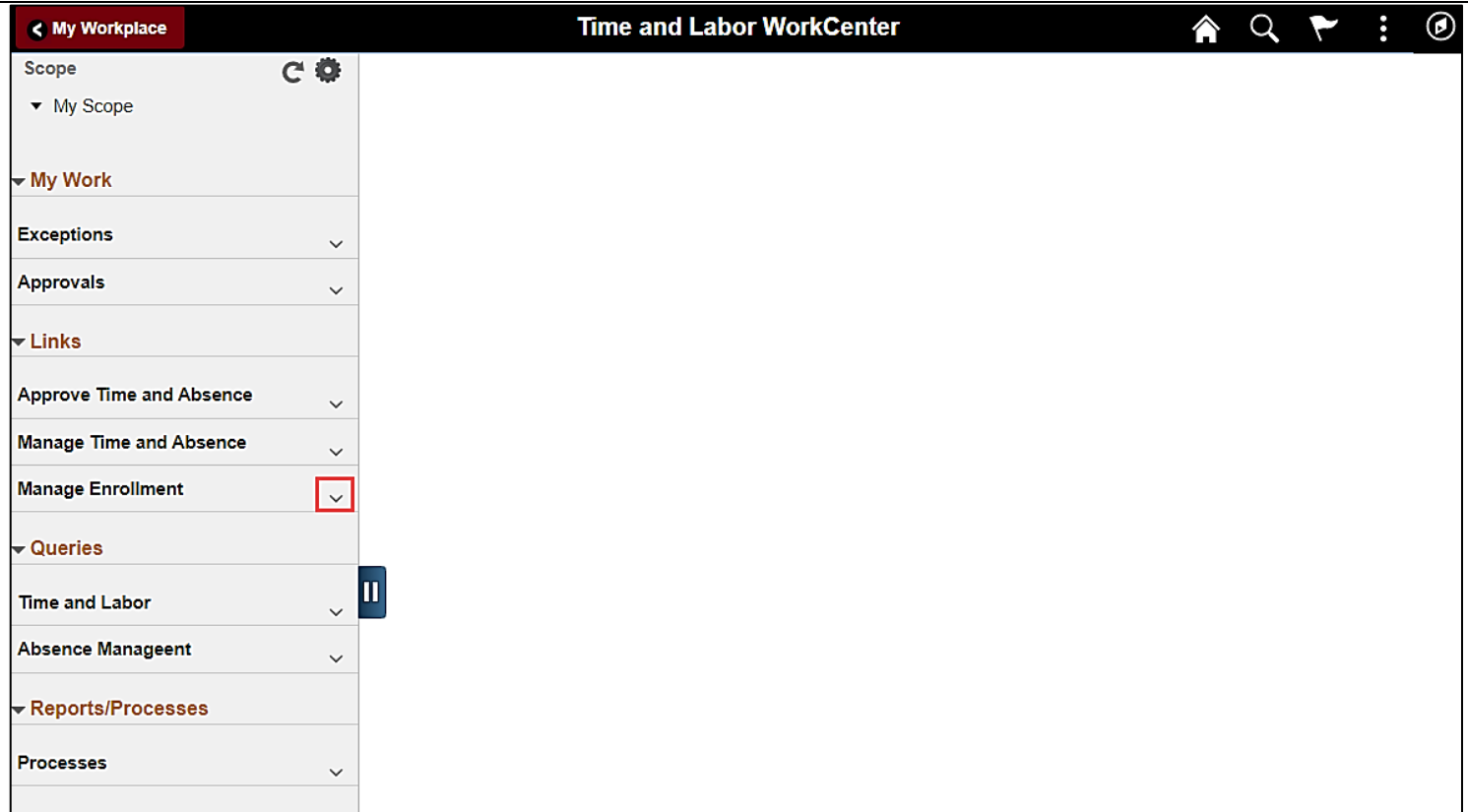
Screenshots



Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

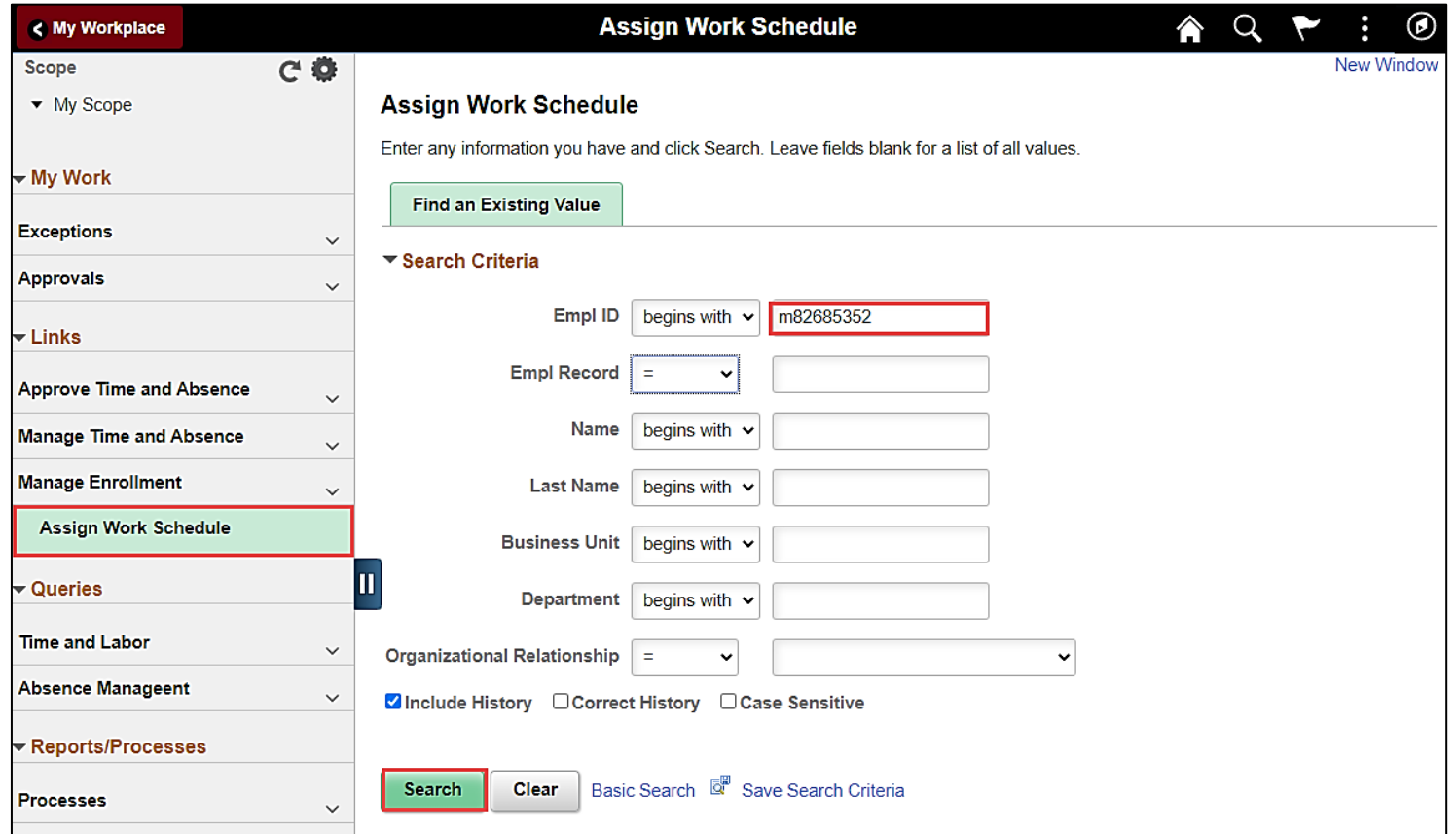
Step 3: Click the **Manage Enrollment** drop-down arrow.



Step 4: Click the **Assign Work Schedule** option from the list.

Step 5: To manage the work schedule for a specific employee, begin by finding a specific employee. Enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

Step 6: Click **Search** to display the employee results.



My Workplace Assign Work Schedule Home Search Flag More Close New Window

Scope Refresh Settings

- ▼ My Scope
- ▼ My Work
- Exceptions ▼
- Approvals ▼
- ▼ Links
- Approve Time and Absence ▼
- Manage Time and Absence ▼
- Manage Enrollment ▼
- Assign Work Schedule
- ▼ Queries Pause
- Time and Labor ▼
- Absence Management ▼
- ▼ Reports/Processes
- Processes ▼

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Business Unit begins with

Department begins with

Organizational Relationship =

Include History Correct History Case Sensitive

Search

Clear Basic Search Save Search Criteria

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Step 7: Click the **USCID** for the applicable EMPL record.

My Workplace
Assign Work Schedule

Scope

- ▼ My Scope
- ▼ My Work
- Exceptions ▼
- Approvals ▼
- ▼ Links
- Approve Time and Absence ▼
- Manage Time and Absence ▼
- Manage Enrollment ▼
- Assign Work Schedule
- ▼ Queries
- Time and Labor ▼
- Absence Management ▼
- ▼ Reports/Processes
- Processes ▼

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with ▼

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼

Business Unit begins with ▼

Department begins with ▼

Organizational Relationship = ▼

Include History
 Correct History
 Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All
 ◀ ◀ 1-2 of 2 ▶ ▶

Empl ID	Empl Record	Name	Last Name	Business Unit	Department	Organizational Relationship
M82685352	0			SCCOL	691000	Emp
M82685352	2			SCCOL	691000	Emp

Step 8: Review the data on the **Assign Work Schedule** page.

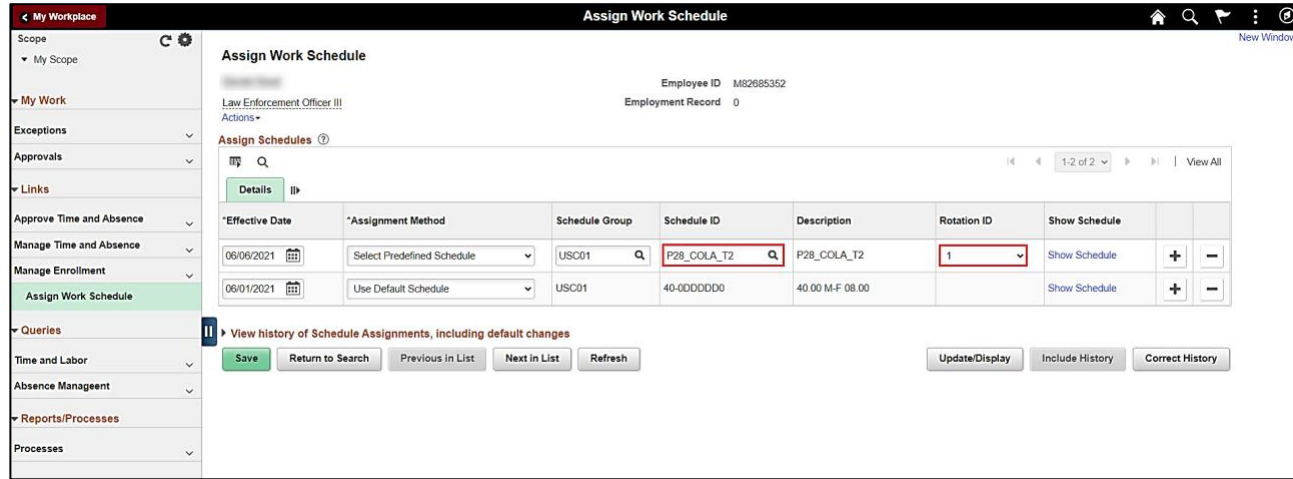
The **Effective Date** is the date that the schedule will be effective.

The **Schedule ID** field outlines the schedule the employee's current schedule.

Schedules that start with FS and CS will need to be assigned by the Payroll Department. The assign schedule program will not automatically update these schedules.

The **Rotation ID** field appears populated when the **Schedule ID** that is assigned is a rotational schedule. The system will automatically flip schedules at the end of each rotation.

Step 9: Click the **Show Schedule** link to view daily schedule breakdown.

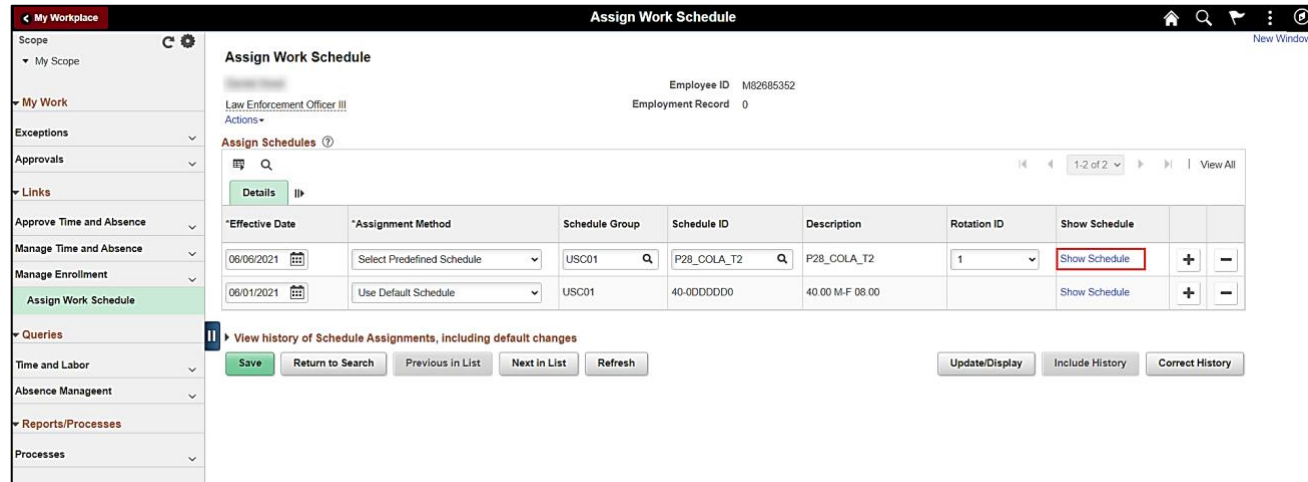


Assign Work Schedule

Employee ID: M82685352
Employment Record: 0

Law Enforcement Officer III

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Rotation ID	Show Schedule
06/06/2021	Select Predefined Schedule	USC01	P28_COLA_T2	P28_COLA_T2	1	Show Schedule
06/01/2021	Use Default Schedule	USC01	40-0000000	40.00 M-F 08.00		Show Schedule



Assign Work Schedule

Employee ID: M82685352
Employment Record: 0

Law Enforcement Officer III

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Rotation ID	Show Schedule
06/06/2021	Select Predefined Schedule	USC01	P28_COLA_T2	P28_COLA_T2	1	Show Schedule
06/01/2021	Use Default Schedule	USC01	40-0000000	40.00 M-F 08.00		Show Schedule

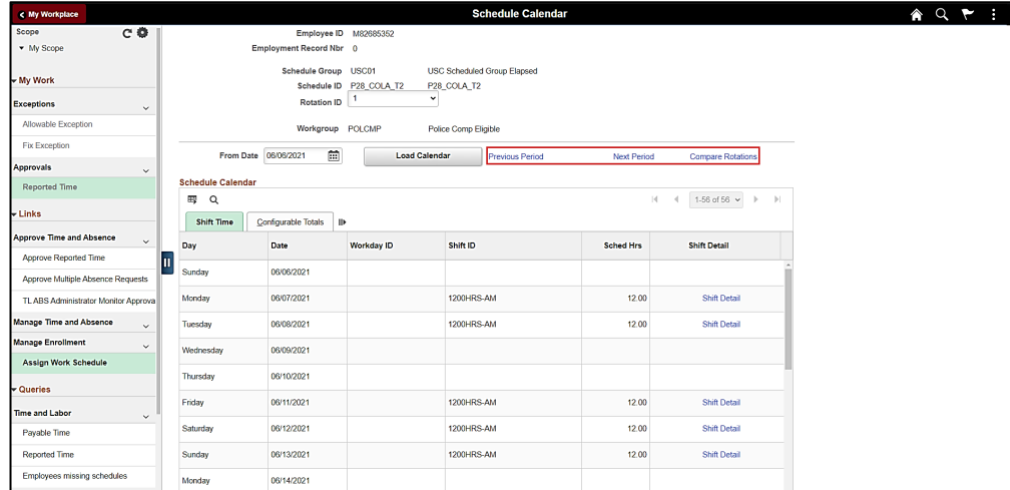
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The Schedule Calendar page shows all relevant details for the current shift including:

- Schedule ID
- Rotation ID
- Workgroup
- Day
- Date
- Shift ID
- Scheduled Hours

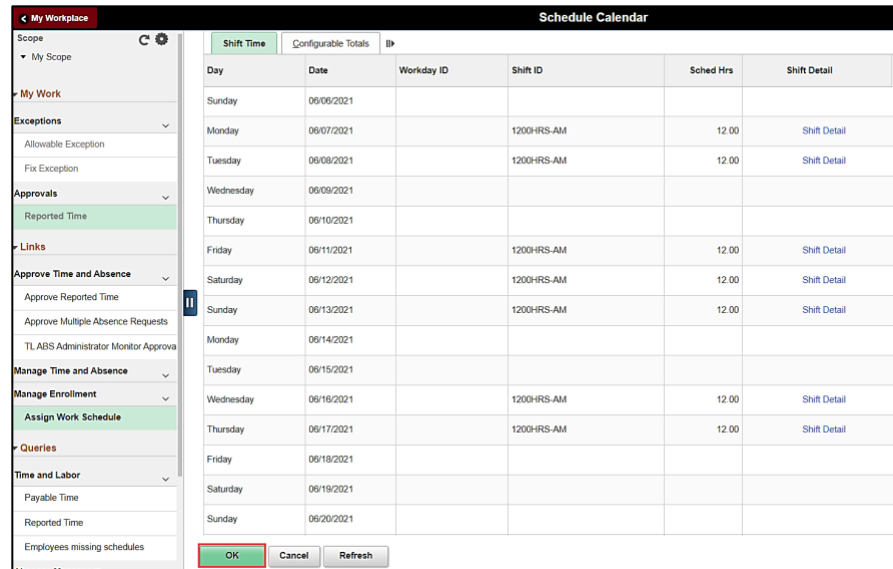
You can view the work schedule for the previous period, the next period, and you can compare rotations.

Step 10: Scroll to the bottom of the Schedule Calendar page and click the **OK** button to return to the Assign Work Schedule page.



The screenshot shows the 'Schedule Calendar' page for Employee ID M2298532. The interface includes a sidebar with navigation options like 'My Work', 'Exceptions', 'Approvals', and 'Links'. The main area displays employee information and a 'Schedule Calendar' table. The table has columns for Day, Date, Workday ID, Shift ID, Sched Hrs, and Shift Detail. The 'From Date' is 06/06/2021, and there are buttons for 'Load Calendar', 'Previous Period', 'Next Period', and 'Compare Rotations'.

Day	Date	Workday ID	Shift ID	Sched Hrs	Shift Detail
Sunday	06/06/2021				
Monday	06/07/2021		1200H-RS-AM	12.00	Shift Detail
Tuesday	06/08/2021		1200H-RS-AM	12.00	Shift Detail
Wednesday	06/09/2021				
Thursday	06/10/2021				
Friday	06/11/2021		1200H-RS-AM	12.00	Shift Detail
Saturday	06/12/2021		1200H-RS-AM	12.00	Shift Detail
Sunday	06/13/2021		1200H-RS-AM	12.00	Shift Detail
Monday	06/14/2021				



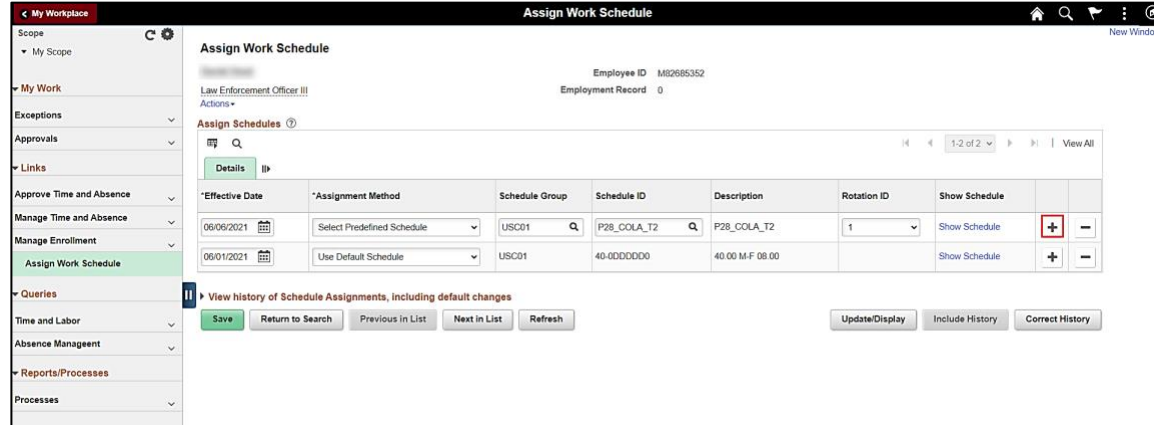
This screenshot shows the 'Schedule Calendar' page with the table scrolled down. The table continues with the following data:

Day	Date	Workday ID	Shift ID	Sched Hrs	Shift Detail
Sunday	06/06/2021				
Monday	06/07/2021		1200H-RS-AM	12.00	Shift Detail
Tuesday	06/08/2021		1200H-RS-AM	12.00	Shift Detail
Wednesday	06/09/2021				
Thursday	06/10/2021				
Friday	06/11/2021		1200H-RS-AM	12.00	Shift Detail
Saturday	06/12/2021		1200H-RS-AM	12.00	Shift Detail
Sunday	06/13/2021		1200H-RS-AM	12.00	Shift Detail
Monday	06/14/2021				
Tuesday	06/15/2021				
Wednesday	06/16/2021		1200H-RS-AM	12.00	Shift Detail
Thursday	06/17/2021		1200H-RS-AM	12.00	Shift Detail
Friday	06/18/2021				
Saturday	06/19/2021				
Sunday	06/20/2021				

At the bottom of the table, there are buttons for 'OK', 'Cancel', and 'Refresh'.

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Step 11: To update the employees assigned work schedule, click the **Add a Row +** button.



The screenshot shows the 'Assign Work Schedule' interface for an employee. The employee's name is redacted, but their ID is M82685352 and their position is Law Enforcement Officer III. The interface displays a table of assigned schedules:

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Rotation ID	Show Schedule
06/06/2021	Select Predefined Schedule	USC01	P28_COLA_T2	P28_COLA_T2	1	Show Schedule +
06/01/2021	Use Default Schedule	USC01	40-0000000	40.00 M-F 08.00		Show Schedule +

At the bottom of the table, there is a 'View history of Schedule Assignments, including default changes' link and a 'Save' button. On the right side, there are buttons for 'Update/Display', 'Include History', and 'Correct History'.

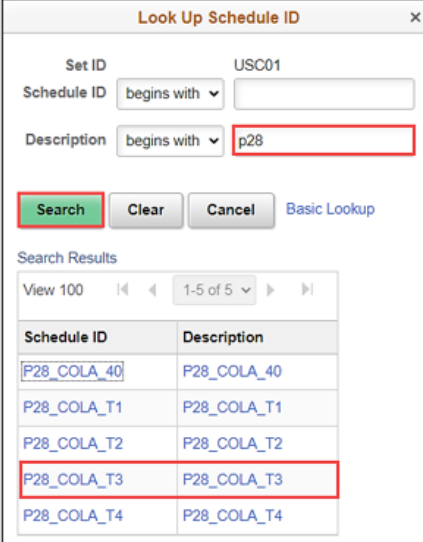
Step 12: Enter an effective date for the change in work schedule. In this scenario we entered 6/13/2021 which is a Sunday and the start of a new work week.

Step 13: Click the **Schedule ID** lookup button.

Step 14: In the **Schedule ID** lookup, type P28 in the **Description** field to display only the 28 day police officer schedules.

Step 15: Click the **Search** button.

Step 16: From the search results, select the new team. Click the **P28_COLA_T3** link.



Look Up Schedule ID

Set ID: USC01

Schedule ID: begins with []

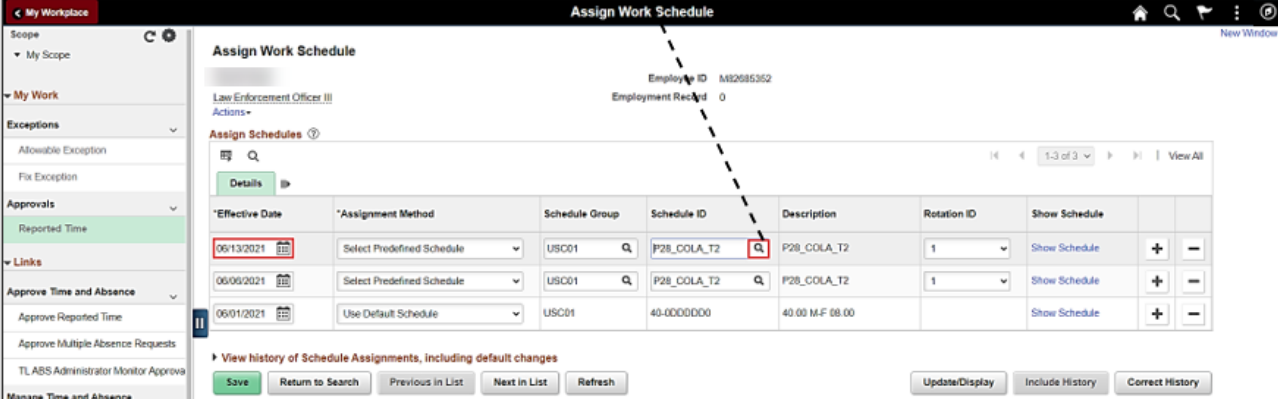
Description: begins with **p28**

Search Clear Cancel Basic Lookup

Search Results

View 100 1-5 of 5

Schedule ID	Description
P28_COLA_40	P28_COLA_40
P28_COLA_T1	P28_COLA_T1
P28_COLA_T2	P28_COLA_T2
P28_COLA_T3	P28_COLA_T3
P28_COLA_T4	P28_COLA_T4



Assign Work Schedule

Employee ID: M92698352
Employment Rec: 0

Assign Schedules

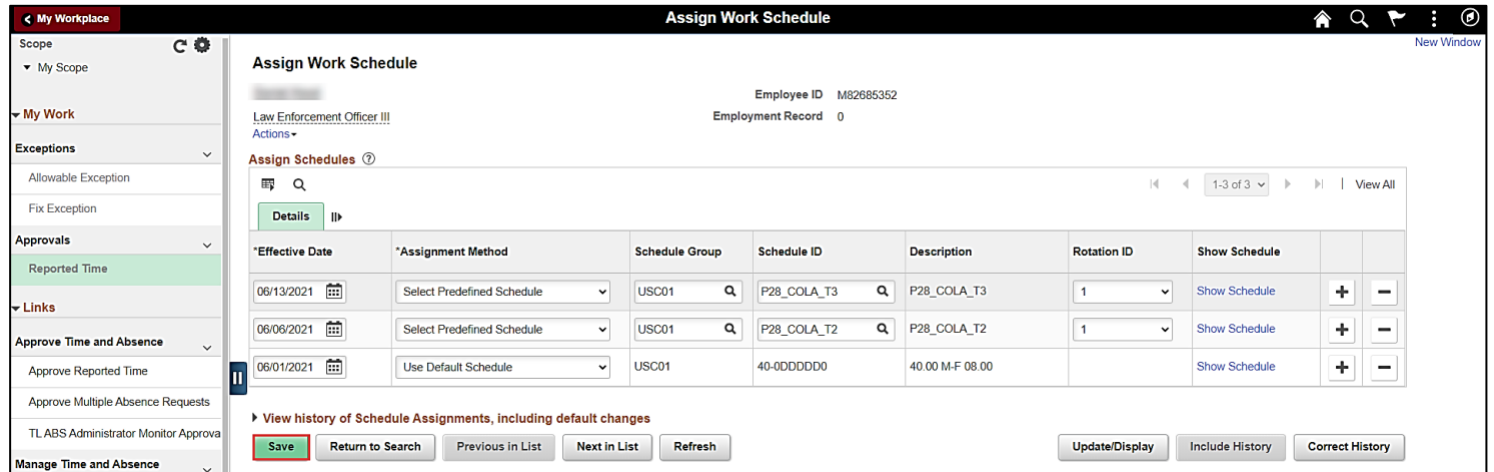
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Rotation ID	Show Schedule
06/13/2021	Select Predefined Schedule	USC01	P28_COLA_T2	P28_COLA_T2	1	Show Schedule + -
06/06/2021	Select Predefined Schedule	USC01	P28_COLA_T2	P28_COLA_T2	1	Show Schedule + -
06/01/2021	Use Default Schedule	USC01	40-0000000	40.00 M-F 08.00		Show Schedule + -

View history of Schedule Assignments, including default changes

Save Return to Search Previous in List Next in List Refresh Update/Display Include History Correct History

Step 17: Click the **Save** button to update the officer's work schedule to team 3.

You have successfully learned how to manage work schedules for an employee on a rotation schedule.



Assign Work Schedule

Employee ID: M82685352
Employment Record: 0

Law Enforcement Officer III
Actions

Assign Schedules

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Rotation ID	Show Schedule
06/13/2021	Select Predefined Schedule	USC01	P28_COLA_T3	P28_COLA_T3	1	Show Schedule
06/09/2021	Select Predefined Schedule	USC01	P28_COLA_T2	P28_COLA_T2	1	Show Schedule
06/01/2021	Use Default Schedule	USC01	40-0DDDD0	40.00 M-F 08.00		Show Schedule

View history of Schedule Assignments, including default changes

Save Return to Search Previous in List Next in List Refresh Update/Display Include History Correct History