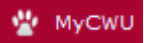


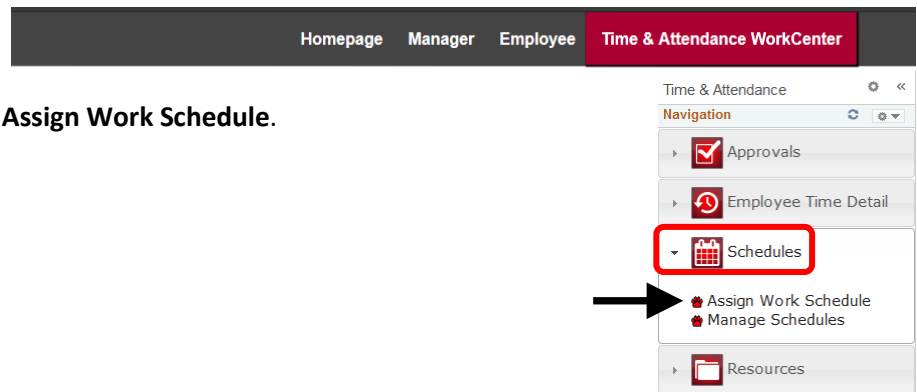
Assign Employee Schedules

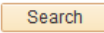
Overview

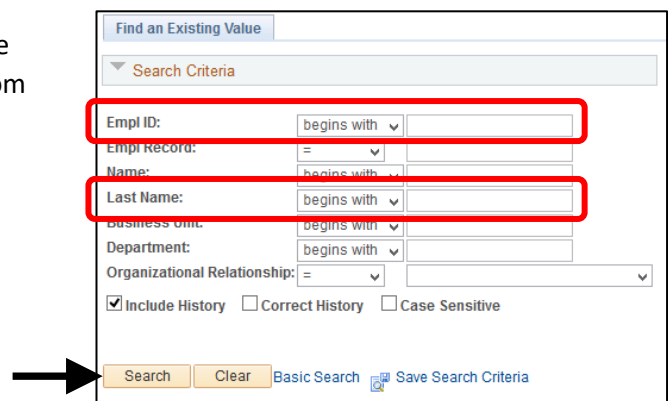
This guide shows Managers and Supervisors how to Assign Employee Schedules. **Please contact Payroll Services at 509-963-2221 with questions or for additional assistance.**

Assign Employee Schedules

- 1) Open a browser and go to www.cwu.edu.
- 2) Log into .
- 3) Click the **|Time and Attendance WorkCenter|** tab > **Schedules** on the left > **Assign Work Schedule**.



- 4) Enter search criteria into one or more fields on the page that displays to locate the employee for whom you need to update the Schedule.
- 5) Then click .



- 6) A list of employees who meet the criteria you entered will display.



| Empl ID | Empl Record Name | Last Name | Business Unit | Department | Organizational Relationship |
|------------|------------------|-----------|---------------|------------|-----------------------------|
| 10078888 0 | Mickey | Mouse | D | 23002 | Emp |
| 10096191 0 | Donald | Duck | CWUID | 23002 | Emp |

- 7) Click the appropriate **Empl ID** or **Name** link.

Assign Work Schedule

Mickey Mouse Employee ID 10078888
 Info Technology Specialist 4 Employment Record 0

Assign Schedules ? Personalize | Find | View All | First 1 of 1 Last

Primary Schedule Alternate Schedule

| *Effective Date | *Assignment Method | Schedule Group | Schedule ID | Description | Show Schedule |
|-----------------|----------------------|----------------|-------------|-----------------------------|---------------|
| 11/01/2014 | Use Default Schedule | CWUID | M-F8HOUR | Monday - Friday 8 hours/day | Show Schedule |

8) Assign Work Schedule page will display.

9) Click the **Show Schedule** link to review the employee's Schedule for each day of the week.

10) Review the **Schedule**.

11) Then click **OK** to continue.

Schedule Calendar

From Date 12/31/2014 Load Calendar Previous Period Next Period

Schedule Calendar Personalize | Find | First 1-7 of 7 Last

| Day | Date | Workday ID | Shift ID | Sched Hrs | TRC | Taskgroup | Shift Detail |
|-----------|------------|------------|----------|-----------|-----|-----------|--------------|
| Wednesday | 12/31/2014 | | 8HOUR | 8.00 | | CWUCA | Shift Detail |
| Thursday | 01/01/2015 | | 8HOUR | 8.00 | | CWUCA | Shift Detail |
| Friday | 01/02/2015 | | 8HOUR | 8.00 | | CWUCA | Shift Detail |
| Saturday | 01/03/2015 | | OFF | | | | Shift Detail |
| Sunday | 01/04/2015 | | OFF | | | | Shift Detail |
| Monday | 01/05/2015 | | 8HOUR | 8.00 | | CWUCA | Shift Detail |
| Tuesday | 01/06/2015 | | 8HOUR | 8.00 | | CWUCA | Shift Detail |

OK Cancel Refresh

Assign Schedules ? Personalize | Find | View All | First 1-2 of 2 Last


Primary Schedule Alternate Schedule

| *Effective Date | *Assignment Method | Schedule Group | Schedule ID | Description | Show Schedule |
|-----------------|----------------------|----------------|-------------|-----------------------------|---------------|
| 11/01/2014 | Use Default Schedule | CWUID | M-F8HOUR | Monday - Friday 8 hours/day | Show Schedule |

12) Click the Schedule needing to be updated, insert a new effective dated row by clicking the **+** at the end of the row.


| *Effective Date | *Assignment Method | Schedule Group | Schedule ID | Description | Show Schedule |
|-----------------|----------------------|----------------|-------------|-----------------------------|---------------|
| 01/05/2015 | Use Default Schedule | CWUID | M-F8HOUR | Monday - Friday 8 hours/day | Show Schedule |
| 11/01/2014 | Use Default Schedule | CWUID | M-F8HOUR | Monday - Friday 8 hours/day | Show Schedule |

13) A new effective dated row will appear.

14) Click the  dropdown for **Assignment Method**

15) Choose **Select Predefined Schedule**.

| *Effective Date | *Assignment Method |
|-----------------|----------------------------|
| 01/05/2015 | Select Predefined Schedule |
| | Select Predefined Schedule |
| 11/01/2014 | Use Default Schedule |

16) Click the  magnifying glass for the **Schedule ID** field.

| *Effective Date | *Assignment Method | Schedule Group | Schedule ID |
|-----------------|----------------------------|----------------|-------------|
| 01/05/2015 | Select Predefined Schedule | CWUID | |

17) Click on the link for the **Schedule ID** or **Description** that describes the Schedule you wish for the employee to have.

| Schedule ID | Description |
|------------------|--------------------------------|
| F-M10HOUR | Friday - Monday 10 hour/day |
| M-F 9HR M/TH FRI | Mon - Th 9hrs, 4HR Fri |
| M-F4.8HOUR | Monday - Friday 4.8 hrs/day |
| M-F4HOUR | Monday - Friday 4 hours/day |
| M-F5HOUR | Monday - Friday 5 hours/day |
| M-F6HOUR | Monday - Friday 6 hours/day |
| M-F7.2HOUR | Monday - Friday 7.2 hours/day |
| M-F8HOUR | Monday - Friday 8 hours/day |
| M-R10HOUR | Monday - Thursday 10hour/day |
| M-R7.5HOUR | Monday - Thursday 7.5hour/day |
| R-U10HOUR | Thursday - Sunday 10 hour/day |
| S-T10HOUR | Saturday - Tuesday 10 hour/day |

| *Effective Date | *Assignment Method | Schedule Group | Schedule ID | Description | Show Schedule |
|-----------------|----------------------------|----------------|-------------|------------------------------|---------------|
| 02/17/2015 | Select Predefined Schedule | CWUID | M-R10HOUR | Monday - Thursday 10hour/day | Show Schedule |
| 02/01/2015 | Use Default Schedule | CWUID | M-F8HOUR | Monday - Friday 8 hours/day | 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

18) The employee's new **Schedule ID** will populate.

19) **The Effective Date needs to be the Sunday prior to the date of the schedule change, or the system may experience issues calculating OT.**

20) Click .