

SUPERVISOR access to update Employees Regular Schedule hours worked.

If working evenings/nights notify Payroll or changing from nights to days.

Employee Info | Time Record | History | Request Time Off | Work Schedule | Adjust Balances | Manage Holidays | Setup Designee

Empus: 28550
Department: 30500: Forest and Natural Resources Management

Supervisor:

Existing Work Schedule Stack

Select	Start Period	End Period
<input type="radio"/>	20162017 02	

View Details | Update | Delete | Add From Selected

Schedule Range

Start Payroll Period: [Open Calendar]
End Payroll Period: [Open Calendar]

Schedule

Date	Total Hours	Record hours				
		In	Out	In	Out	In
Thursday 04/21	0					
Friday 04/22	0					
Saturday 04/23	0					
Sunday 04/24	0					
Monday 04/25	0					
Tuesday 04/26	0					
Wednesday 04/27	0					
Week 1 Totals	0					

Accrual Type: NU02 - Administrative Services - 37.5 HR OBL

Regular Scheduled hours must be updated accordingly to prevent overpayment or underpayments.

OPEN Calendar and chose the pay date when the change will begin.

Pick when change will revert back to original schedule OR leave blank to keep the new schedule.

Add Employee Work Schedule

Schedule Range

Start Payroll Period: [Open Calendar]
End Payroll Period: [Open Calendar]

Schedule

Date	Total Hours	Record hours				
		In	Out	In	Out	In
Thursday 04/21	7.5	07:00a	12:00p	12:30p	03:00p	
Friday 04/22	7.5	07:00a	12:00p	12:30p	03:00p	
Saturday 04/23	0					
Sunday 04/24	0					
Monday 04/25	7.5	07:00a	12:00p	12:30p	03:00p	
Tuesday 04/26	7.5	07:00a	12:00p	12:30p	03:00p	
Wednesday 04/27	7.5	07:00a	12:00p	12:30p	03:00p	
Week 1 Totals	37.5					
Thursday 04/28	7.5	07:00a	12:00p	12:30p	03:00p	
Friday 04/29	7.5	07:00a	12:00p	12:30p	03:00p	
Saturday 04/30	0					
Sunday 05/01	0					
Monday 05/02	7.5	07:00a	12:00p	12:30p	03:00p	
Tuesday 05/03	7.5	07:00a	12:00p	12:30p	03:00p	
Wednesday 05/04	7.5	07:00a	12:00p	12:30p	03:00p	
Week 2 Totals	37.5					
Totals	75					

Accrual Type: NU02 - Administrative Services - 37.5 HR OBL

Auto Fill will complete the information based on the in and out times entered on the first Thursday.
Employees without Saturday and Sunday as regular pass days – will need to be adjusted. –Notify Payroll.

Submit | Auto Fill | Reset

Submit once completed

Enter new scheduled hours.
Must equal either 37.50 hour or 40 hours per week. Totaling 75 or 80 biweekly for a full-timer.
Prorated for part-timers.

NOTES:

Regular Schedules are required to be updated when an employee’s schedule is permanently changed or for a period of time.

For Example: “Office Hours on Fridays beginning May 27, through August 19, 2016”
 (Compressed Work Week) <http://www.esf.edu/au/2016/16-1.pdf>

CSEA EMPLOYEES:

The affected work week is Thursday through Wednesday. **Therefore, the dates for the first work week of the *compressed* schedule for these employees will be Thursday, May 26th through Wednesday, June 1st (note: May 27th is the first ½ day Friday of *compressed* office hours, any additional hours should not begin before Thursday, May 26th).** The dates for the last work week of the *compressed* schedule will be **Thursday, August 18th through Wednesday, August 24th (note: August 19th is the last ½ day Friday of compressed office hours, any additional hours should be concluded by Wednesday, August 24th).**

Select	Payroll Year	Payroll Number	Payroll Cycle	Status	Begin Date	End Date	Check Date	Fiscal Full Year	SOP Number	SOP Date	Close Date	Transmission Date
<input type="radio"/>	20152016	20	A	R	2015-12-17	2015-12-30	2016-01-13	20152016	1514P	2015-12-25	2015-12-28	2015-12-28
<input type="radio"/>	20152016	21	A	R	2015-12-31	2016-01-13	2016-01-27	20152016	1515P	2016-01-08	2016-01-12	2016-01-11
<input type="radio"/>	20152016	22	A	R	2016-01-14	2016-01-27	2016-02-10	20152016	1516P	2016-01-22	2016-01-27	2016-01-26
<input type="radio"/>	20152016	23	A	R	2016-01-28	2016-02-10	2016-02-24	20152016	1517P	2016-02-05	2016-02-09	2016-02-08
<input type="radio"/>	20152016	24	A	R	2016-02-11	2016-02-24	2016-03-09	20152016	1518P	2016-02-19	2016-02-24	2016-02-23
<input type="radio"/>	20152016	25	A	R	2016-02-25	2016-03-09	2016-03-23	20152016	1519P	2016-03-04	2016-03-09	2016-03-08
<input type="radio"/>	20152016	26	A	R	2016-03-15	2016-03-29	2016-04-02	20152016	1520P	2016-03-18	2016-03-22	2016-03-21
<input type="radio"/>	20152016	27	A	R	2016-03-22	2016-04-05	2016-04-19	20152016	1521P	2016-04-01	2016-04-06	2016-04-05
<input type="radio"/>	20152016	28	A	R	2016-04-05	2016-04-19	2016-05-03	20152016	1522P	2016-04-15	2016-04-19	2016-04-18
<input type="radio"/>	20152016	29	A	R	2016-04-19	2016-05-03	2016-05-17	20152016	1523P	2016-04-29	2016-05-04	2016-05-03
<input type="radio"/>	20162017	03	A	C	2016-05-18	2016-06-01	2016-06-15	20152016	1524P	2016-05-13	2016-05-18	2016-05-17
<input checked="" type="radio"/>	20162017	04	A	F	2016-05-19	2016-06-01	2016-06-15	20152016	1525P	2016-05-27	2016-06-01	2016-05-31
<input type="radio"/>	20162017	05	A	F	2016-06-02	2016-06-15	2016-06-29	20152016	1526P	2016-06-10	2016-06-15	2016-06-14
<input type="radio"/>	20162017	06	A	F	2016-06-16	2016-06-29	2016-07-13	20152016	1527P	2016-06-24	2016-06-28	2016-06-27

Chose the begin date of pay period change will take effect.

Then click on submit.

Because the change in of SUMMER HOURS are in the 2nd week of the pay-period we need to enter an end date of 6/1/2016

Schedule Range

Start Payroll Period: [Open Calendar]*

End Payroll Period: [Open Calendar]*

OPEN and Select END DATE of 6/1/16

Schedule Range

Start Payroll Period: 20162017 04 [Open Calendar]
 End Payroll Period: 20162017 04 [Open Calendar]

Should now reflect the beginning and end date.

Change will be in effect for only this time frame

Enter the schedule for those 2 weeks.

Schedule Range		Add Employee Work Schedule							
Schedule Range		Schedule		Accrual Type: NU02 - Administrative Services - 37.5 HR OBL. Obligation Hours: 75.0					
Start Payroll Period: 20162017 04 [Open Calendar]		Date	Total Hours	Record hours					
End Payroll Period: 20162017 04 [Open Calendar]				In	Out	In	Out	In	Out
		Thursday 05/19	8	07:00a	11:30a	12:00p	03:30p		
		Friday 05/20	5	07:00a	12:00p				
		Saturday 05/21	0						
		Sunday 05/22	0						
		Monday 05/23	8.25	06:45a	11:30a	12:00p	03:30p		
		Tuesday 05/24	8.25	07:00a	11:30a	12:00p	03:45p		
		Wednesday 05/25	8	07:00a	11:30a	12:00p	03:30p		
		Week 1 Totals	37.5						
		Thursday 05/26	8	07:00a	11:30a	12:00p	03:30p		
		Friday 05/27	5	07:00a	12:00p				
		Saturday 05/28	0						
		Sunday 05/29	0						
		Monday 05/30	8.25	06:45a	11:30a	12:00p	03:30p		
		Tuesday 05/31	8.25	07:00a	11:30a	12:00p	03:45p		
		Wednesday 06/01	8	07:00a	11:30a	12:00p	03:30p		
		Week 2 Totals	37.5						
		Totals	75						

1st week stays at "regular schedule"

2nd week reflects "Summer Flex" change in schedule.

Submit Auto Fill Reset

Click on submit to make changes for this pay-period only.

Now for the remaining of SUMMER FLEX

CHOOSE Beginning of Next									
		F	2016-05-19	2016-06-01	2016-06-15	20152016	1525P		
●	20162017 05	A	F	2016-06-02	2016-06-15	2016-06-29	20152016	1526P	
○	20162017 06	A	F	2016-06-16	2016-06-29	2016-07-13	20152016	1527P	
○	20162017 07	A	F	2016-06-30	2016-07-13	2016-07-27	20162017	1601P	

<input type="radio"/>	20162017	09	A	F	2016-07-28	2016-08-10	2016-08-24	20162017
<input checked="" type="radio"/>	20162017	10	A	F	2016-08-11	2016-08-24	2016-09-07	20162017
<input type="radio"/>	20162017	11	A	F	2016-08-25	2016-09-07	2016-09-21	20162017
<input type="radio"/>	20162017	12	A	F	2016-09-08	2016-09-21	2016-10-05	20162017

Choose END of Pay period
Summer Flex Ends

Schedule Range		Add Employee Work Schedule	
Start Payroll Period:	20162017 05	[Open Calendar]*	
End Payroll Period:	20162017 10	[Open Calendar]*	
		Schedule	Accrual Type: NU02 - Administrative Services - 37.5 HR OBL
		Date	Total Hours
		Thursday 06/02	8.5
		Friday 06/03	5
		Saturday 06/04	0
		Sunday 06/05	0
		Monday 06/06	8
		Tuesday 06/07	8
		Wednesday 06/08	8
		Week 1 Totals	37.5
		Thursday 06/09	8.5
		Friday 06/10	5
		Saturday 06/11	0
		Sunday 06/12	0
		Monday 06/13	8
		Tuesday 06/14	8
		Wednesday 06/15	8
		Week 2 Totals	37.5
		Totals	75

This schedule to right will continue from pay period #5 –pay period #10 (Beginning 6/2/2016 – 8/24/2016)

Classified Employee Work Schedule						
Existing Work Schedule Stack						
Select	Start Period	End Period	Start Date	End Date	Schedule Ho	
<input type="radio"/>	20162017 05	20162017 10	06/02/2016	08/24/2016		
<input type="radio"/>	20162017 04	20162017 04	05/19/2016	06/01/2016		
<input type="radio"/>	20152016 15		10/08/2015			
View Details Update Delete Add Selected						

Schedule Range		Employee Work Schedule Details	
Start Payroll Period:	20162017 05	Accrual Type: NU02 - Administrative Services - 37.5 HR OBL	
End Payroll Period:	20162017 10		
		Schedule	
		Date	Total Hours
		Thursday 06/02	8.5
		Friday 06/03	5
		Saturday 06/04	0
		Sunday 06/05	0
		Monday 06/06	8
		Tuesday 06/07	8
		Wednesday 06/08	8
		Week 1 Totals	37.5
		Thursday 06/09	8.5
		Friday 06/10	5
		Saturday 06/11	0
		Sunday 06/12	0
		Monday 06/13	8
		Tuesday 06/14	8
		Wednesday 06/15	8
		Week 2 Totals	37.5
		Totals	75

ONCE all changes have been completed and the period end date is 8/24/16 the system will automatically revert back to the schedule that does not have an end date. (Original schedule)