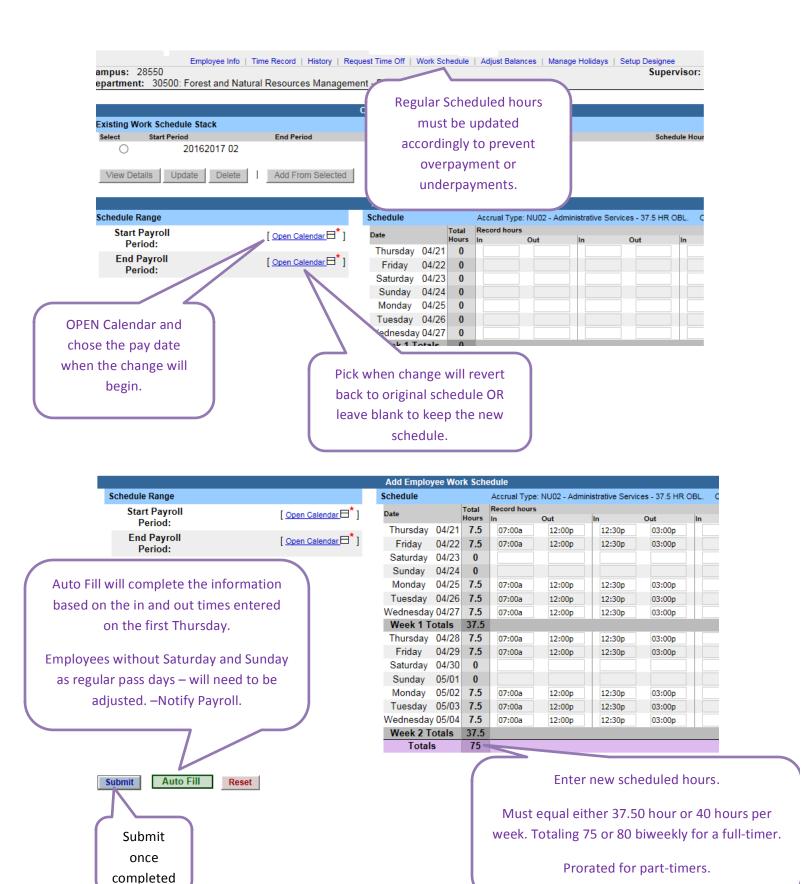
## SUPERVISOR access to update Employees Regular Schedule hours worked.

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

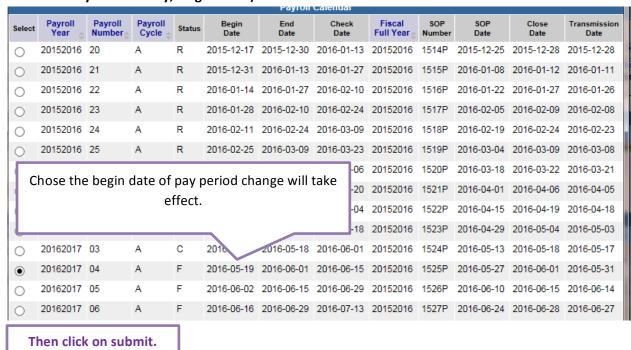


## NOTES:

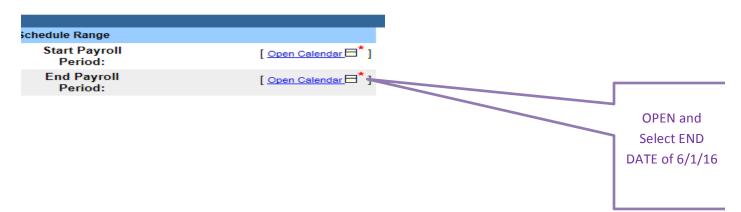
Regular Schedules are required to be updated when an employee's schedule is permanently changed or for a period of time.

**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).



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





Change will be in effect for only this time frame

## Enter the schedule for those 2 weeks.

