SUPERVISOR access to update Employees Regular Schedule hours worked.

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

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.

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 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](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\textsuperscript{nd} week of the pay-period we need to enter an end date of 6/1/2016
Enter the schedule for those 2 weeks.

1st week stays at “regular schedule”

2nd week reflects “Summer Flex” change in schedule.

Change will be in effect for only this time frame.

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

Should now reflect the beginning and end date.

Now for the remaining of SUMMER FLEX
Choose END of Pay period
Summer Flex Ends

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

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)