

HCM - Assign Work Schedule

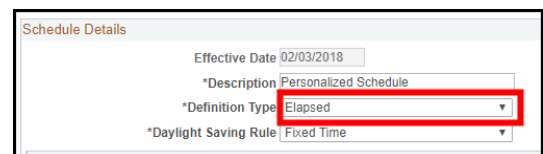
All classified staff must have an assigned work schedule in HCM. Work schedules are important for calculating absence requests for all employees, and for reporting time for Non-Exempt employees.

1. Log into HCM with your MEID and password.
2. Click NavBar, Navigator.
3. Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule.
4. Enter the employee's EmpID or other search criteria, and click Search.
5. To the right of the top work schedule, click the plus button.
6. In Effective Date, select a Saturday for the new work schedule to take effect.
7. In Assignment Method, choose an option:
 - Use Default Schedule: 8 hours/day, Monday through Friday.
 - Select Predefined Schedule: Choose from preloaded schedules, including Residential Faculty schedules and summer hours.
 - a) After selecting Predefined Schedule, next to Schedule ID, click the Lookup Icon.
 - b) Select the appropriate work schedule.
 - c) At the end of the row, click Show Schedule.
 - d) Verify the schedule is correct, click OK.
 - Personal Schedule: Create a custom schedule that allows for different hours on different days. See other side for extra steps.
8. In the bottom left, click Save.
9. To assign a new work schedule for another employee, in the bottom left, click Return to Search and repeat steps 4 - 8.

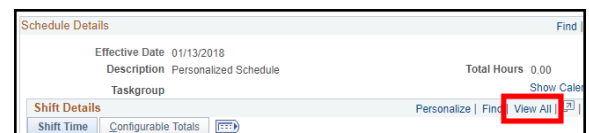
HCM - Assign Personal Work Schedule

Personal work schedules are for employees whose schedules do not fit within Default or Predefined schedules.

1. Follow steps 1 - 6 on the reverse side.
2. In Assignment Method, choose Create Personal Schedule.
3. To the right of the row, click Create Schedule.
4. In the Description field, enter a description.
5. In Definition Type, select Elapsed.



6. To the right, in Days in Schedule, enter 14.
7. Click the Schedule Shifts tab.
8. In the Schedule Details section, click Show Calendar.
9. Verify that Day 1 is a Saturday, then click OK.
10. In the Shift Details section, click View All to see the entire 14-day pay period.



11. In the Off Shift column, select the appropriate days off for the employee.
 - Days 1 and 8 are Saturdays, Days 2 and 9 are Sundays.
12. In the Sched Hrs column, enter the number of hours the employee will work each day. (E.g., 9 hours/day Monday through Thursday, 4 hours on Friday = 40 hours for the week.).
13. At the bottom, click OK
14. At the bottom, click Save.