

MSS: Adding Schedules to a Time Card

Job Aid

A schedule can be added to an employee's time card using either the Pencil icon menu or the convenience menu if this preference has been enabled.

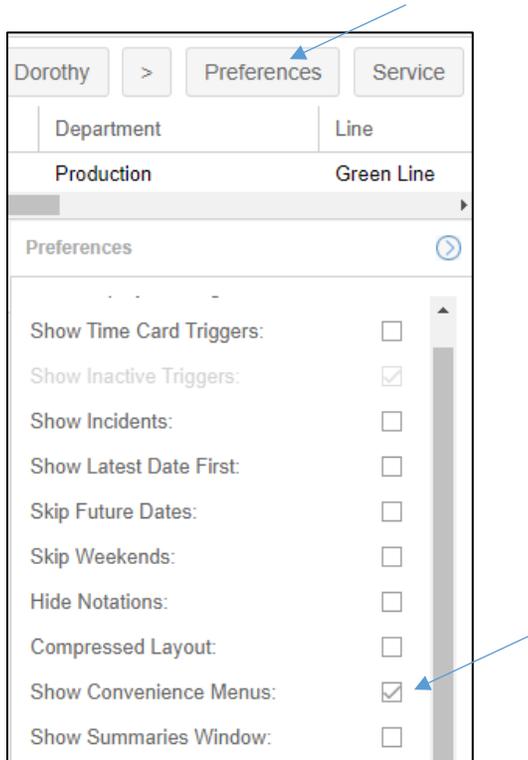
Pencil Icon Menu

Date	Schedules		Punches		Hours
	Start	End	IN	OUT	
AUG 12					
	Scheduling >	Define Schedule for Day			
	Transactions >	Off for Day			
	Credit >	Flex Schedule on Day			
	Pay to Start/End >	Add Schedule for Day			
	Notes/Comments >	Scheduled Absences >			
	Workgroup >	Quick Schedules >			
	Daily >				
	Incidents >				
	Lunch Waiver/s >				
	Administration >	8:30a 5:00p	7:30a		Rg1 0:00
Mon					

Convenience Menu

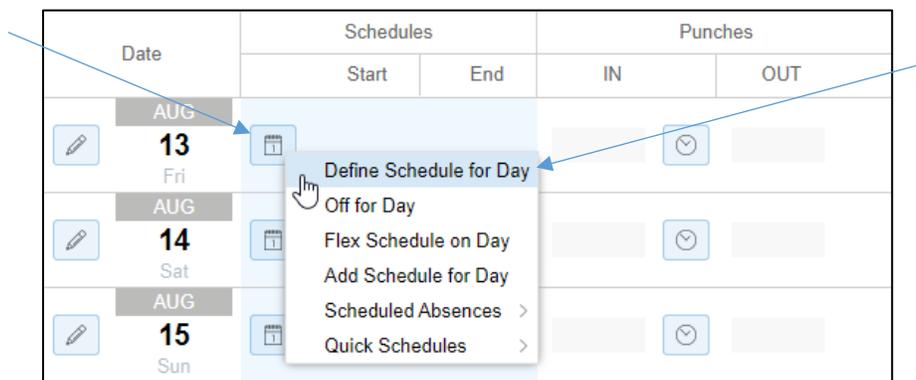
Date	Schedules		Punches		Hours
	Start	End	IN	OUT	
AUG 11 Wed		8:30a 5:00p	8:22a	5:06p	Rg1 8:42
AUG 12 Thu					
AUG 13 Fri					
AUG 14 Sat					

The convenience menu must be enabled in the Preferences settings for the time card. Click the Preferences button and enable the Show Convenience Menu check box in the Preferences panel.



Adding a Normal Work Schedule

To add a normal work schedule to an employee's time card, click the pencil icon or convenience menu in the Schedules column of the time card. Select the Define Schedule for Day menu item.



Enter the date of the schedule and select the **Normal Work Schedule** option in the Type of Schedule drop-down list.

Add Schedule
✕

Schedule Properties

Date:

Type of Schedule:

Benefit:

Start Time:

End Time:

Hours:

Rate:

Schedule Style:

Workgroup

Location:

Department:

Line:

Position:

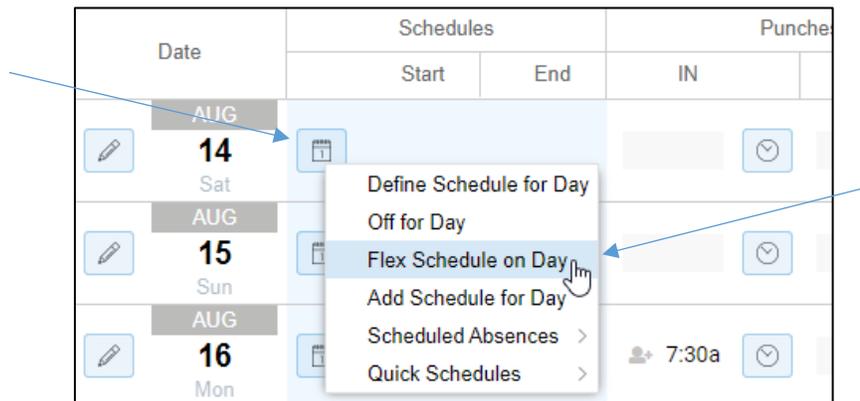
Select the Start and End times for the schedule. The Hours field is automatically set when the start and end times are entered. Adjust the pay rate for the schedule by entering a new rate in the Rate field. Adjust the workgroup levels to select an alternative workgroup from the employee's home workgroup.

Browser profile configuration determines whether the rate field and workgroup fields are included in the schedule properties.

Adding a Flex Schedule

A flex schedule is a set number of hours an employee will work in a day. No start and end times are defined for the schedule, only the number of hours to be worked. Employee choose when to work on the flex day, punching in and out in order to record the time worked.

To define a flex schedule for a specific day, click the pencil icon or convenience menu in the Schedules column of the time card. Select the Flex Schedule on Day menu item.

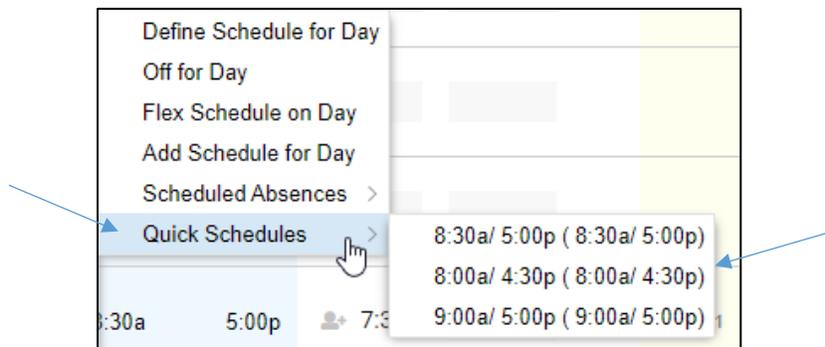


The Flex schedule will appear in the time card with the default 8:00 hours.

Date	Schedules		Punches		Hours
	Start	End	IN	OUT	
 AUG 12 Thu	Flex	8:00			

Adding a Quick Schedule

To add a predefined schedule configured in the system, click the pencil icon or convenience menu in the Schedules column of the time card. Select the Quick Schedules menu and select a schedule from the list of schedules.



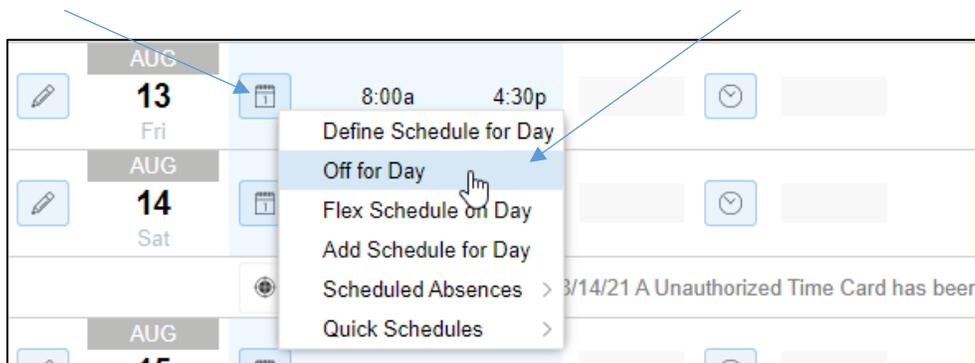
Scheduling Absences

Absences can be scheduled several ways in the time card:

- Off for Day
- Schedules Absences
- Absence Planned schedule

Off for Day

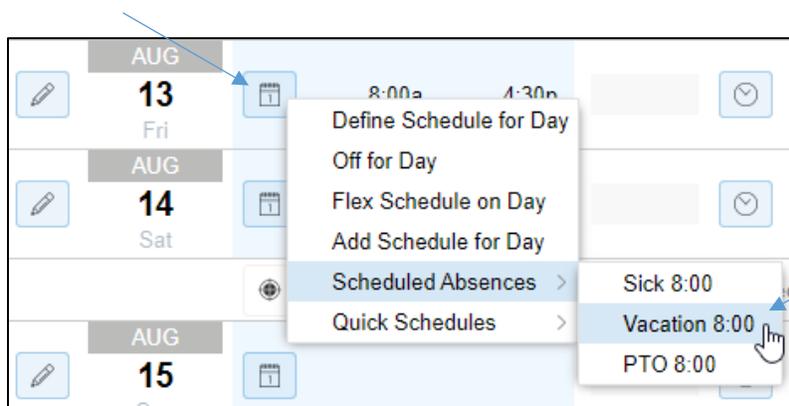
To remove a schedule from an employee's time card, click the pencil icon or convenience menu in the Schedules column of the time card. Select the Off for Day menu item.



The schedule times will be removed for the date selected.

Scheduled Absences

To schedule time off using benefit hours, click the pencil icon or convenience menu in the Schedules column of the time card. Select the Scheduled Absences menu and one of the benefit menu items, such as Vacation, PTO or Sick for the entire schedule on the date. To schedule an absence using a benefit for only part of the schedule, use the Define Schedule for a Day - Absence Planned menu item.



If the employee's benefit balance does not have enough hours to cover the 8 hours of benefit, an error message will appear in the time card below the schedule. The error will indicate the benefit you selected and amount left in that benefit bank.

	AUG 26 Thu		Sick	8:00
			Insufficient Benefits Sick 2:39	

Absence Planned Schedule

An absence planned schedule, sometimes called a, "benefit schedule," is scheduled time off that specifies a benefit, such as vacation, sick, or PTO. On the scheduled day, the system automatically credits time from the benefit bank to the employee's time card. Absence planned schedules are used for time off that is approved and scheduled in advance. Using benefit time to pay for last minute absences is typically handled through time card credits, rather than changing a work schedule to an absence planned schedule. By leaving the work schedule in place, an absent exception remains on the employee's record.

To schedule an absence using benefit hours for all or part of a schedule, click the pencil icon or convenience menu in the Schedules column of the time card. Select the Define Schedule for Day menu item.

	AUG 30 Mon		8:00a	4:30p		8:00a			4:30p
			Define Schedule for Day						
	AUG 31 Tue					8:00a			4:30p
	SEP 1 Wed					8:00a			4:30p

In the Add Schedule window, select Absence Planned for the type of schedule and select the type of benefit from the Benefit drop-down list.

Select
Absence
Planned
schedule

Select
benefit

Enter total
hours of
absence

Add Schedule

Schedule Properties

Date: 8/30/21

Type of Schedule: Absence Planned

Benefit: PTO

Start Time: 8:00a

End Time: 4:30p

Hours: 2:00

Rate: 0.0000

Schedule Style: None

Workgroup

Location: Canton

Department: Line

Line: Line Float

Position: Forklift

Ok Cancel

Enter the total number of hours for the absence in the Hours field. The default total hours is 0:00 if a time is not entered in this field.

The scheduled absence selected benefit and total hours are displayed in the time card.

AUG 30 Mon

PTO 2:00

PTO 2:00