

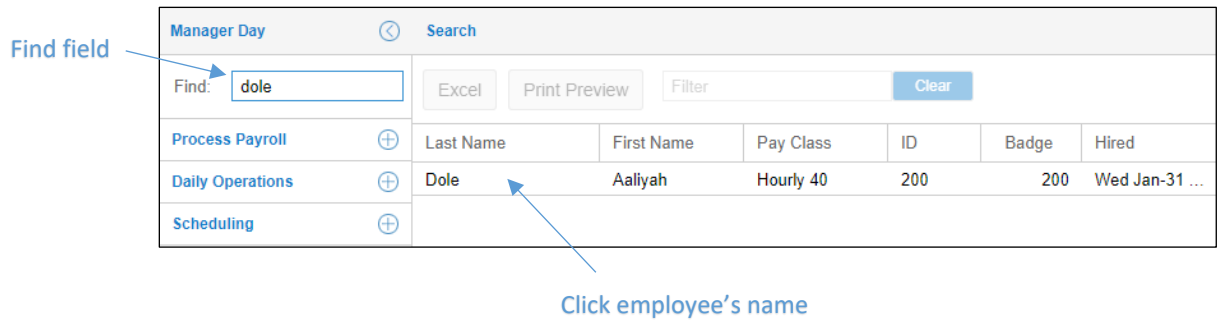
MSS: Adding a Schedule to an Employee's Personal Schedule

Job Aid

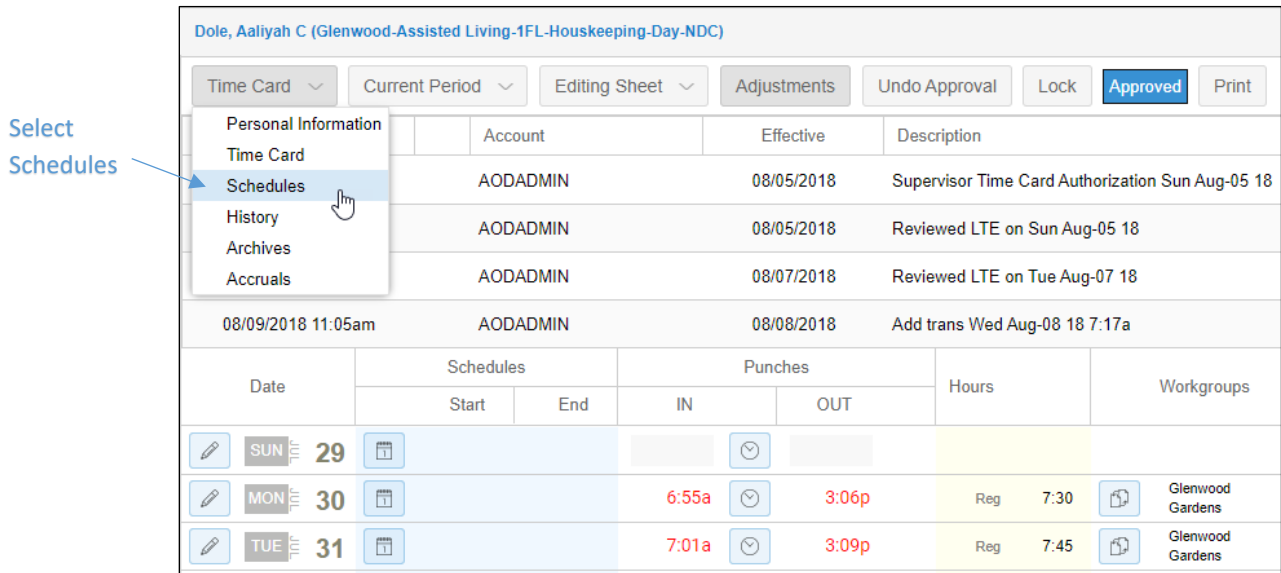
In Manager Self Service (MSS) a schedule can be added to an employee's personal schedule from the schedule page of the employee's record. When adding the schedule, you can define the date, start and end time, and the associated workgroup.

To add a schedule:

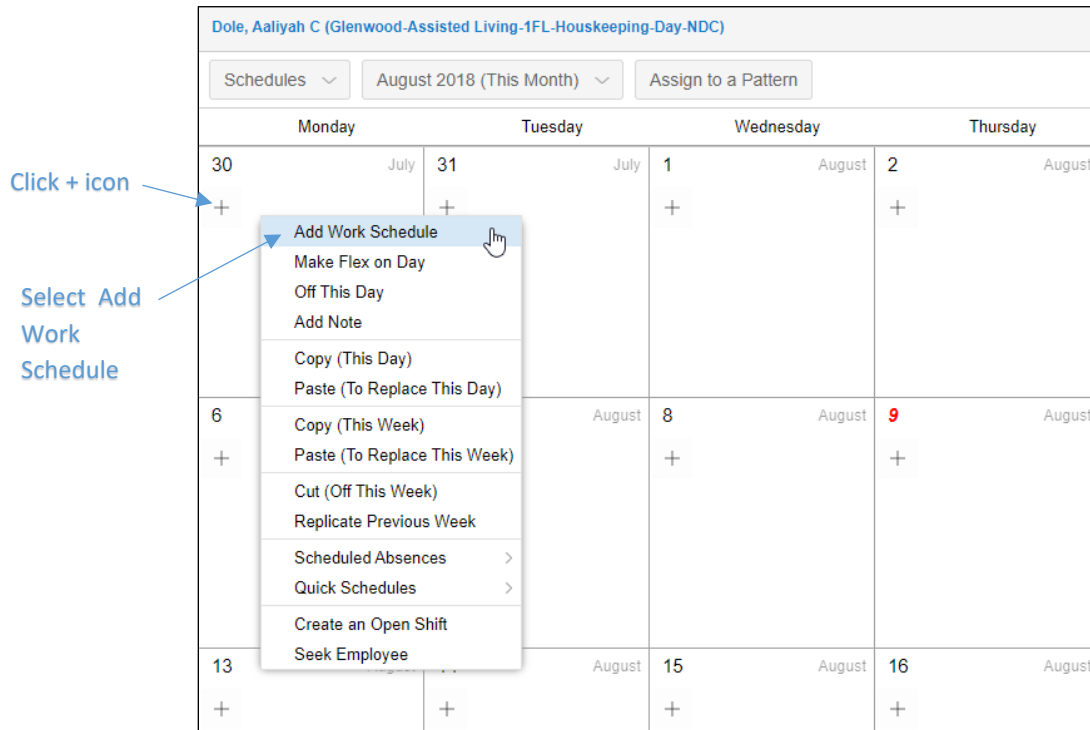
1. Locate the employee's record by typing all or part of the employee's first or last name, badge number or ID in the *Find* field.



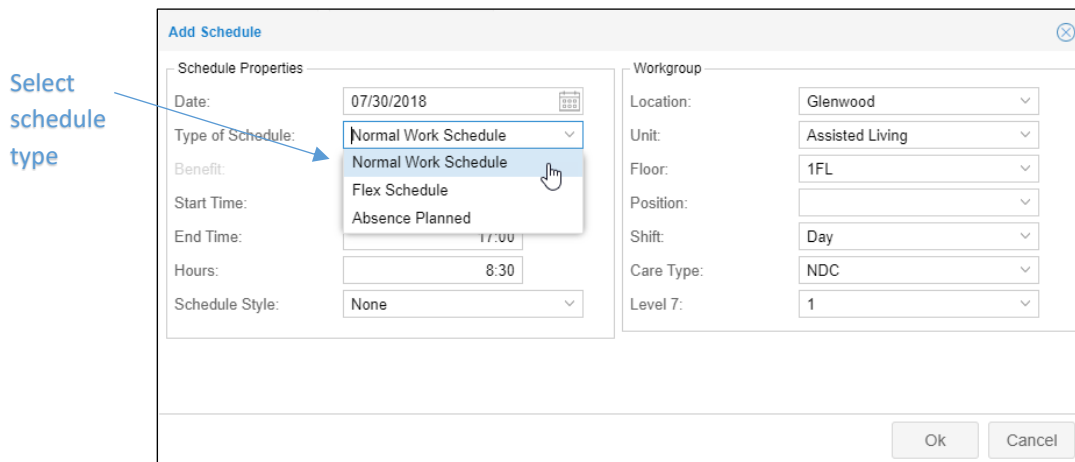
2. Click the employee's name in the Search page.
3. Select Schedules from the Time Card drop-down menu in the employee page.



- Click the + icon in date cell for the day you want to add the schedule in the employee's schedule calendar.



- Select **Add Work Schedule** from the menu.
- Select the type of schedule you want to add from the *Type of Schedule* field drop-down list in the *Add Schedule* window.



7. Type a start and end time for the schedule in the *Start Time* and *End Time* fields.

Select start and end times for schedule

Select alternate workgroup

8. To change the employee’s workgroup for this schedule, select alternate workgroup levels from the drop-down lists in the *Workgroup* field. Leaving the workgroup settings in the default setting will assign the employee to their home workgroup.

The new schedule will appear in the employee’s schedules calendar.

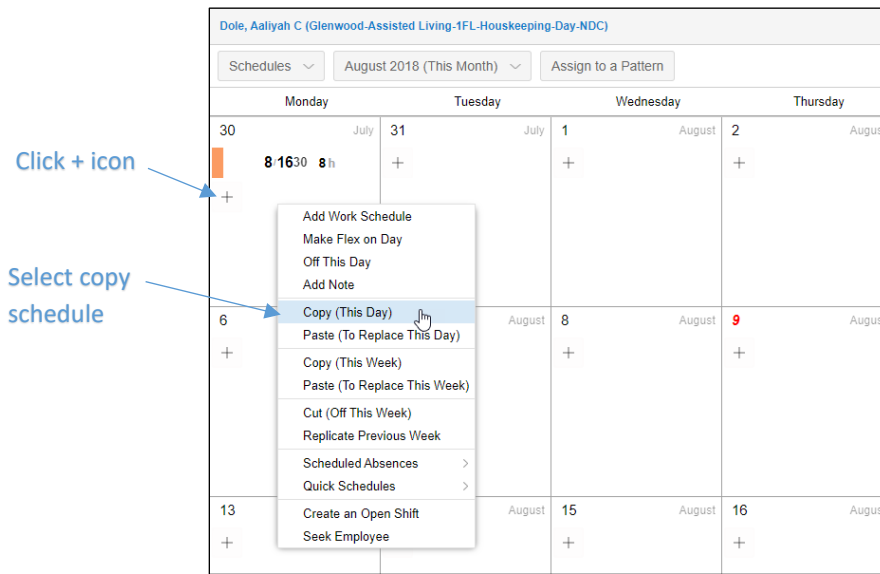
Dole, Aaliyah C (Glenwood-Assisted Living-1FL-Houskeeping-Day-NDC)		
Schedules	August 2018 (This Month)	Assign to a Pattern
Monday	Tuesday	Wednesday
30 July 8:16:30 8 h +	31 July +	1 August

Copy a schedule

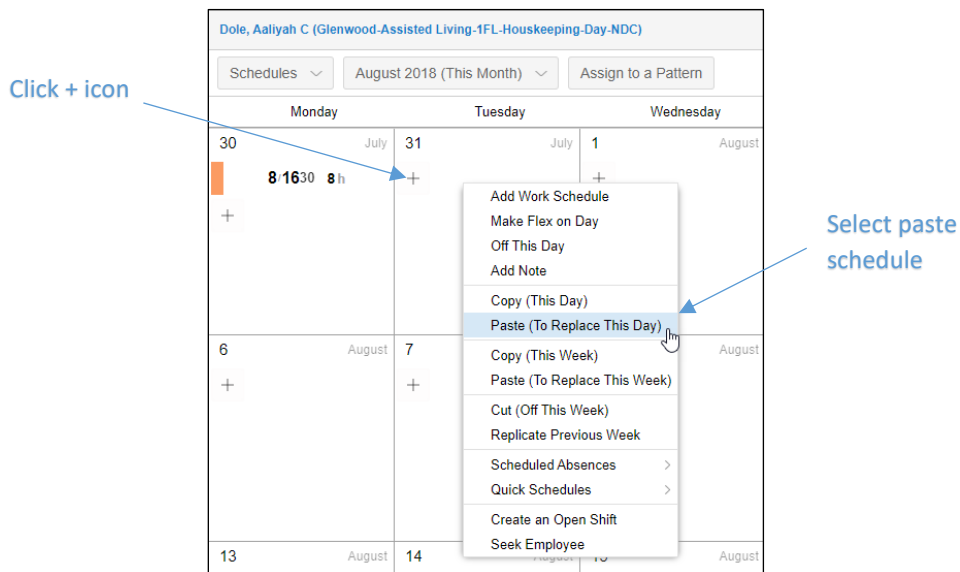
A schedule can be added to an employee's personal schedule by copying a schedule on another day to the day you want to add the schedule.

To copy a schedule:

1. Click the + icon in the day of the schedule you want to copy.
2. Select **Copy (This Day)** from the menu.



3. Click the + icon in the day cell you want to add the schedule.
4. Select Paste (to Replace This Day) from the menu.



The new schedule will appear in the employee's schedules calendar.

New schedule added

Dole, Aaliyah C (Glenwood-Assisted Living-1FL-Houskeeping-Day-NDC)		
Schedules	August 2018 (This Month)	Assign to a Pattern
Monday	Tuesday	Wednesday
30 July 8:16:30 8h +	31 July 8:16:30 8h +	1 August +

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