

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.

Find field

Manager Day Search

Find: Excel Print Preview Filter

Process Payroll	Last Name	First Name	Pay Class	ID	Badge	Hired
Daily Operations	Dole	Aaliyah	Hourly 40	200	200	Wed Jan-31 ...
Scheduling						

Click employee's name

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

Select Schedules

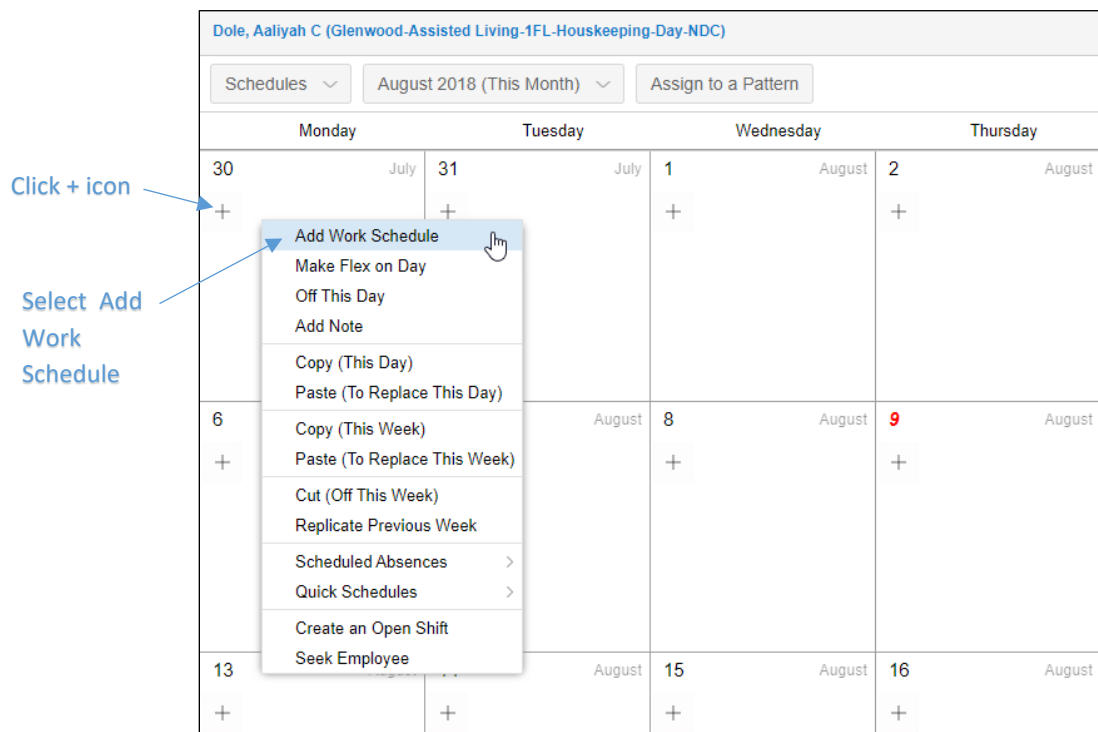
Dole, Aaliyah C (Glenwood-Assisted Living-1FL-Houskeeping-Day-NDC)

Time Card Current Period Editing Sheet Adjustments Undo Approval Lock Approved Print

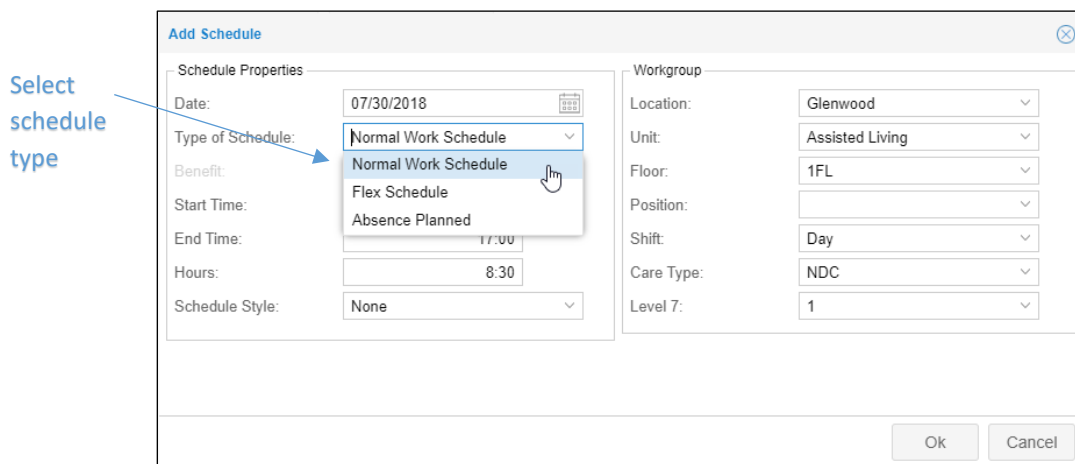
Personal Information	Account	Effective	Description
Time Card	AODADMIN	08/05/2018	Supervisor Time Card Authorization Sun Aug-05 18
Schedules	AODADMIN	08/05/2018	Reviewed LTE on Sun Aug-05 18
History	AODADMIN	08/07/2018	Reviewed LTE on Tue Aug-07 18
Archives			
Accruals			
08/09/2018 11:05am	AODADMIN	08/08/2018	Add trans Wed Aug-08 18 7:17a

Date	Schedules		Punches		Hours	Workgroups
	Start	End	IN	OUT		
SUN 29						
MON 30			6:55a	3:06p	Reg 7:30	Glenwood Gardens
TUE 31			7:01a	3:09p	Reg 7:45	Glenwood Gardens

- 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.

Add Schedule

Schedule Properties

Date: 07/30/2018

Type of Schedule: Normal Work Schedule

Benefit: Sick

Start Time: 8:00

End Time: 16:30

Hours: 8:00

Schedule Style: None

Workgroup

Location: Glenwood

Unit: Assisted Living

Floor: 1FL

Position:

Shift: Day

Care Type: NDC

Level 7: 1

Ok Cancel

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

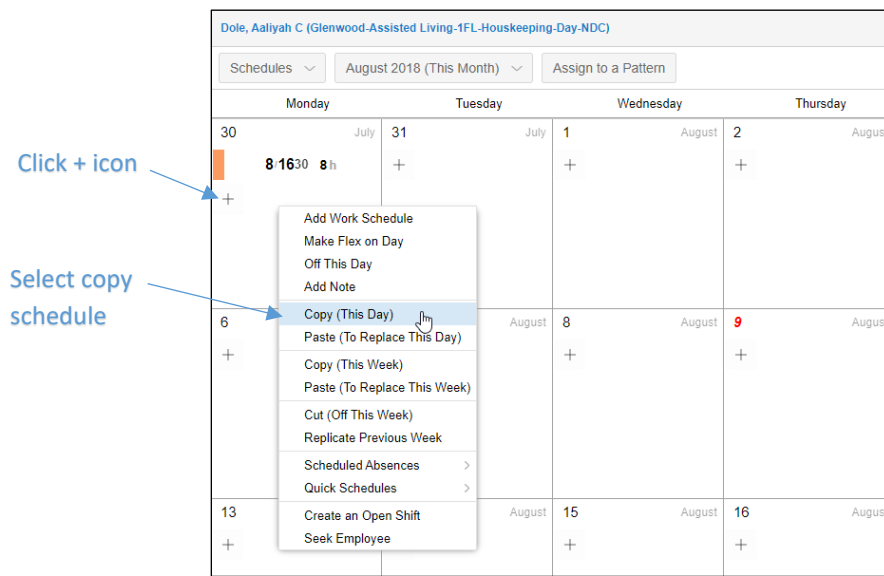
Monday	Tuesday	Wednesday
30 July 8:1630 8h +	31 July +	1 August +

Copy a schedule

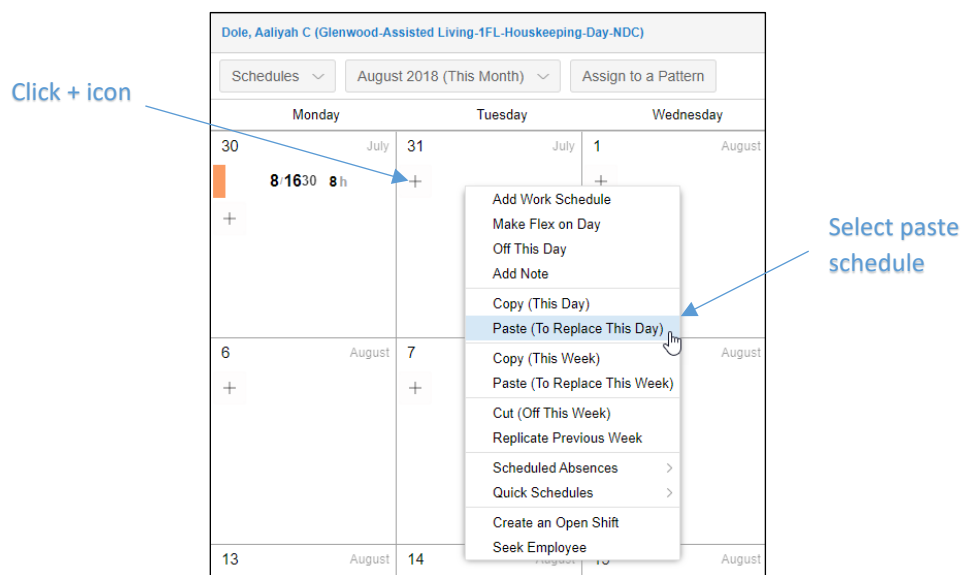
A schedule can be added to an employee's personal schedule by copying a schedule on another day to the day you want to add the schedule.

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 3:30 8 h +	31 July 8:16 3:30 8 h +	1 August +