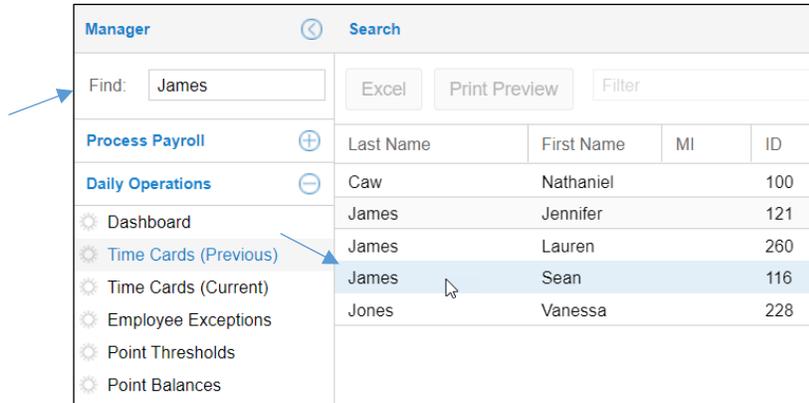


MSS: Changing a Schedule to a Benefit Schedule

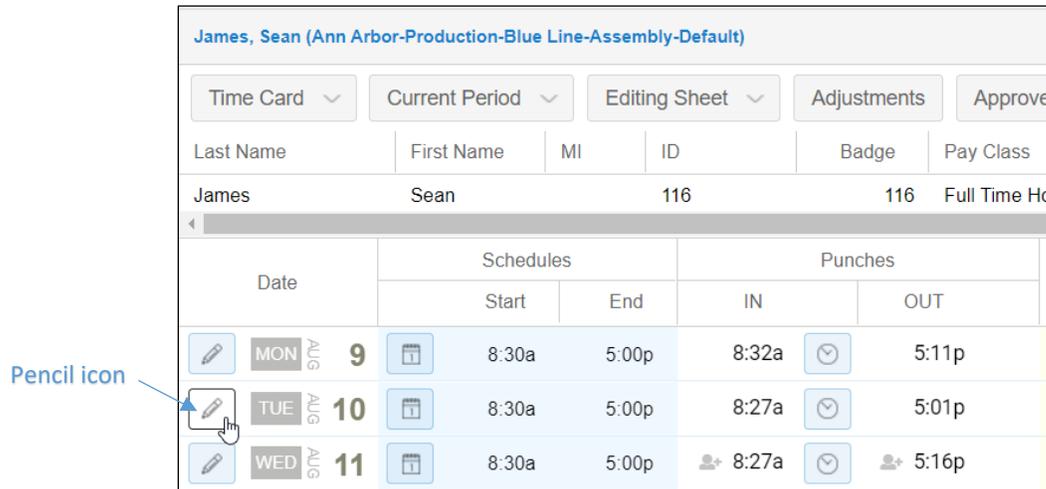
An existing schedule in an employee’s personal schedule can be changed to a benefit schedule. This schedule change can be performed in the employee’s schedule page in Manager Self Service (MSS).

To change an employee’s schedule:

1. Use the Find field in Manager Self Service (MSS) to locate the employee’s record. You can search for an employee using any part of the employee’s first name, last name, ID number or badge number.



2. Click the employee's name from the list of search results.
3. Click the Pencil icon on the date of the schedule to be changed in the employee’s time card.



4. Select **Scheduling** in the pencil icon menu.

James, Sean (Ann Arbor-Production-Blue Line-Assembly-Default)

Time Card | Current Period | Editing Sheet

Last Name: James | First Name: Sean | MI: | ID: 116

Date	Schedules		
	Start	End	IN
MON AUG 9	8:30a	5:00p	8:32a
TUE AUG 10	8:30a	5:00p	8:27a
			8:27a
			8:31a
	8:30a	5:00p	7:30a
	8:30a	5:00p	

Select Scheduling

Select Define Schedule for Day

- Scheduling > Define Schedule for Day
- Transactions >
- Credit >
- Pay to Start/End >
- Notes/Comments >
- Workgroup >
- Daily >
- Incidents >
- Lunch Waiver/s
- Administration >

5. Select **Define Schedule for Day**.
6. Select **Absence Planned** for the type of schedule in the *Add Schedule* window.

Add Schedule

Schedule Properties

Date: 08/10/2021

Type of Schedule: **Absence Planned**

Benefit: Normal Work Schedule

Start Time: 17:00

End Time: 8:00

Hours: 8:00

Rate: 0.0000

Schedule Style: None

Workgroup

Location: Ann Arbor

Department: Production

Line: Blue Line

Position: Assembly

Ok Cancel

7. Select the type of benefit from the *Benefit* field drop-down list.

The screenshot shows the 'Add Schedule' dialog box. The 'Schedule Properties' section includes: Date: 08/07/2018; Type of Schedule: Absence Planned; Benefit: PTO (with a dropdown menu open showing options: Sick, Vacation, PTO, FMLA, Bereave, Jury Duty, Unpaid); Start Time: (empty); End Time: (empty); Hours: (empty); Schedule Style: (empty). The 'Workgroup' section includes: Location: Glenwood Gardens; Unit: Assisted Living; Floor: 1st Floor; Position: CNA; Shift: Day; Care Type: Direct Care Nursing. 'Ok' and 'Cancel' buttons are at the bottom right.

8. Type the hours for the benefit schedule in *Hours* field.

The screenshot shows the 'Add Schedule' dialog box. The 'Schedule Properties' section includes: Date: 08/07/2018; Type of Schedule: Absence Planned; Benefit: PTO; Start Time: 7:00; End Time: 15:00; Hours: 8:00; Schedule Style: None. The 'Workgroup' section includes: Location: Glenwood Gardens; Unit: Assisted Living; Floor: 1st Floor; Position: CNA; Shift: Day; Care Type: Direct Care Nursing. 'Ok' and 'Cancel' buttons are at the bottom right.

9. Adjust the workgroup levels using the drop-down lists in the *Workgroup* field if you need to define the workgroup assignment for the schedule.
10. Click **OK**.