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.

Manager	\bigcirc	Search					
Find: James		Excel Print Preview Filter					
Process Payroll	\oplus	Last Name	First Name MI	ID			
Daily Operations	Θ	Caw	Nathaniel	100			
Dashboard		James	Jennifer	121			
Time Cards (Previous)		James	Lauren	260			
Time Cards (Current)		James	Sean	116			
Employee Exceptions		Jones	Vanessa	228			
Point Thresholds							
Point Balances							

- 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.

	James, Sean (Ann Arb	or-Production-Blue	Line-Assembly	-Default)				
	Time Card $$	Current Period	Editing	Sheet 🗸	Adjus	stments	Approve	
	Last Name	First Name	MI IE)	Ba	adge	Pay Class	
	James	Sean	11	16		116	Full Time Ho.	
	4							
	Data	Schedu	Iles			Punches		
	Date	Start	End	IN		OUT	ī	
Pencil icon .		8:30a	5:00p	8:32a	\odot	5:1	1p	
		8:30a	5:00p	8:27a	\odot	5:0	01p	
	🖉 wed 👌 11	8:30a	5:00p	≗ + 8:27a	\odot	2 + 5:1	6р	

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

	James, Sean (Ann Ar	bor-Prod	uction-Blue	Line-Assembl	y-Default)		
	Time Card $$	Currer	nt Period	Editing	g Sheet 🕓	× (
	Last Name	First	t Name	MI	ID		
	James	Sea	n	116			
	•						
	Data		Schedu	iles			
	Date		Start	End	11	N	
Select		1	8:30a	5:00p	8:3	32a	Select Define Schedule for Day
Scheduling		1	8:30a	5:00p	8:2	27a	,
	Scheduling	>	Define	Schedule for I	Day		
	Transactions	>	Off for	Day	₽+ 8:2	27a	
	Credit	>	Flex So	chedule on Da	y 8:3	31a	
	Pay to Start/I	End >	Add So	hedule for Da	у		
	Notes/Comm	ients >	Schedu	uled Absences	- >		
	Workgroup	>	Quick S	Schedules	>		
	Daily	>					
	Incidents	>					
	Lunch Waive	r/s	8:30a	5:00p	2 + 7:3	30a	
	Administratio	n >	8:30a	5:00p			

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

Schedule Properties			Workgroup		
Date:	08/10/2021	000	Location:	Ann Arbor	~
Type of Schedule:	Normal Work Schedule	\sim	Department:	Production	~
Benefit	Normal Work Schedule		Line:	Blue Line	~
Start Time:	Flex Schedule		Position:	Assembly	~
End Time:	Absence Planned	ŀ			
Hours:	8:00				
Rate:	0.0000				
Schedule Style:	None	\sim			

Schedule Properties —		Workgroup		
Date:	08/07/2018	Location:	Glenwood Gardens	~
Type of Schedule:	Absence Planned	 ✓ Unit: 	Assisted Living	~
Benefit:	PTO	 Floor: 	1st Floor	~
Start Fime:	Sick	Position:	CNA	~
End Time:	Vacation	Shift	Dav	
End fillie.	PTO	Online.	Day	
Hours:	FMLA 🖑	Care Type:	Direct Care Nursing	~
Schedule Style:	Bereave			
	Jury Duty			
	Unpaid			

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

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

Date:	08/07/2018		Location:	Glenwood Gardens	~
Type of Schedule:	Absence Planned	\sim	Unit:	Assisted Living	~
Benefit:	PTO	\sim	Floor:	1st Floor	~
Start Time:	7:00		Position:	CNA	~
End Time:	15:00		Shift:	Day	\sim
Hours:	8:00		Care Type:	Direct Care Nursing	~
Schedule Style:	None	\sim			

- 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**.

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