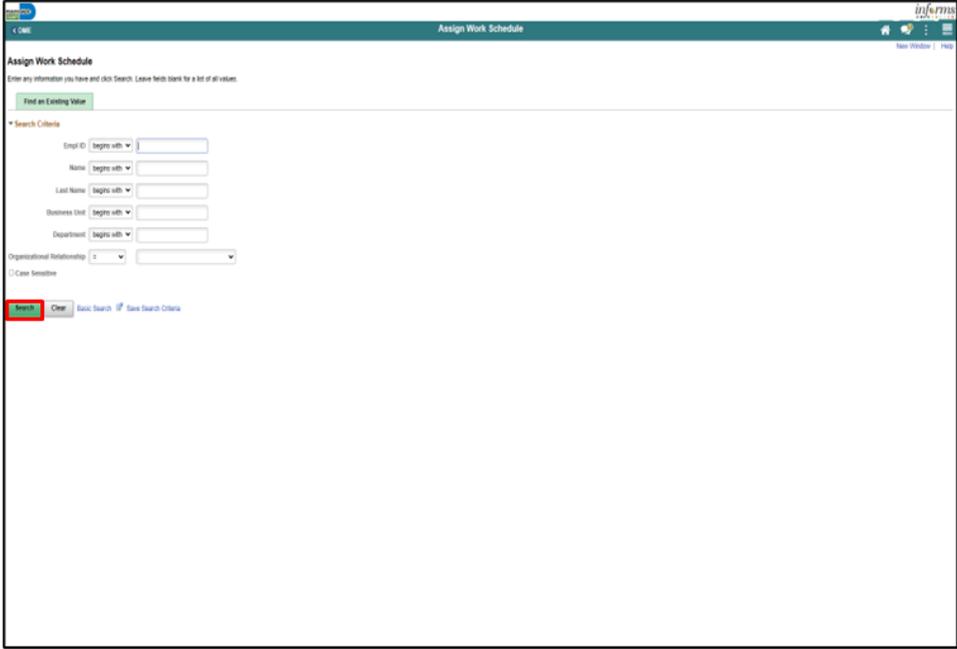


Step	Action
	<p>New Hires must be assigned a Work Schedule once they are active in INFORMS. These steps can also be used to create a new schedule for an existing employee.</p> <p>Note: Work schedules are required for all employees including part-time employees.</p>
1.	<p>Navigate to: NavBar > Navigator > Human Resources (HCM) > Time and Labor > Enroll Time Reporters > Assign Work Schedule.</p>
2.	<p>Use the fields in the Search Criteria section to search for an Employee. Select the Search button.</p> 

3.

Find the correct Employee and select the **Empl ID**.

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: begins with:

Name: begins with:

Last Name: begins with:

Business Unit: begins with:

Department: begins with:

Organizational Relationship:

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All

Empl ID	Name	Last Name	Business Unit	Department	Organizational Relationship
0002117	Eder Ingaram	INGRAM	BU	BU0710000	Emp
00139131	Dennis Hein	HEIN	BU	BU0710000	Emp
00150195	Alejandra Laparra	LAPARRA	BU	BU0710000	Emp
00160384	Madelaine Schroder	SCHROEDER	BU	BU0710000	Emp
00160267	Arika Burns	BURNS	BU	BU0710000	Emp
00191988	Justin Kelley	KELLEY	BU	BU0710000	Emp
00212177	Brittany Falk	FALK	BU	BU0710000	Emp
00261638	Victoria Bauman	BAUCOM	BU	BU0710000	Emp
00300193	Humberto Ramer	RAMER	BU	BU0710000	Emp
00328944	Cathy Pennington	PENNINGTON	BU	BU0710000	Emp
00328913	Lugh Fagan	FAGAN	BU	BU0710000	Emp
00329023	Alyson Boyle	BOYLE	BU	BU0710000	Emp
00329126	Tori Sheffield	SHEFFIELD	BU	BU0710000	Emp
00328841	Vera Justice	JUSTICE	BU	BU0710000	Emp
00402063	Cason Holland	HOLLAND	BU	BU0710000	Emp

4.

Select the **New** icon.

Assign Work Schedule

Employee ID: 0002117

Assign Schedules

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
06/13/2022	Create Personal Schedule	MCC	00021170000	0002117	Show Schedule

View History of Schedule Assignments, including default changes

Save Return to Search Previous in List Next in List Refresh

Review or update required fields.

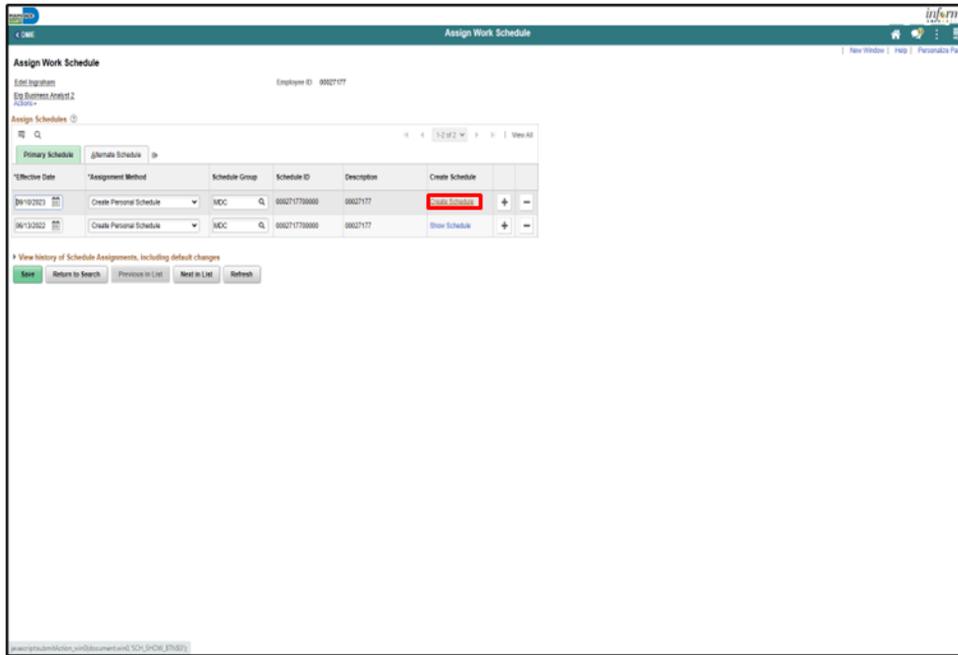
- **Effective Date**
- **Assignment Method**
- **Schedule Group.**

Note: Best practice would be setting the Effective Date as Pay Period Begin (PPB) date.

Note: Select an **Assignment Method** of either “Create Personal Schedule” or “Select Predefined Schedule”.

Select the **Create Schedule** link.

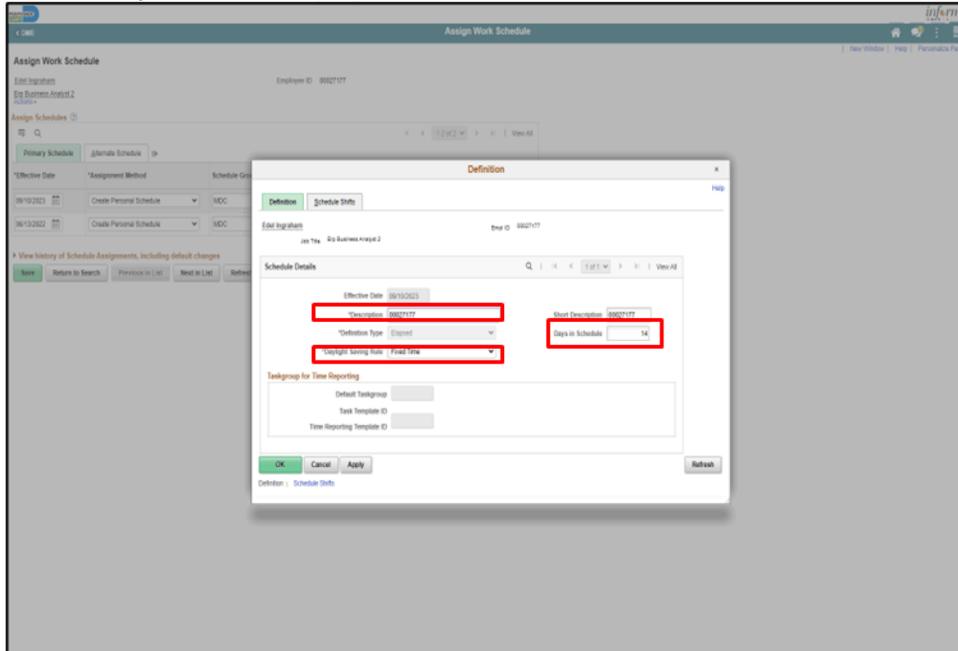
5.



6.

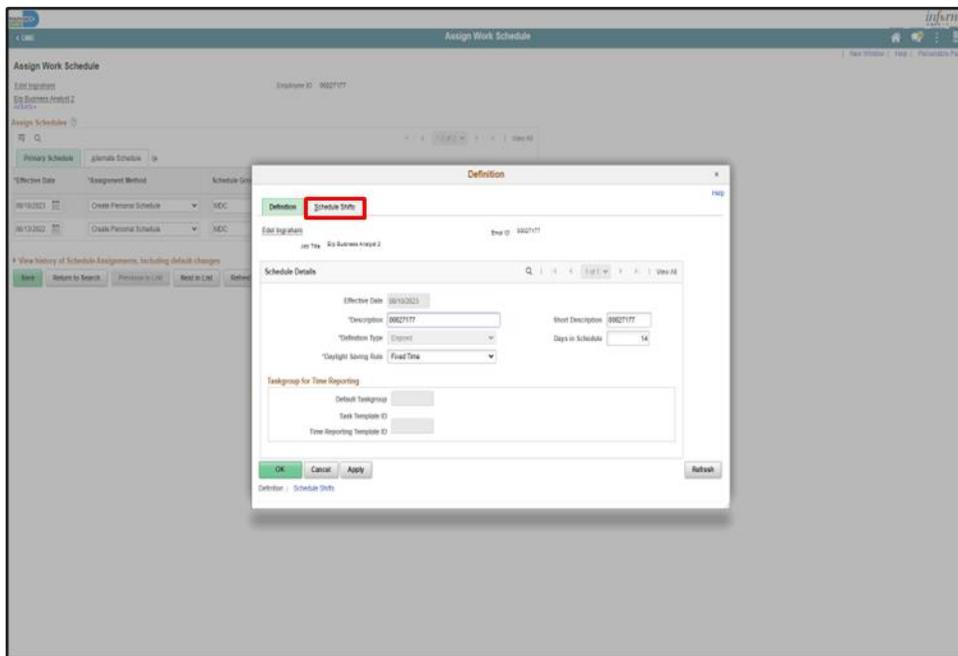
Enter the applicable fields.

- **Description**
- **Daylight Saving Rule**
- **Days in Schedule (14)**



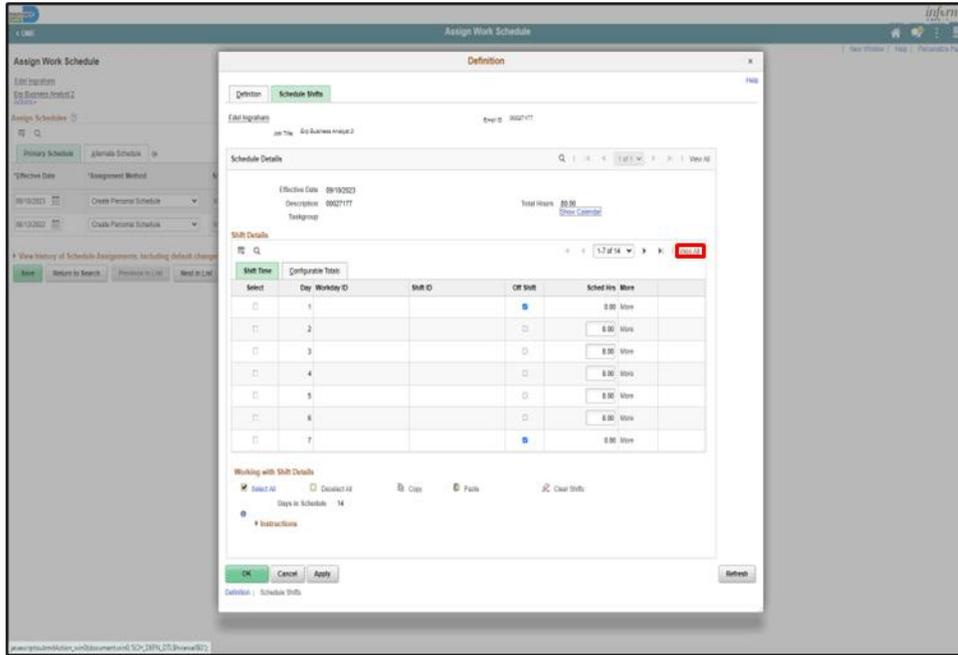
7.

Select **Schedule Shifts** tab.



8.

If necessary, use arrows or **View All** to view the entire pay period (based on Days in Schedule entry made in Definition tab).



Update the applicable fields.

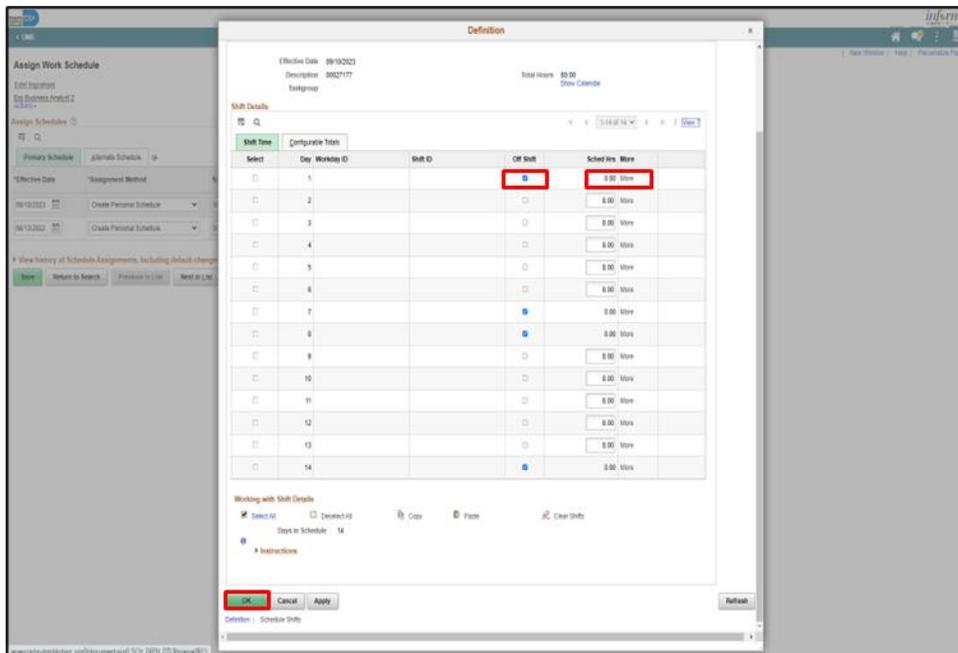
- **Off Shift**
- **Sched Hrs**

Note:

- Select Off Shift indicator if the day is an off day.
- Sched Hrs: Enter number of hours for the shift (ex: "8").

Select the **OK** button.

9.



10.

Select the **Save** button.

Assign Work Schedule

Employee ID: 00027177

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
09/10/2023	Create Personal Schedule	MED	000271770000	00027177	Show Schedule
09/13/2023	Create Personal Schedule	MED	000271770000	00027177	Show Schedule

Save Return to Search Previous in List Next in List Refresh