



Miami-Dade County

How to Create a Schedule

DESCRIPTION

This job aid is for central HR users.

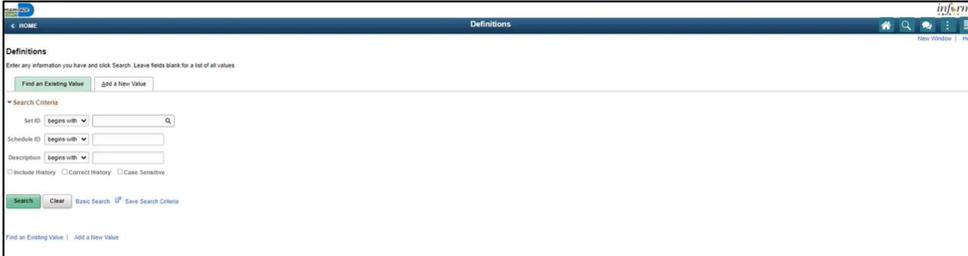
The purpose of this job aid is to help users understand how to create a schedule.

HOW TO CREATE A SCHEDULE

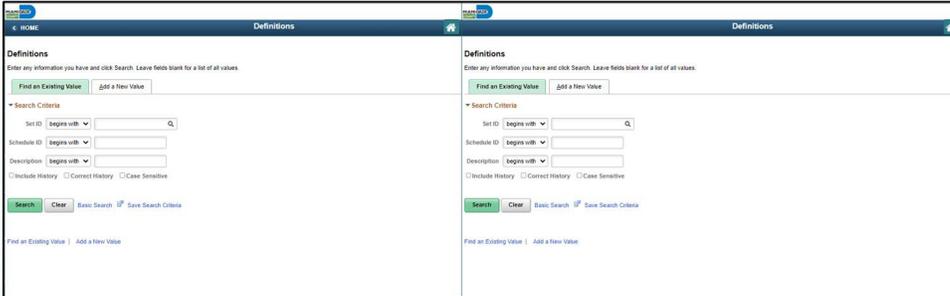
Action

Log in to **INFORMS**

Select **NavBar > Navigator > Human Resources (HCM) > Set Up HCM > Product Related > Time and Labor > Schedule Configurations > Schedules**

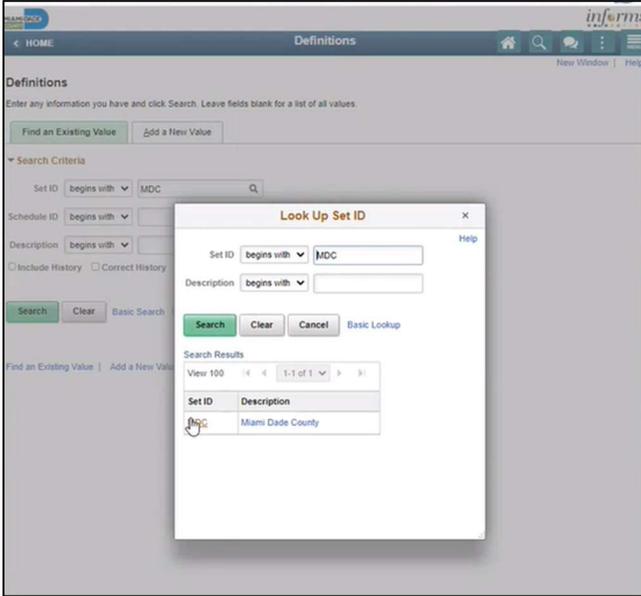


Open **duplicate** tab and place screens side by side.

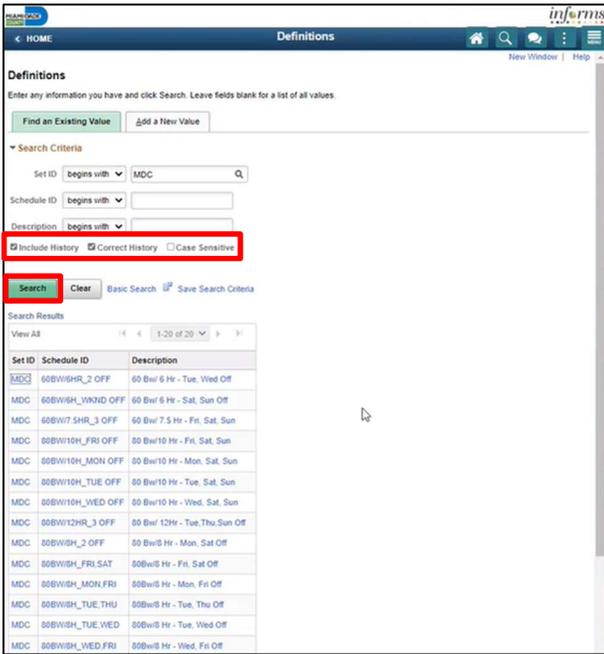


NOTE: Compare schedules side by side to ensure the entry will not result in a duplicate schedule. It is a good practice to duplicate the schedules tab to follow the formatting of an existing schedule.

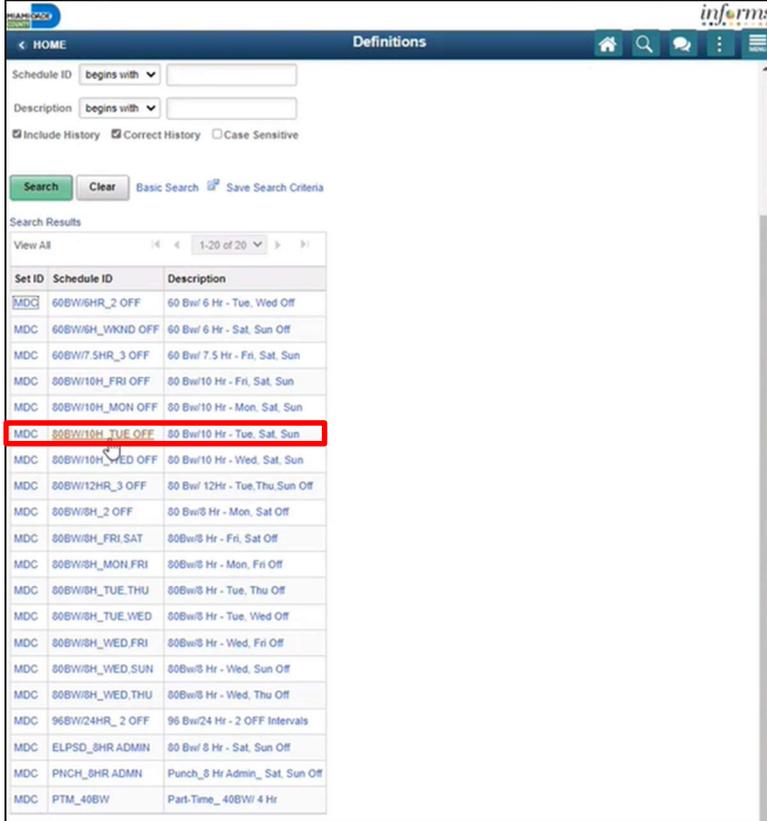
Under **Search Criteria**, input MDC in the **Set ID** field and select the Magnifying Glass. Select **MDC** from the list.



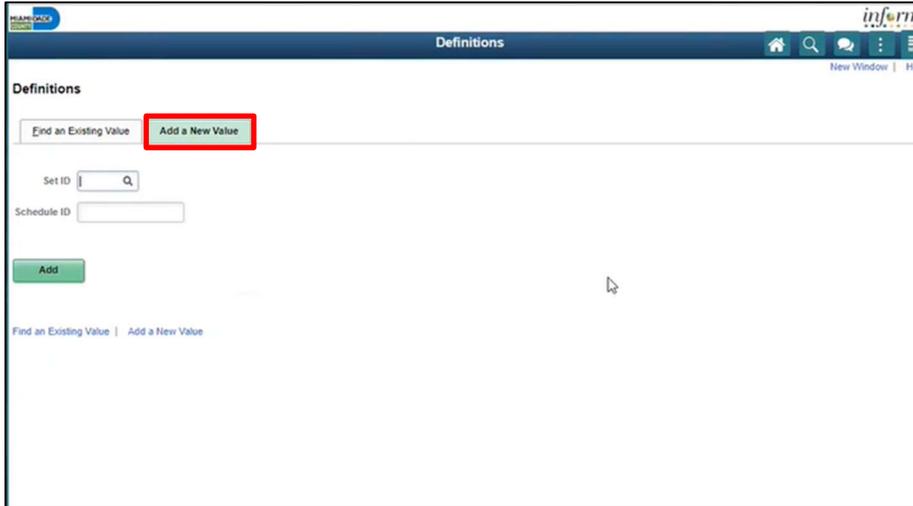
Select the **Include History** and **Correct History** boxes. Select **Search**.



If schedule is not available, select **schedule** from list to mimic.



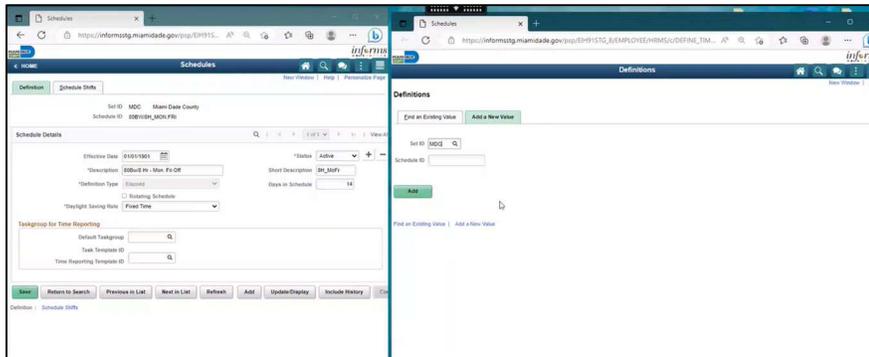
In second screen, select **Add New Value** tab.



Input **MDC** in the **Set ID** field and select **MDC** from list.



Input **Schedule ID**. Schedule ID format should begin with scheduled hours and end with days off.



NOTE: Use first screen to mimic the format for the new schedule's Schedule ID. Ensure format is similar to avoid entering duplicate schedules.

Select the **Add** button.



Under **Schedule Details**, input:
Effective Date: 01/01/1901, always use this date.
Description: Set ID, there is more character space so more detail can be added.
Short Description: Follow short description style of schedule being mimicked.
Definition Type: Elapsed, always keep as elapsed.
Days in Schedule: 14
Daylight Savings Time: Fixed Time, auto populates - keep this the same.

The screenshot shows the 'Schedules' application interface. The 'Schedule Details' section is highlighted with a red box. The form contains the following fields and values:

- Effective Date: 01/01/1901
- *Description: 00BWS Hr - Sun, Mon Off
- *Definition Type: Elapsed
- *Daylight Saving Rule: Fixed Time
- *Status: Active
- Short Description: SH_SuMon
- Days in Schedule: 14

Below the 'Schedule Details' section is the 'Taskgroup for Time Reporting' section, which includes search fields for Default Taskgroup, Task Template ID, and Time Reporting Template ID. At the bottom of the form are buttons for Save, Refresh, Add, Update/Display, Include History, and Correct History.

NOTE: Do not select/input anything under the Taskgroup for Time Reporting section. Effective Date (01/01/1901) is a Tuesday, keep this in mind when setting up the schedule.

Select the **Schedule Shifts** tab. Next, select **View All** under Shift Details.

The screenshot shows a software interface for managing schedules. At the top, there are tabs for 'Definition' and 'Schedule Shifts'. Below the tabs, the 'Schedule Details' section displays information for Set ID 'MDC' (Miami Dade County) and Schedule ID '80BW/S_H_FRI,SUN'. It includes fields for Effective Date (01/01/1901), Description (80Bw/ 8 Hr - Fri, Sun Off), Taskgroup, Status (Active), and Total Hours (0.00). A 'Show Calendar' link is also present. Below this is the 'Shift Details' section, which has a search bar and a 'View All' link. A table lists shifts for days 1 through 7, with columns for Select, Day, Workday ID, Shift ID, Off Shift, and Sched Hrs. Each row has a search icon in the Workday ID and Shift ID columns, and a 'More' link and a '+' icon in the Sched Hrs column. Below the table, there are options for 'Working with Shift Details', including 'Select All' (checked), 'Deselect All', 'Copy', 'Paste', and 'Clear Shifts'. The 'Days in Schedule' is shown as 14. There is an 'Instructions' link. At the bottom, there are buttons for 'Save', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The breadcrumb 'Definition | Schedule Shifts' is at the bottom left.

Select checkbox for **Off Shift** and input hours for **Scheduled Hours**.

Definition Schedule Shifts

Set ID MDC Miami Dade County
Schedule ID 80BWSH_FRI,SUN

Schedule Details

Effective Date 01/01/1901 Status Active
Description 80BWSH 8 Hr - Fri, Sun Off Total Hours 72.00
Taskgroup Show Calendar

Shift Details

Select	Day	Workday ID	Shift ID	Off Shift	Sched Hrs	More
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	4	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	0.00	More
<input type="checkbox"/>	5	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	6	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	0.00	More
<input type="checkbox"/>	7	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	8	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	9	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	10	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	11	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	0.00	More
<input type="checkbox"/>	12	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	13	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	0.00	More
<input type="checkbox"/>	14	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8	More

Working with Shift Details

Select All Deselect All Copy Paste Clear Shifts

Days in Schedule 14

[Instructions](#)

NOTE: Schedule begins on a Tuesday. The shortcut for inputting Days Working is to select the checkbox under the select column of a scheduled hours row. Select copy and select the checkboxes for the remaining scheduled hours. Select Paste to paste the hours into the Scheduled Hours field.

Select the **Show Calendar** hyperlink to confirm days are correct.

Schedule Details

Effective Date 01/01/1901 Status Active
Description 80BWSH 8 Hr - Sun, Mon Off Total Hours 80.00
Taskgroup [Show Calendar](#)

Once confirmed, select the **OK** button.

Day	Date	Day Nbr	Workday ID	Shift ID	Sched Hrs	More
Monday	05/15/2023	7				More
Tuesday	05/16/2023	8			8.00	More
Wednesday	05/17/2023	9			8.00	More
Thursday	05/18/2023	10			8.00	More
Friday	05/19/2023	11			8.00	More
Saturday	05/20/2023	12			8.00	More
Sunday	05/21/2023	13				More
Monday	05/22/2023	14				More
Tuesday	05/23/2023	1			8.00	More
Wednesday	05/24/2023	2			8.00	More
Thursday	05/25/2023	3			8.00	More
Friday	05/26/2023	4			8.00	More
Saturday	05/27/2023	5			8.00	More
Sunday	05/28/2023	6				More

NOTE: From date can be changed in the calendar view to current pay period as well to ensure proper days off.

Select the **Save** button.

Schedule Details
1 of 1 | View All

Effective Date 01/01/1901

Description 80Bw/ 8 Hr - Fri, Sun Off

Taskgroup

Status Active

Total Hours 72.00

[Show Calendar](#)

+ -

Shift Details

1-14 of 14 | View 7

Shift Time | Configurable Totals

Select	Day	Workday ID	Shift ID	Off Shift	Sched Hrs	More	
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>
<input type="checkbox"/>	3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>
<input type="checkbox"/>	4	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	0.00	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>
<input type="checkbox"/>	5	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>
<input type="checkbox"/>	6	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	0.00	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>
<input type="checkbox"/>	7	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>
<input type="checkbox"/>	8	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>
<input type="checkbox"/>	9	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>
<input type="checkbox"/>	10	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>
<input type="checkbox"/>	11	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	0.00	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>
<input type="checkbox"/>	12	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8.00	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>
<input type="checkbox"/>	13	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	0.00	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>
<input type="checkbox"/>	14	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	8	More	<input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="+"/>

Working with Shift Details

Select All
 Deselect All

Days in Schedule 14

[Instructions](#)

Definition | Schedule Shifts