## How Do I Change an Employee's Schedule?

## Navigation

- 1. Log into OneUSG Connect.
- 2. From Manager Self Service, click the Team Time tile.
- Select Assign Work Schedule.
- 4. To search for an individual employee, enter the Last Name or Employee ID and click the Search button.
  - a. To see a list of all of your employees, leave all fields blank and click the **Search** button. Then select the employee from the listing.
- 5. The Assign Work Schedule page lists the Effective Date of the current schedule and the Schedule ID, with its description.
  - a. Click the **Show Schedule** link to see the schedule details.
  - b. Click the **Shift Detail** link to see if this is an employee who record elapsed time or punch time. Click **Return**.
  - c. Click **OK** to close the pop-up.
- 6. To assign a Predefined Schedule:
  - a. Click the Add a Row icon (+) at the end of the current or first row.
  - b. In the Effective Date field, enter or use the Calendar icon to select when the schedule changes should take effect. This should be the beginning of the next pay period.
  - c. In the Assignment Method drop down, choose Select Predefined Schedule.
  - d. Select the **Schedule ID** Look Up icon.
  - e. Choose the schedule from the listing. Note that Elapsed schedules begin with an "E," while Punch schedules begin with a "P." The schedule description indicates the hours, days and shift times



- where applicable. Schedules without set days and/or times begin with "USG."
- f. Click the **Show Schedule** link to see additional details about the schedule.
- g. Click the **Save** button.
- 7. To assign the **USG Default Schedule**:
  - a. Click the Add a Row icon (+) at the end of the current or first row.
  - b. In the **Effective Date** field, enter or use the **Calendar** icon to select when the schedule changes should take effect. This should be the beginning of the next pay period.
  - c. In the Assignment Method drop down, select use Default Schedule.
  - d. Click the **Show Schedule** link to see the USG Default Schedule details.
  - e. Click the **Save** button.
- 8. To assign a **Personal Schedule** (cannot find one that applies in the listings), contact OneUSG Connect Support to request assistance. They will help with the creation and assignment of a personal schedule.
- To review the history of schedule changes, click the Expand icon for View history of Schedule Assignments, including default changes.

