



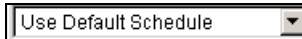




Assigning/Creating Work Schedules



A work schedule is used to record the work pattern for the individual and affects pay and leave. It is important to ensure the work schedule is entered correctly and it must be updated when a person has a change of hours.

Main Menu>Global Payroll & Absence Mgmt>Payee Data>Create Overrides>Assign Work Schedule

1. Selecting a Predefined Work Schedule


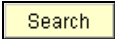
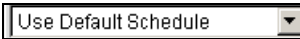
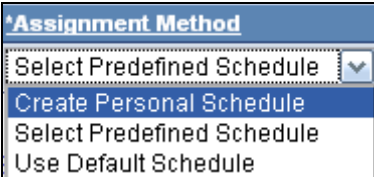

Scenario: An employee that works as a casual or works full-time hours regularly has just started. You will have to enter one of the following predefined work schedules in order to make sure they are paid correctly.

1.	Click the Assign Work Schedule link. 
2.	Enter the desired information into the EmplID: field. Enter the Id you recorded in the first exercise. If you do not know the Id search by a different criteria i.e. Last name.
3.	Click the Search button. 
4.	Enter the desired information into the *Effective Date field. Enter a valid value e.g. " 07/08/2008 ". For all new hires the Work Schedule Effective Date should be equal to the Hire date.
5.	Click the *Assignment Method list. 
6.	Click the Select Predefined Schedule list item. 
7.	Click the Look up Schedule ID (Alt+5) button. 
8.	If the employee is working full time for this employment record, select one of the following full-time equivalent values depending on the job type. Choose one of the 35HRW , 38HRW or 49HRW values. 
9.	If the employee is working as a casual employee for this employment record, select the value 
10.	Your screen should look something like the following –

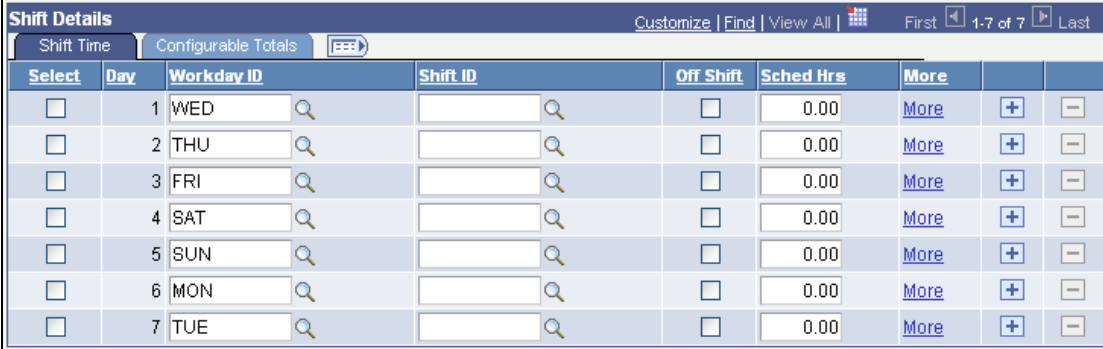
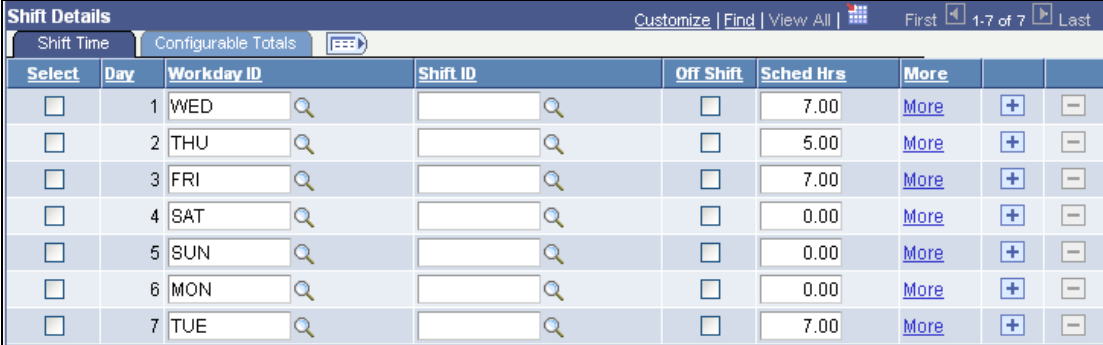
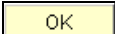
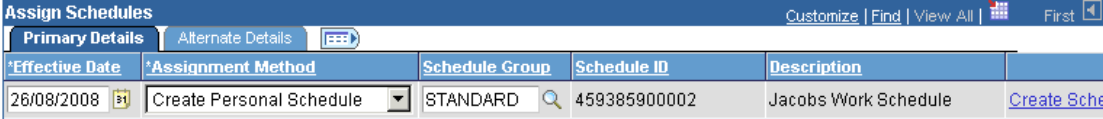


	<p>Assign Work Schedule</p> <p>Jacob HRTTest Employee ID: 4593859 Job Title: ANU Officer Grade 8 Employee Record Number: 0</p> <p>Click for Instructions</p> 
11.	<p>Click the Save button.</p> 
12.	<p>End of Procedure.</p>

2. Creating a Personal Work Schedule

This is used for employees who work Part Time.

1.	<p>Click the Assign Work Schedule link.</p> 
2.	<p>Enter the desired information into the EmplID: field. Enter the Id you recorded in the first exercise.</p> <p>If you do not know the Id search by a different criteria i.e. Last name.</p>
3.	<p>Click the Search button.</p> 
4.	<p>Enter the desired information into the *Effective Date field. Enter a valid value e.g. "07/08/2008".</p> <p>For all new hires the Work Schedule Effective Date should be equal to the Hire date.</p>
5.	<p>Click the *Assignment Method list.</p> 
6.	<p>Click the Create Personal Schedule list item.</p> 
7.	<p>Click the Create Schedule link.</p> 

	<p>Employee ID: 4593859 or Fellow (Level D) Employee Record Number: 2</p> <p>tions</p> <p>Alternate Details <input type="button" value="FEED"/></p> <p>Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Assignment Method</th> <th>Schedule Group</th> <th>Schedule ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Create Personal Schedule</td> <td>STANDARD</td> <td>459385900002</td> <td>Create Schedule</td> </tr> </tbody> </table>	Assignment Method	Schedule Group	Schedule ID	Description	Create Personal Schedule	STANDARD	459385900002	Create Schedule
Assignment Method	Schedule Group	Schedule ID	Description						
Create Personal Schedule	STANDARD	459385900002	Create Schedule						
8.	<p>Click the *Definition Type list.</p> <p>Punch</p>								
9.	<p>Click the Elapsed list item.</p> <p>Elapsed Flex Punch</p>								
10.	<p>Enter the desired information into the Num Days in Schedule field as a multiple of 7 (which represents 1 week in the Schedule).</p> <p>Enter a valid value e.g. "7".</p> <p>The personal work schedule must include all days in the working pattern. E.g. If the person works 21hrs per week, all days of the week must be entered.</p> <div data-bbox="419 1086 1536 1435" style="border: 1px solid black; padding: 5px;"> <p>Personal Schedule Definition</p> <p>Jacob HRTTest EmplID: 4593859 Job Title: Senior Fellow (Level D) Empl Rcd Nbr: 2</p> <p>Schedule Details Find View</p> <p>Effective Date: 26/08/2008</p> <p>Description: Jacobs Work Schedule Short Description:</p> <p>Definition Type: Elapsed</p> <p>Num Days in Schedule: 7 *Daylight Saving Rule: Fixed Time</p> </div>								
11.	<p>Click the Schedule Shifts tab.</p> <p>Schedule Shifts</p>								
12.	<p>On Row 1, select the Workday ID , which corresponds to the first day of employment for the employee. If the employee started/starts on a Wednesday, select 'Wed' as the value. Enter the values for the days of the week in the following rows in the correct order .</p>								

	
13.	<p>In the column Sched Hrs, enter the hours that the employee works on that day each week (if a 7 day schedule) or fortnight (if a 14 day schedule) etc.</p> 
14.	<p>Click the OK button.</p>  <p>Jacob HRTTest Employee ID: 4593859 Job Title: Senior Fellow (Level D) Employee Record Number: 2</p> <p>Click for Instructions</p>  <p>View history of Schedule Assignments, including default changes</p> 
15.	<p>Click the Save object.</p> 
16.	<p>End of Procedure.</p>