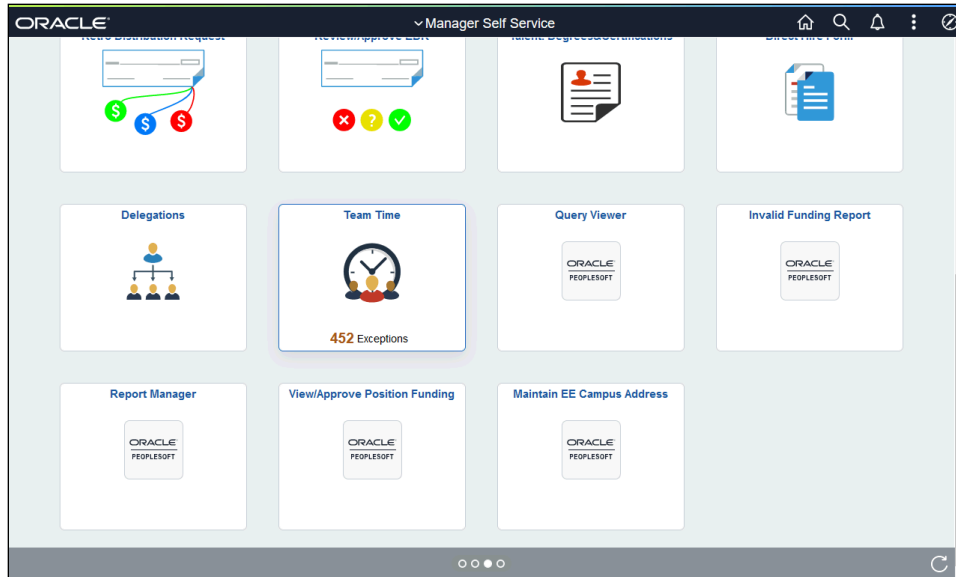

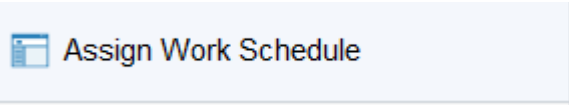
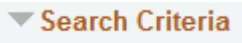
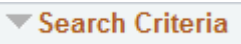
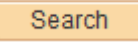

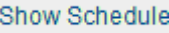



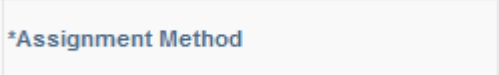
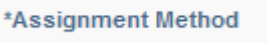

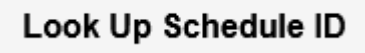
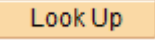


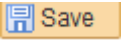


## Changing an Employee's Schedule as a Supervisor



Step	Action
1.	<p>From the Manager Self Service homepage in OneUSG Connect, click the <b>Team Time</b> tile.</p> 
2.	<p>The Team Time page is displayed.</p> <p>Click the <b>Assign Work Schedule</b> link.</p> 
3.	<p>The Assign Work Schedule field is displayed. To search for an individual employee, enter the appropriate information into Search Criteria field(s).</p> <p><b>Note:</b> To see a list of all your employees, leave all fields blank and click the search button. You can then select the employee from the listing.</p> 

Step	Action
4.	From the search results, choose the appropriate employee. 
5.	The employee information is displayed. Click the <b>Search</b> button. 
6.	To expand the work area, click the <b>Collapse</b> menu button. 
7.	The Assign Schedules table lists the Effective Date of the current schedule, Schedule ID, and Description.
8.	To view related details, click the <b>Show Schedule</b> link. 
9.	The Schedule Calendar page is displayed, with the hours and days the employee is scheduled to work. To return, click the <b>OK</b> button.
10.	To assign a new schedule, click the <b>Add Row [+]</b> icon at the right end of the first row. 
11.	A new row is added to the Primary Schedule table. Enter or select the date the schedule is to take effect. <b>Note:</b> This should be the beginning of a future pay period. Click the <b>Calendar</b> icon. 
12.	The Calendar is displayed. Select the appropriate date. 
13.	Click the <b>Assignment Method</b> drop-down list. 

Step	Action
14.	From the returned results, select the appropriate schedule. 
15.	To search for available predefined schedule, click the lookup magnifying glass in the <b>Schedule ID</b> field. 
16.	The Look Up Schedule ID popup menu is displayed.  Enter the appropriate criteria in the search fields. 
17.	Click the <b>Look Up</b> button to search for the appropriate schedule.  <b>Note:</b> The schedule description indicates the hours, days, and shift times, where applicable. Schedules beginning with USG apply an even number of hours from Monday - Friday. Example: USG40 applies 8 hours each day from Monday - Friday.  For a list of all valid schedules, click here. 
18.	From the returned results, select the appropriate Schedule ID. 
19.	The selected schedule is displayed.  To view the updated work schedule details, click the <b>Show Schedule</b> link.
20.	The work schedule details are displayed.  To return, click the <b>OK</b> button. 
21.	The schedule changes must be saved to apply.  Click the <b>Save</b> button. 
22.	The employee's work schedule has been changed.
23.	You have completed the steps to change an employee's work schedule in OneUSG Connect system. <b>End of Procedure.</b>