
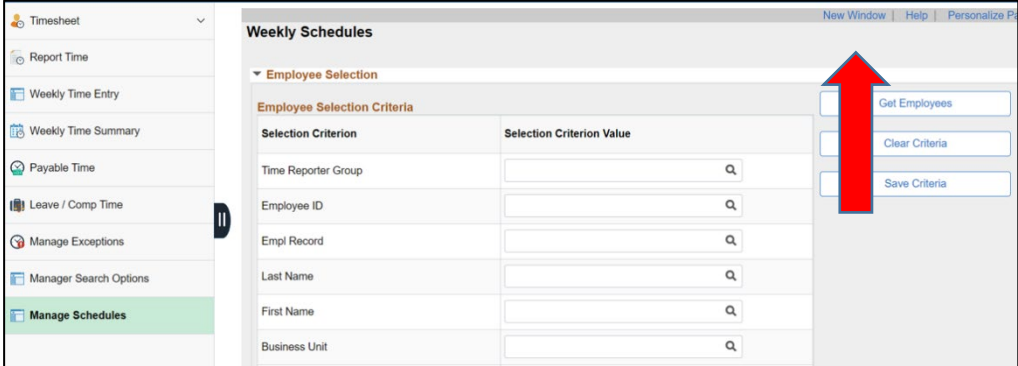




## Managing Schedule Changes from MSS Fluid Pages

The Managing Schedule page allows you to update employee schedules as necessary. You are also able to immediately verify that the updates have been made by navigating to the employee’s Timesheet.

Step	Action
1	<p>Select <b>Manager Self Service</b> from the dropdown.</p> <p>From the <b>Manager Self Service Dashboard</b> select the <b>Timekeeping</b> tile</p> 
2	<p>Open a second window from Timekeeping page by selecting the <b>New Window</b> link.</p> 
3	<p>Using <b>Window One (Timekeeping Tile)</b> search for and select the employee whose schedule you need to change.</p>

4

Use one or more of the available filters to find and select the employee(s) you need to access.

The screenshot shows the 'Weekly Schedules' interface. On the left is a navigation menu with 'Manage Schedules' highlighted. The main area is titled 'Weekly Schedules' and contains an 'Employee Selection' section. Below this is a table for 'Employee Selection Criteria' with search boxes for various fields.

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>

Buttons for 'Get Employees', 'Clear Criteria', and 'Save Criteria' are visible on the right side of the criteria table.

5

At the bottom of the search page, select the day(s) that require the schedule be modified.

The screenshot shows the 'Weekly Schedules' interface. The 'Schedule Selection' section is active, showing a 'View By' dropdown set to 'Week', a date of '04/11/2021', and a 'Schedule Group' dropdown. Below this is a table of employees for 'Melissa Sullivan'.

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Sunday 04/11/21	Monday 04/12/21
<input type="checkbox"/>	Mullen	Melissa	10008161	0	Police Lieutenant	8 Hours OFF	8 Hours

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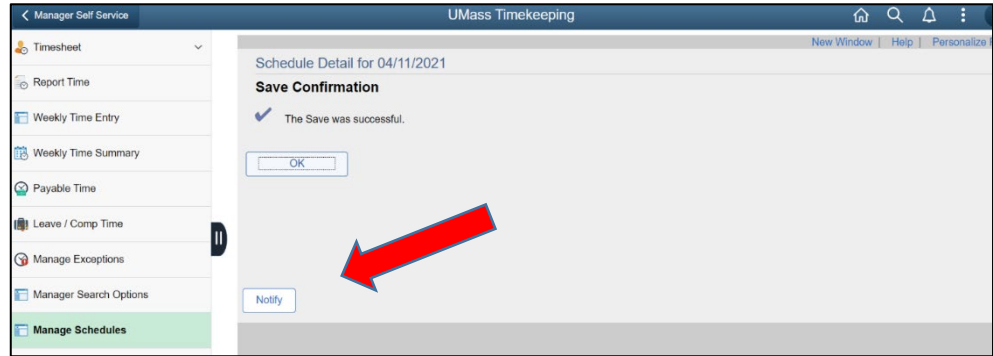
Update the schedule as needed and select **Save** at the bottom of the page.

The screenshot shows the 'Weekly Schedules' interface. The 'Refresh Schedule' section is active, showing a 'Schedule Type' dropdown set to 'Elapsed', a 'Punch Pattern' dropdown set to 'Default', and a 'Default Taskgroup' dropdown set to 'UM\_EXP'. Below this is a table of primary schedule details.

Shift ID	Taskgroup	Off Shift	Sched Hrs
<input type="text"/>	UM_EXP	<input type="checkbox"/>	8.00

7

Confirm the **Save** by clicking **OK**.



8

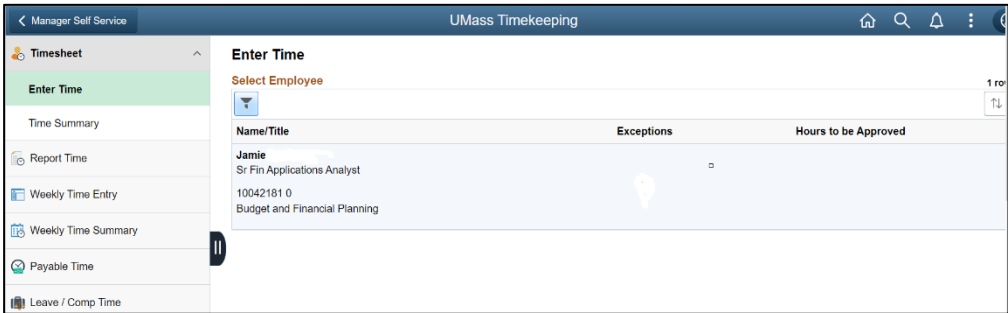
Once you confirm (**SAVE**) the change you are brought back to the original search page

If you want to make another schedule change *for that same employee*, scroll to the bottom of the page.

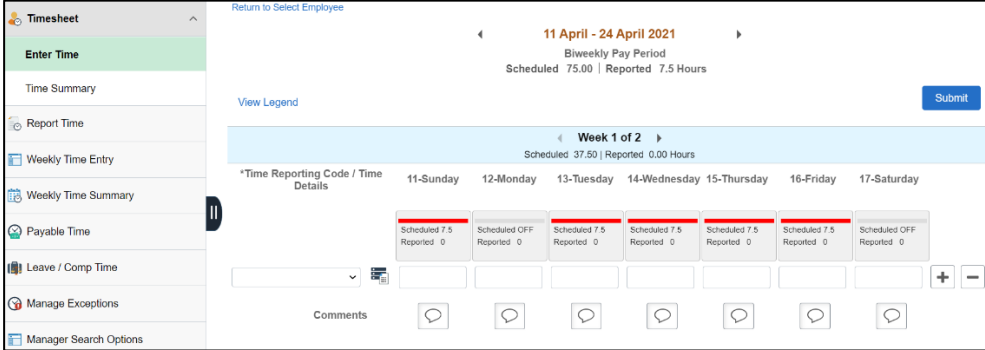
If you want to make another schedule change on a different employee change the employee search criteria and continue.

9.

To verify that the schedule change has been performed, click the second window and select the employee for whom you have just made the schedule change.



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In this example the day off was switched (Sunday and Monday)