Productivity Kit
UMASS

Recording Time with a Schedule Change

Timekeepers will use the Timesheet page for all timesheet entries, for both positive and exception time reporters.

This topic describes the procedure for recording time for a time reporter with a schedule change.

NOTE: Some time recording codes have changed, review description when choosing a code
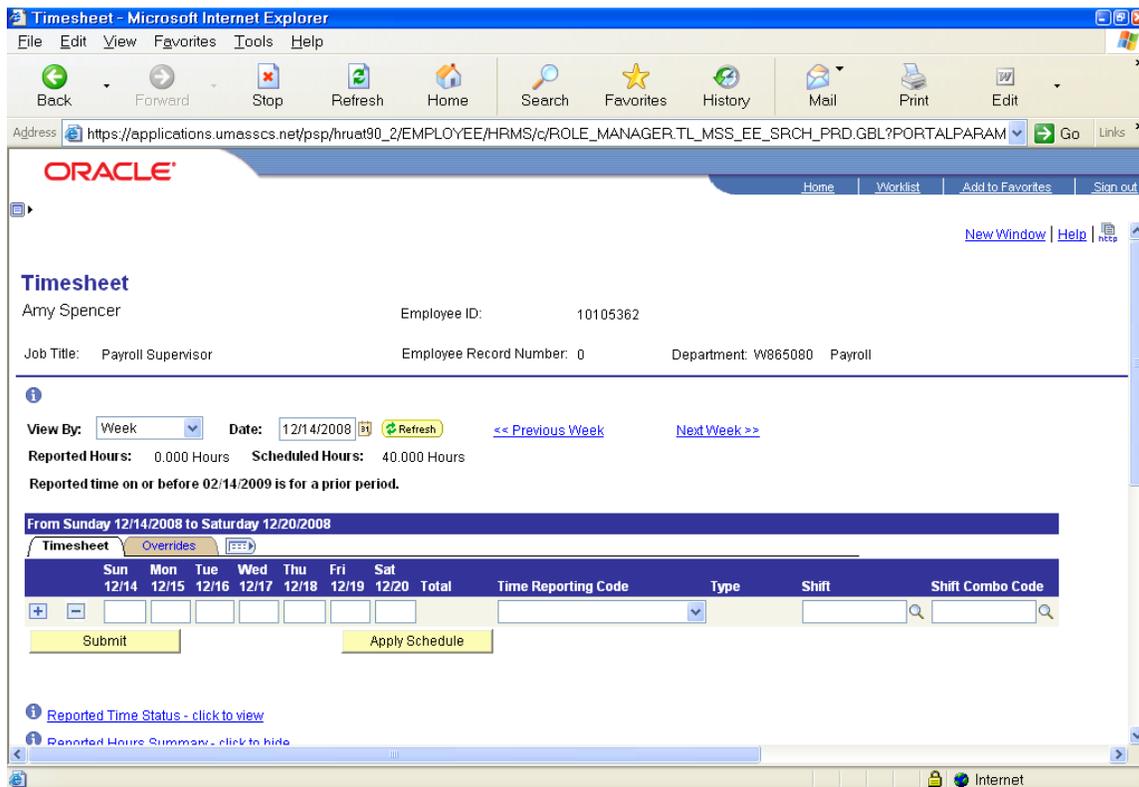
Procedure

Consider this scenario:

You will make a schedule change for an exception employee who works on a Saturday instead of the regularly scheduled Wednesday.
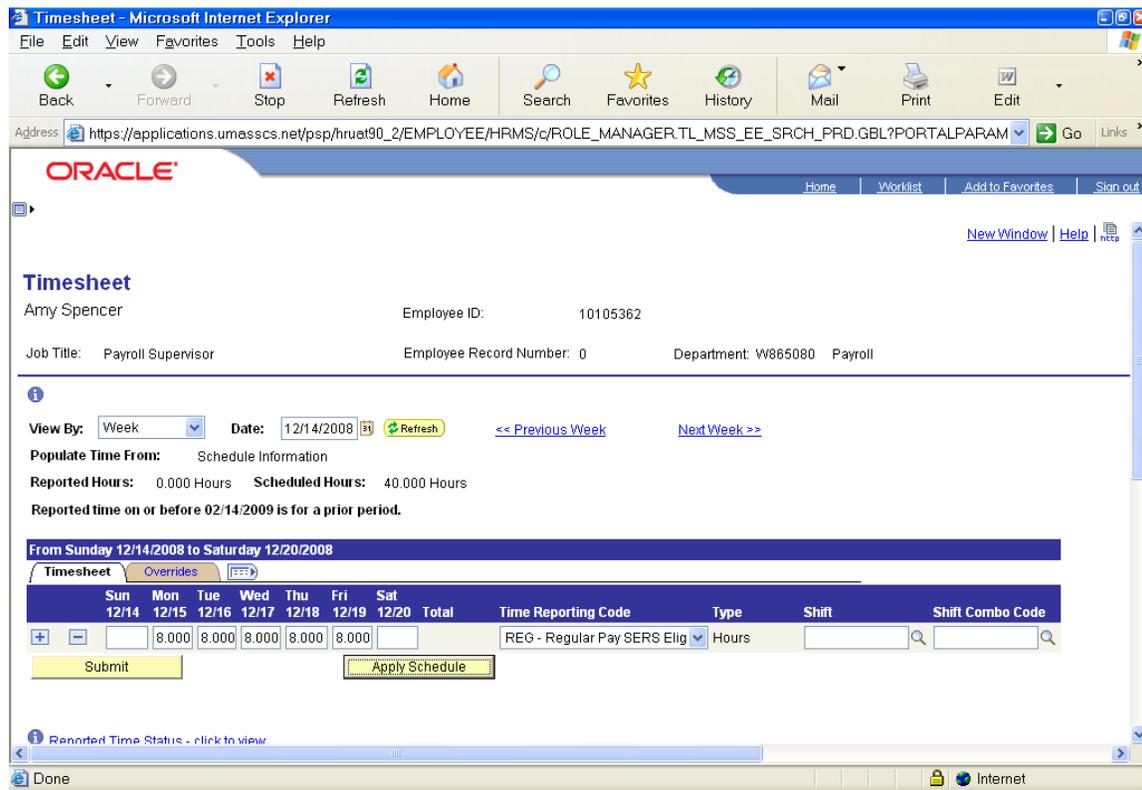
Key Information:
Employee Id #

Click link to review procedure for navigating to employee timesheet.   **(Hyperlink)**

Step	Action
1.	To populate the grid with the employee's scheduled time, click the **Apply Schedule** button.
	Apply Schedule

Step	Action
2.	The employee's regular schedule displays with the appropriate **Time Reporting Code**.
	For this example, the employee will work 8 hours on Saturday instead of 8 hours on Wednesday (the regular schedule).

Step	Action
3.	Scroll to the bottom of the page and click the **Manage Schedules** link. Manage Schedules
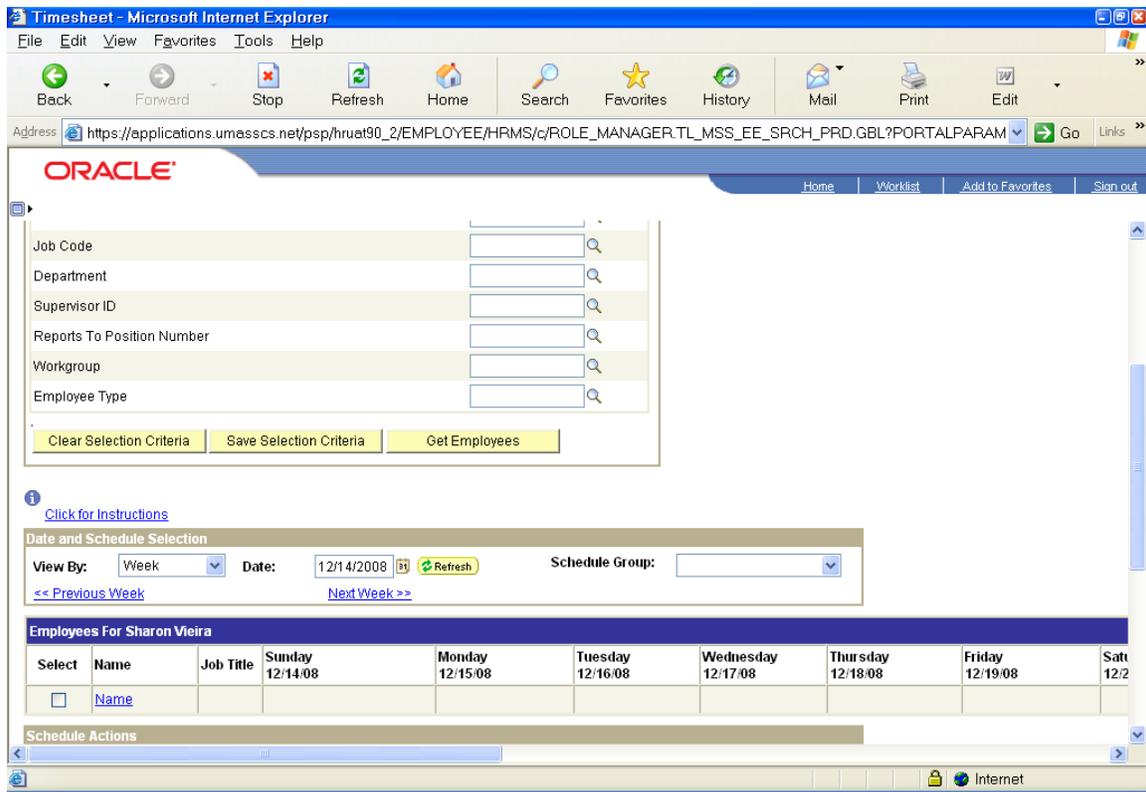
Step	Action
4.	On the **Weekly Schedules** page, click the **Get Employees** button.

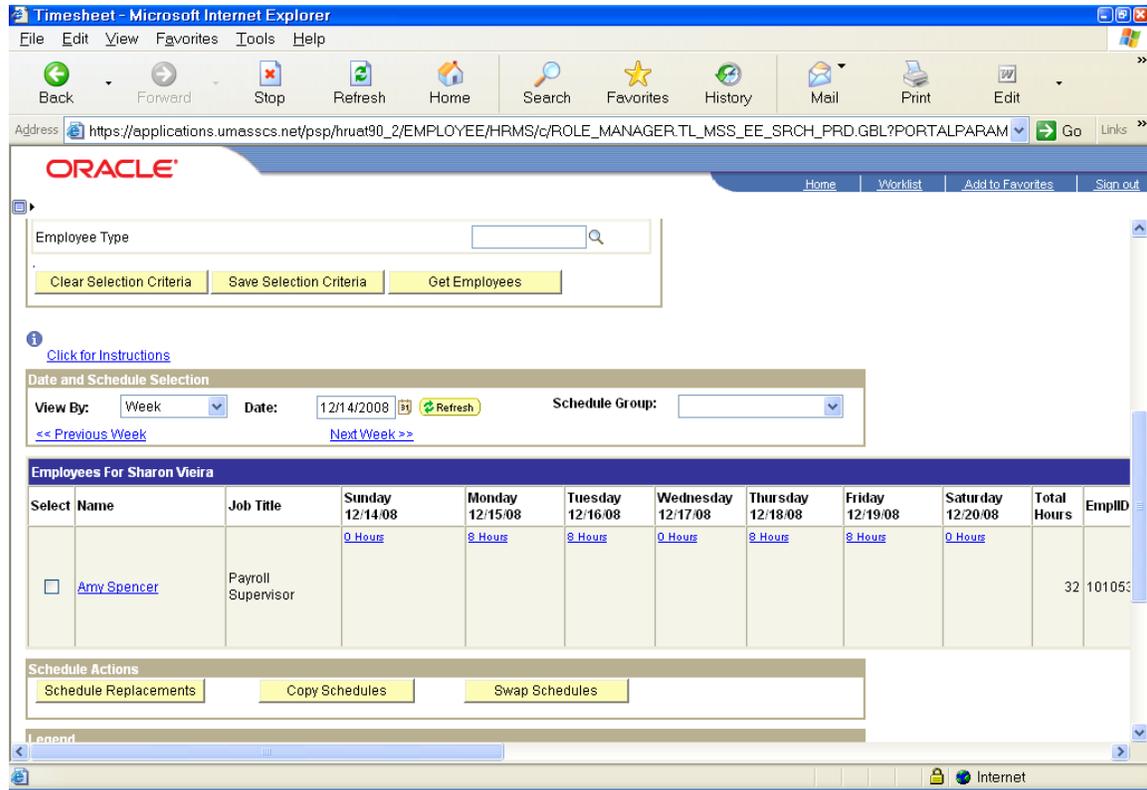| Step	Action
5.	The employee's regular schedule displays at the bottom of the page. Click the **8 Hours** link for Wednesday. 8 Hours
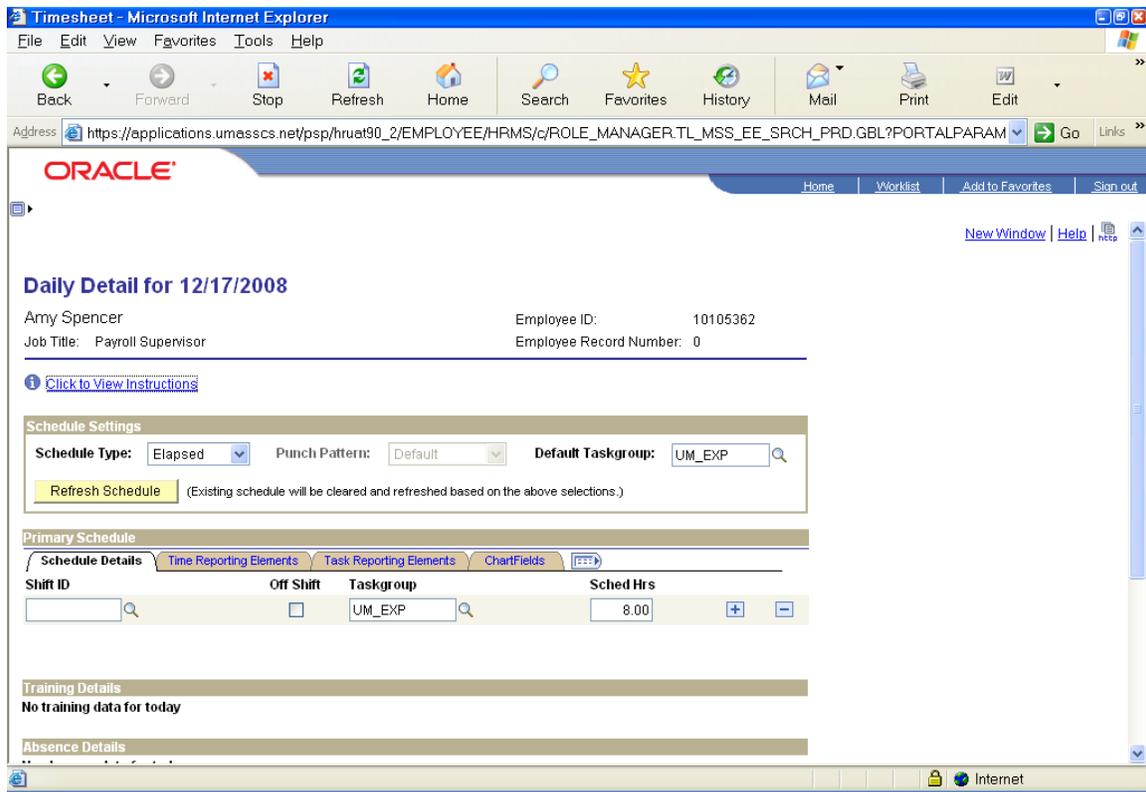
Step	Action
6.	On the **Daily Detail** page, click the **Off Shift** option.
7.	Enter the desired information into the **Sched Hrs** field. Enter "**0**".
8.	Click the **Save** button.
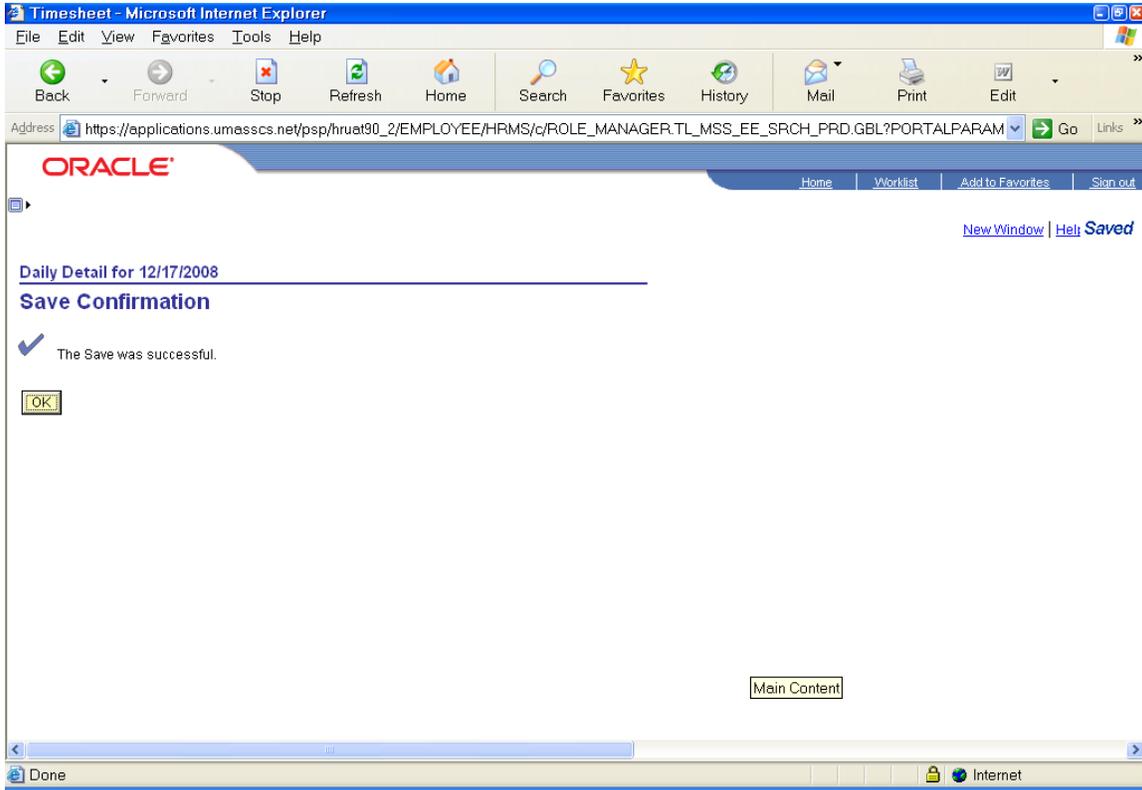
Step	Action
9.	Click the **OK** button.

Step	Action
10.	On the **Weekly Schedules** page, click the **0 Hours** link for Saturday. 0 Hours

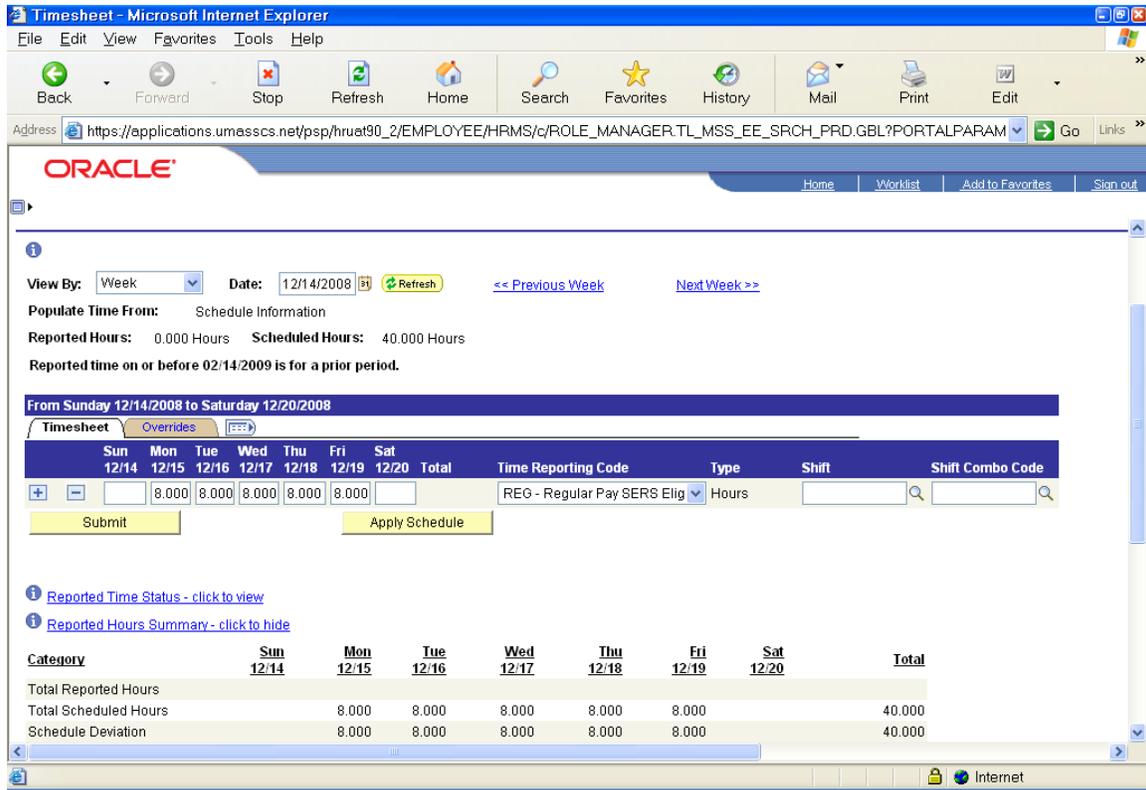Productivity Kit
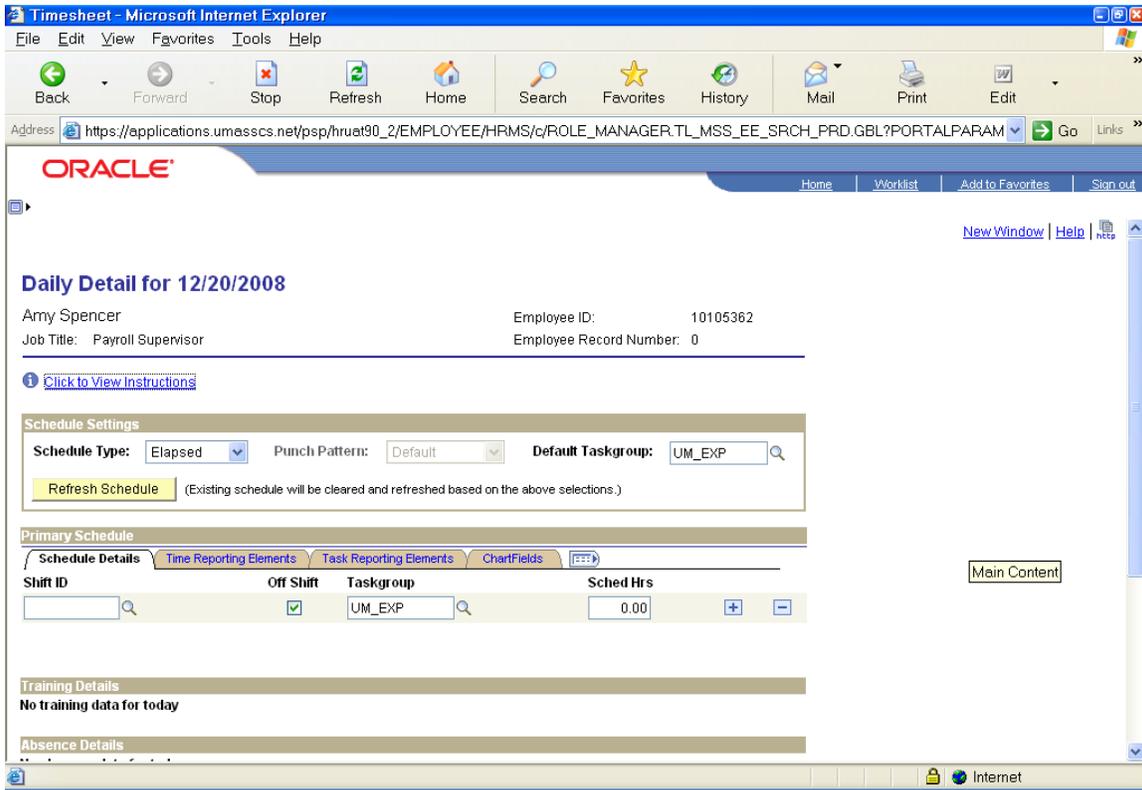
Step	Action
11.	On the **Daily Detail** page, click the **Off Shift** option to deselect **Off Shift**.
12.	Enter the desired information into the **Sched Hrs** field. Enter "**8**".
13.	Click the **Save** button.
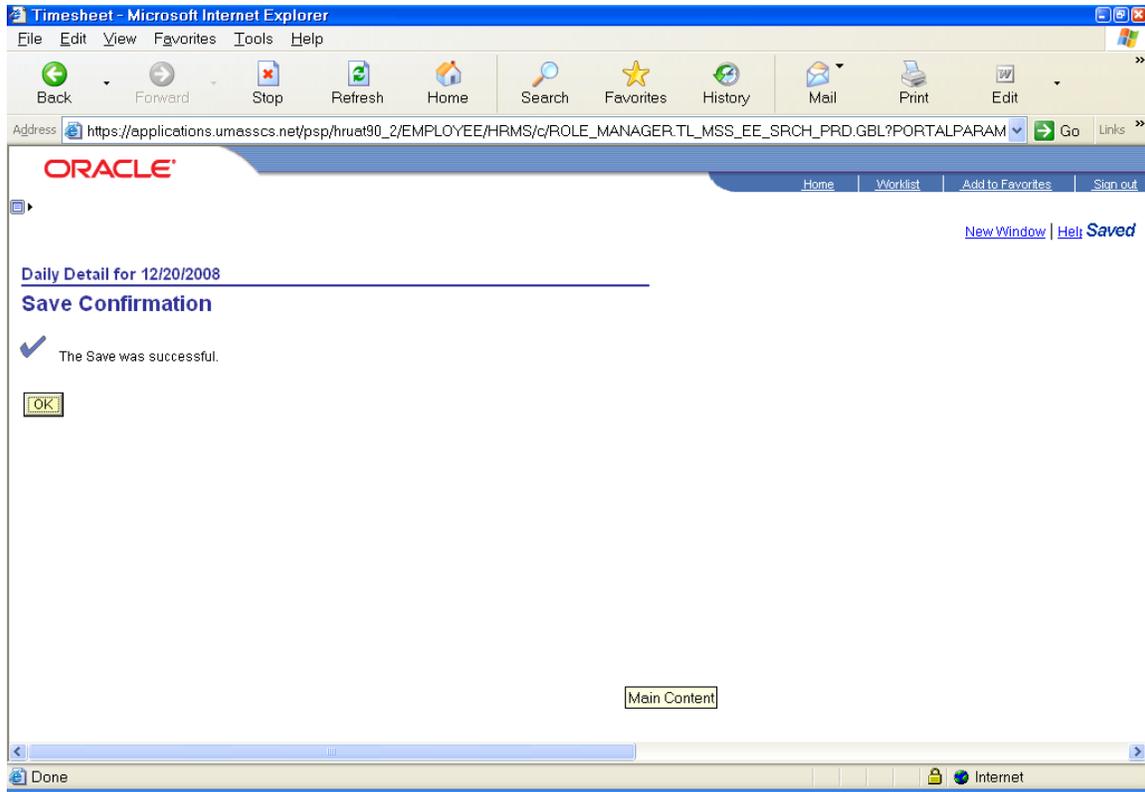
Step	Action
14.	Click the **OK** button.
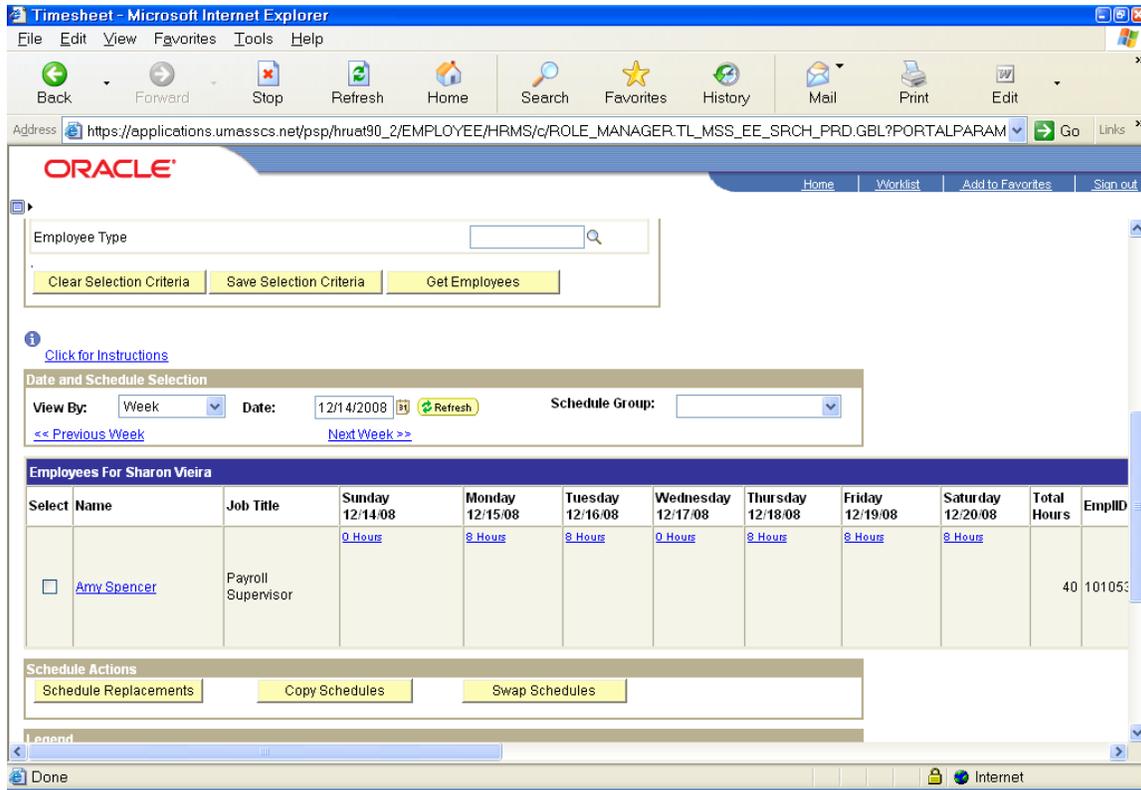
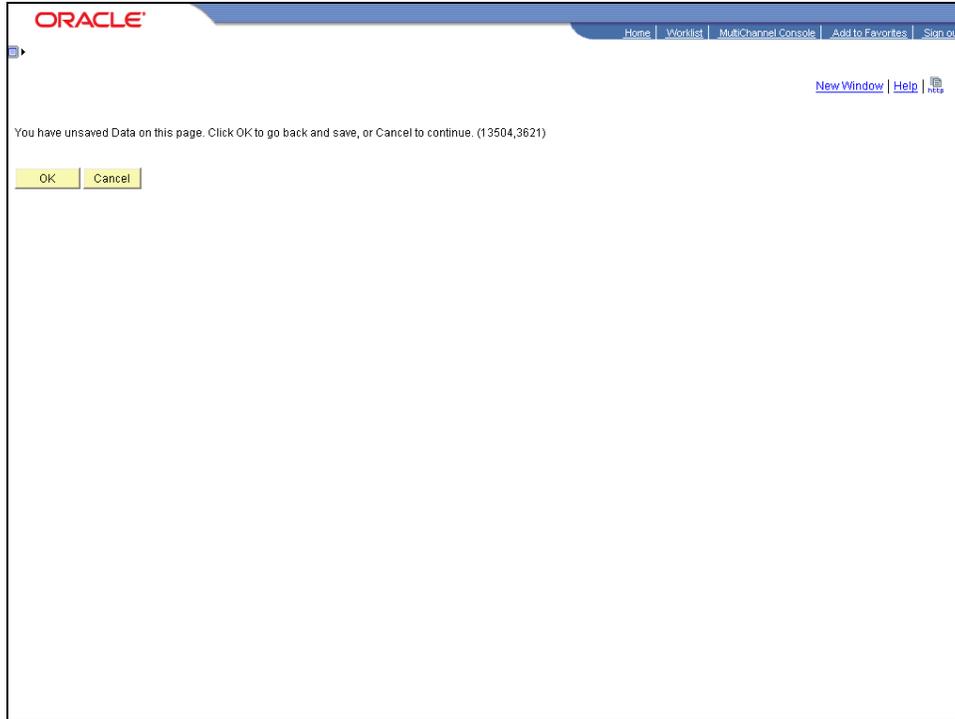| Step	Action
15.	The employee's adjusted schedule displays with 0 hours for Wednesday and 8 hours for Saturday.
	To record the time, click the **Return to Timesheet** link.
	Return to Timesheet

Step	Action
16.	On the **Timesheet** page, click the **Refresh Timesheet** button.

Step	Action
17.	Click the **Cancel** button.

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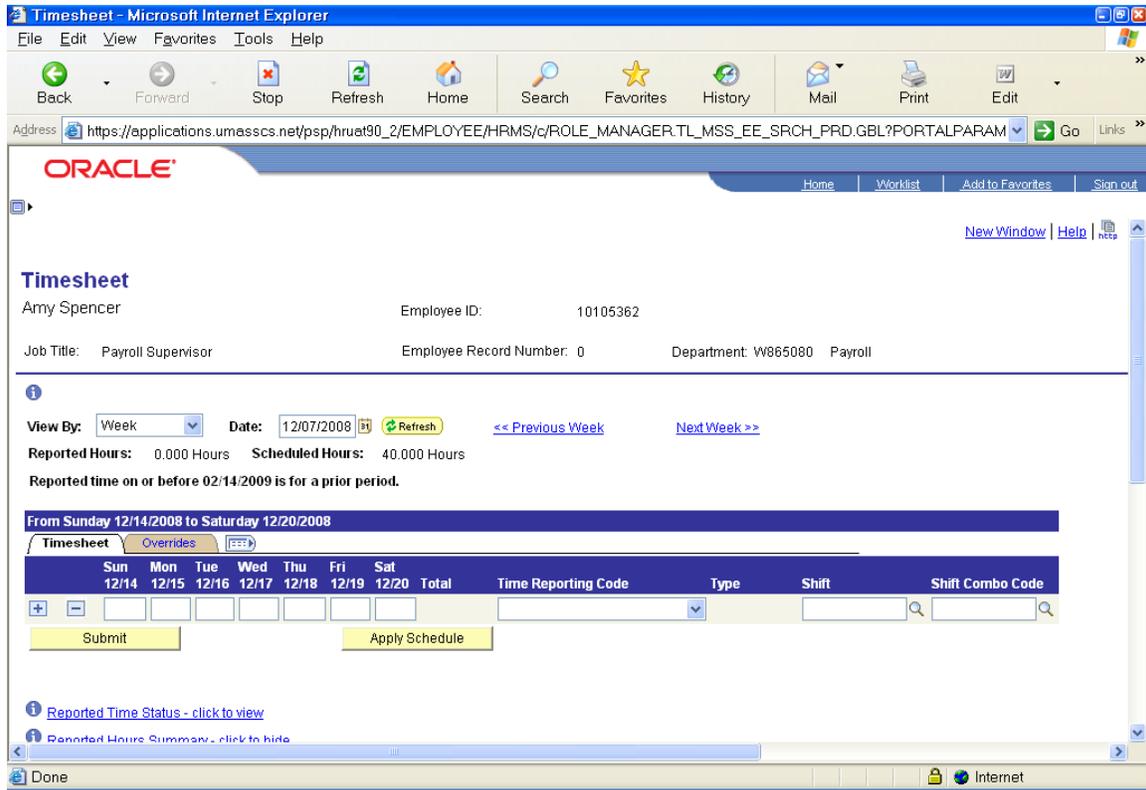
Step	Action
18.	Click the **Apply Schedule** button. Apply Schedule
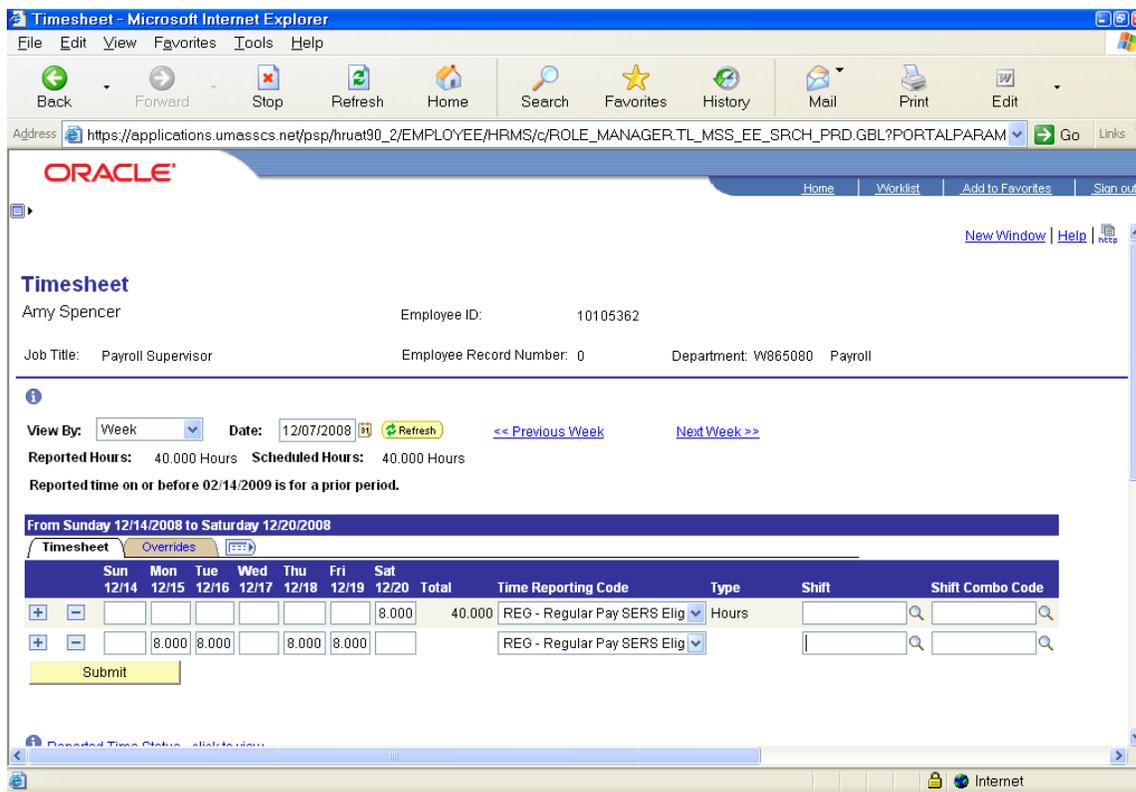
Step	Action
19.	The employee's time displays with the adjusted schedule.
20.	Click the **Submit** button.
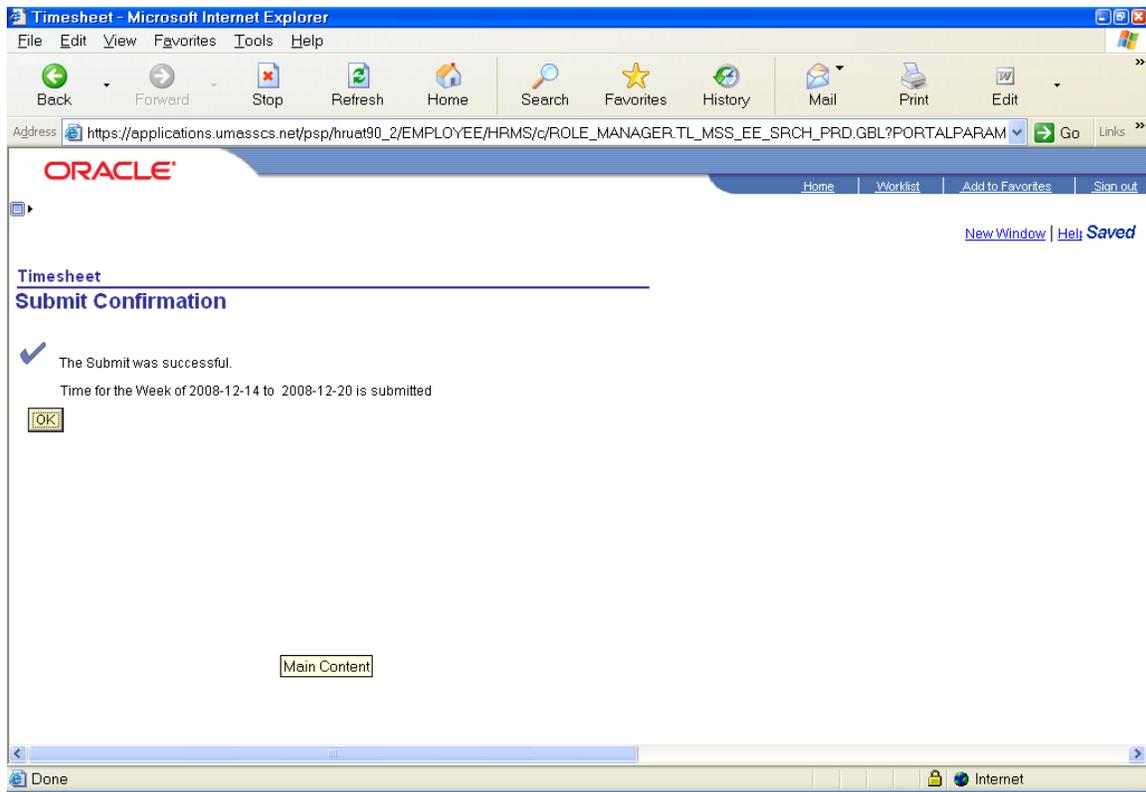
Step	Action
21.	Click the **OK** button.

Step	Action
22.	You are returned to the **Timesheet** page, where the recorded time is displayed in the **Reported Hours Summary** section.
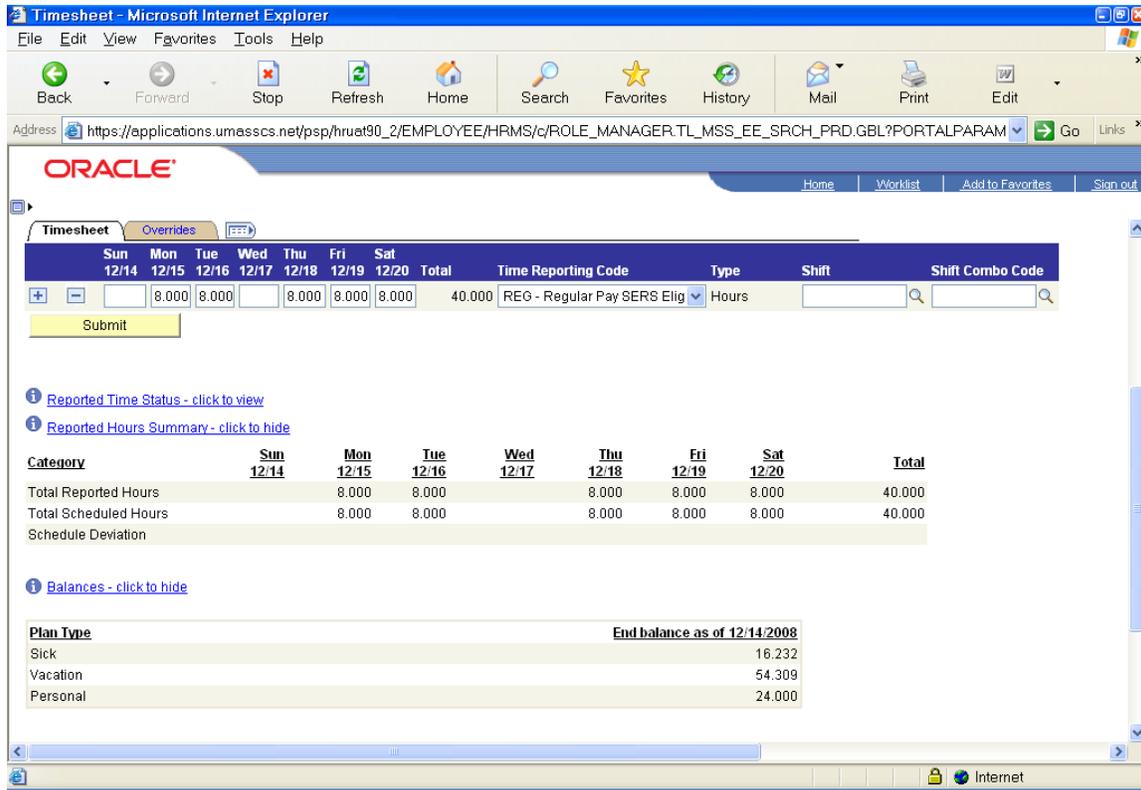
Step	Action
23.	Click the **Reported Time Status - click to view** link. Reported Time Status - click to view
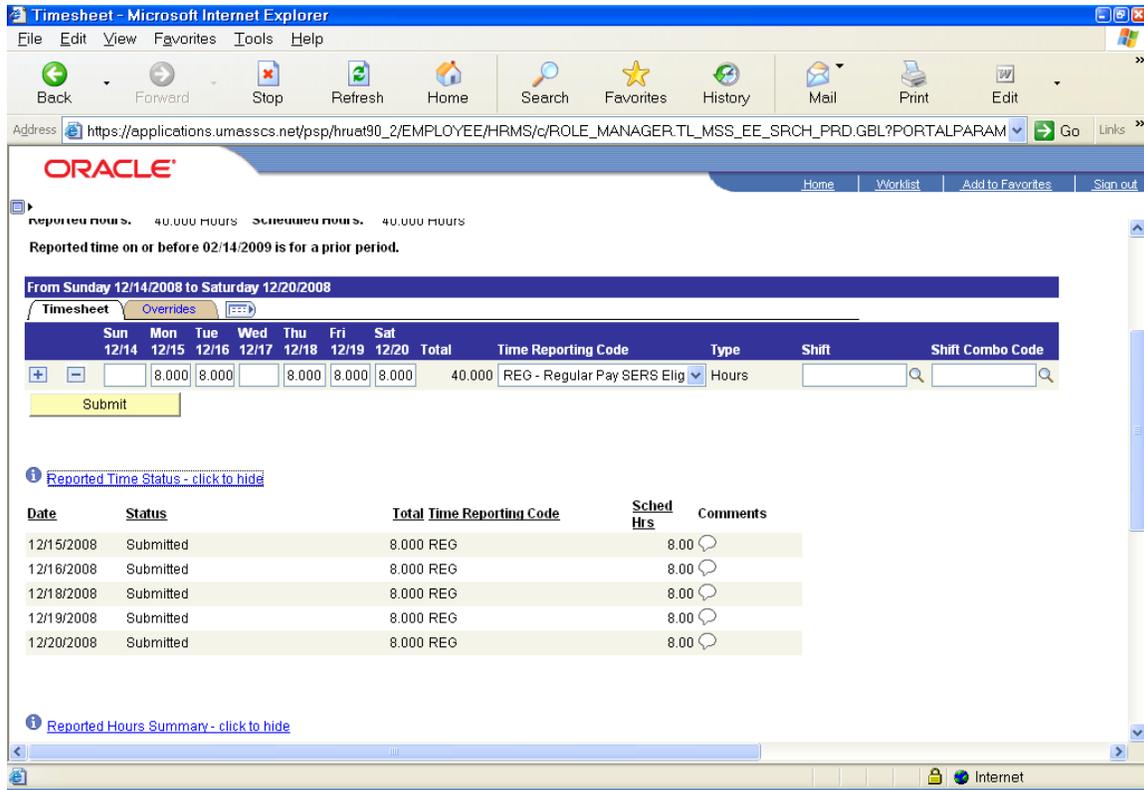
Step	Action
24.	The reported time has a status of Submitted and the Time Reporting Codes are listed.
25.	To change a schedule for a different week, click the links at the top of the page. To change a schedule for another employee, click the "return to select employee" link at the bottom of the page. If you brought up schedules by a group, you can select next employee.
26.	Congratulations! You have successfully recorded time with a schedule change. **End of Procedure.**