

## 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**

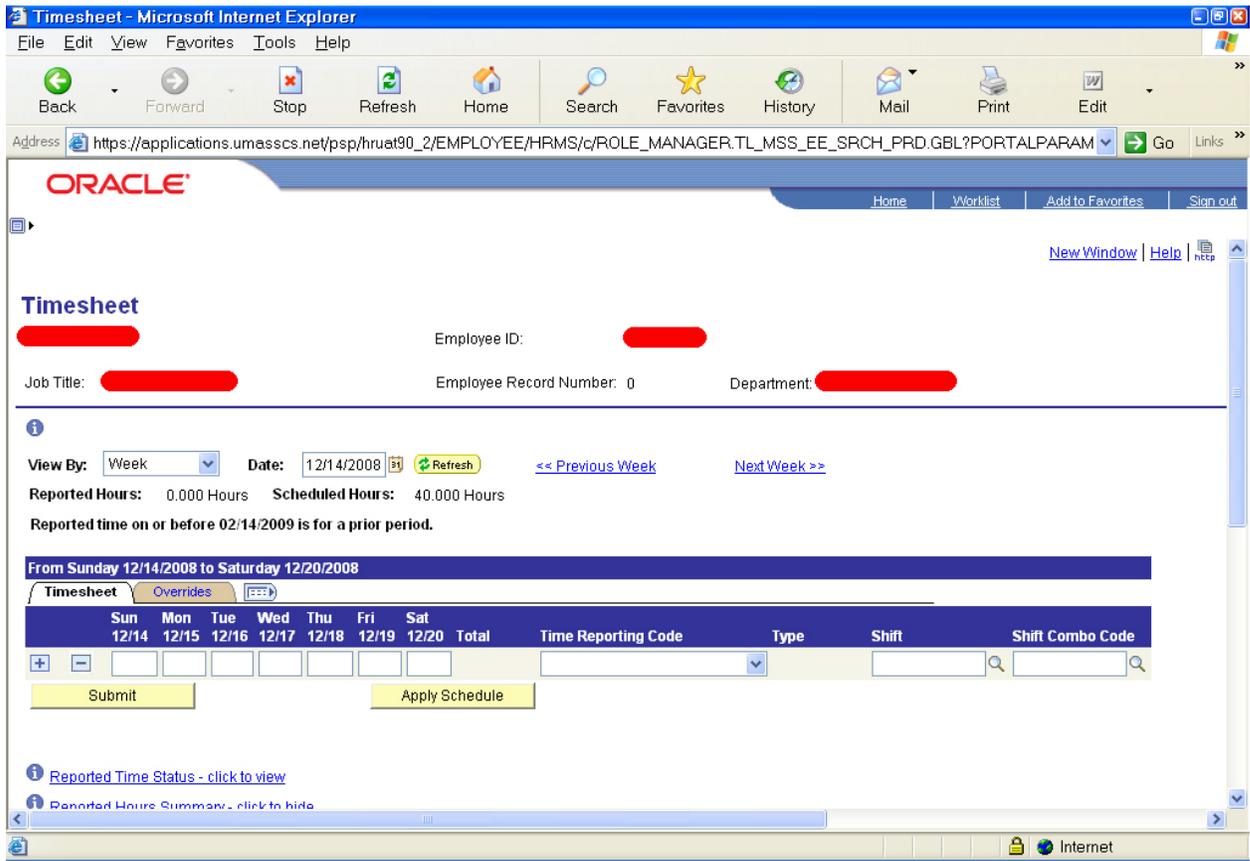
#### **Consider this scenario:**

You will make a schedule change for an exception employee who works on a Saturday instead of the regularly scheduled Wednesday.

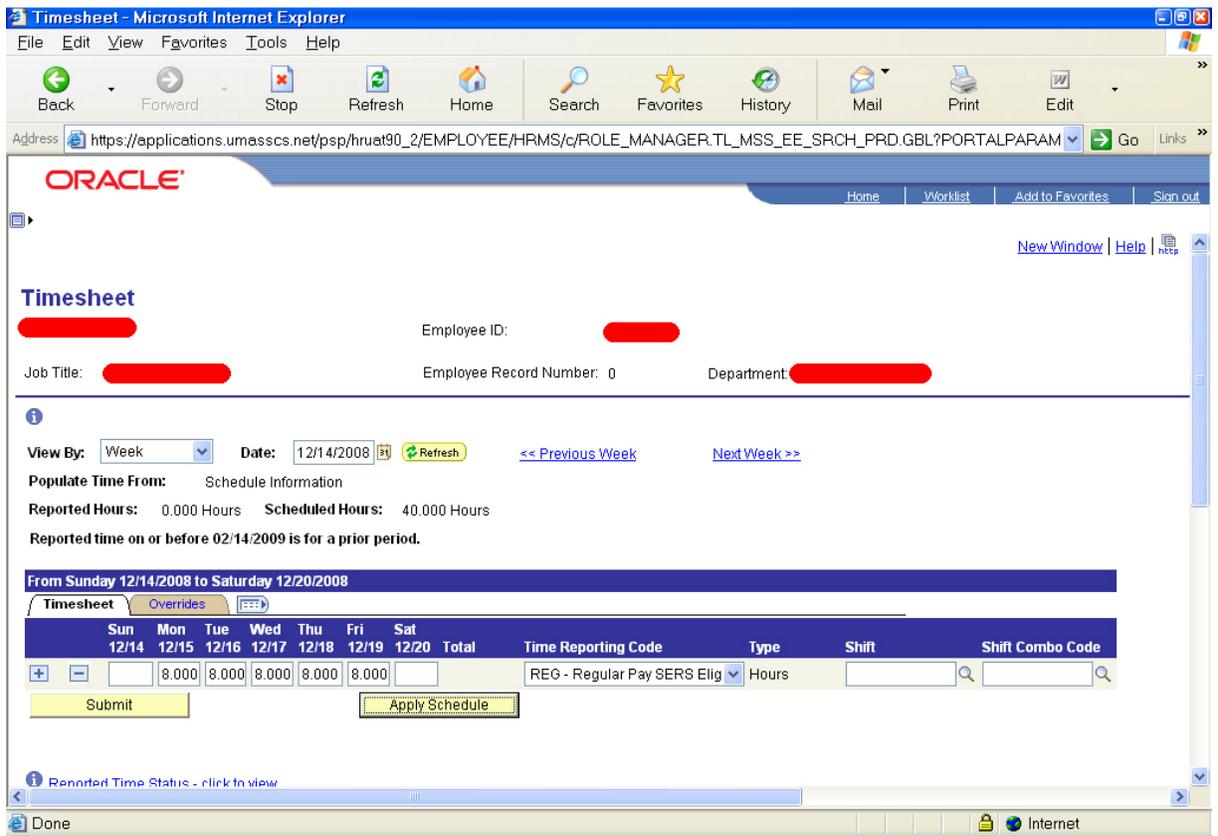
#### **Key Information:**

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 <b>Apply Schedule</b> button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0; display: inline-block;">             Apply Schedule           </div>



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

From Sunday 02/01/2009 to Saturday 02/07/2009

Timesheet Overrides (EER)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Type	Shift	Shift Combo Code
2/1	2/2	2/3	2/4	2/5	2/6	2/7					
	8.000	8.000	8.000	8.000	8.000	8.000		REG - Regular Pay SERS Elig	Hours		

Submit Apply Schedule

[Reported Time Status - click to view](#)

[Reported Hours Summary - click to hide](#)

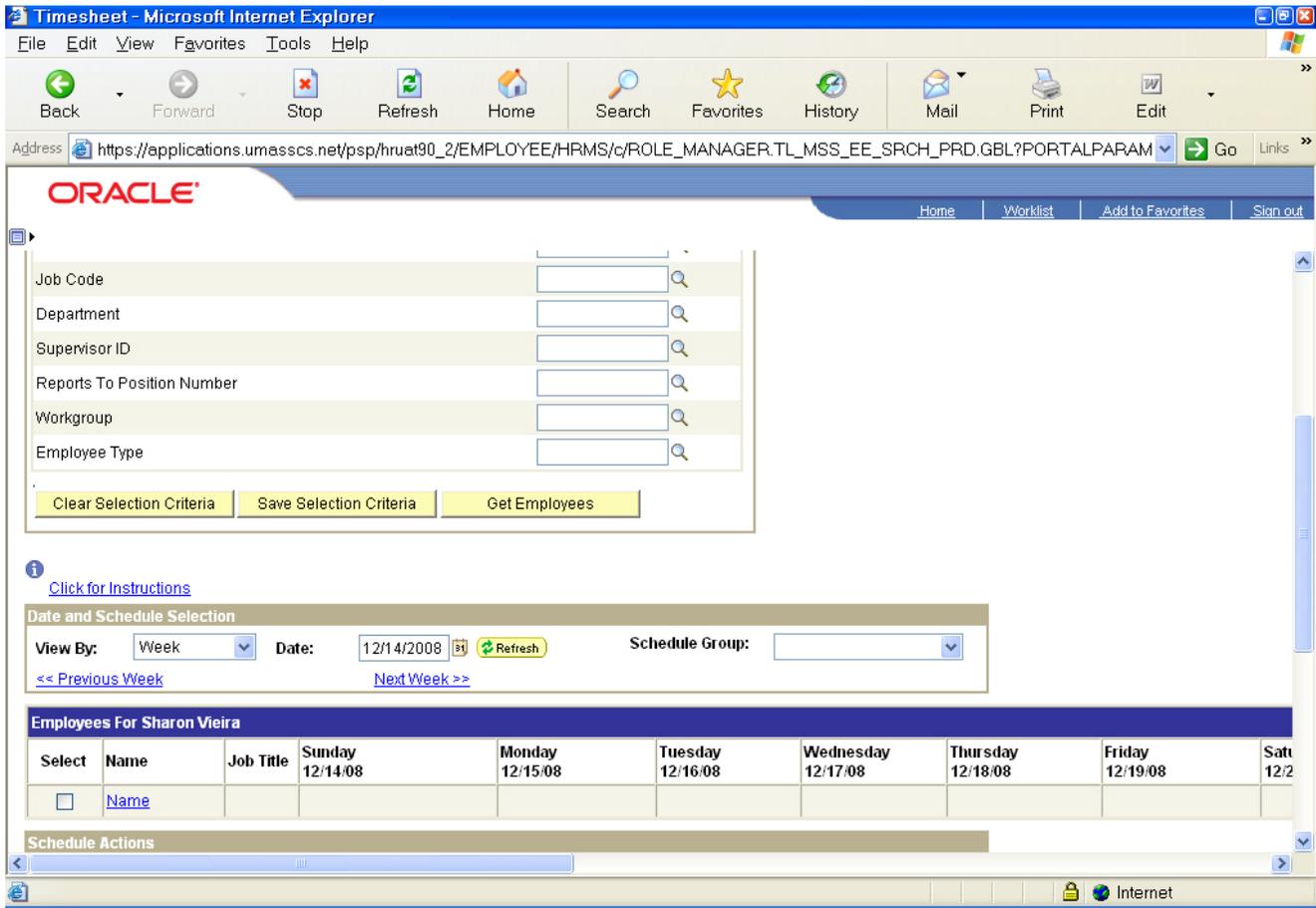
Category	Sun 2/1	Mon 2/2	Tue 2/3	Wed 2/4	Thu 2/5	Fri 2/6	Sat 2/7	Total
Total Reported Hours								
Total Scheduled Hours		8.000000	8.000000	8.000000	8.000000	8.000000	8.000000	40.000000
Schedule Deviation		8.000000	8.000000	8.000000	8.000000	8.000000		40.000000

[Balances - click to hide](#)

Plan Type	End balance as of 02/01/2009
Vacation	30.778
Sick	382.940
Personal	8.000
<a href="#">Comp Time - H120DAYEXP</a>	

- Go To: [Manager Self Service](#)  
[Time Management](#)  
[Punch Timesheet](#)  
[Return to Select Employee](#)  
[Manage Schedules](#)

Step	Action
3.	Scroll to the bottom of the page and click the <b>Manage Schedules</b> link.  <a href="#">Manage Schedules</a>



Step	Action
4.	<p>On the <b>Weekly Schedules</b> page, click the <b>Get Employees</b> button.</p> <p style="text-align: center;"> <input type="button" value="Get Employees"/> </p>

Timesheet - Microsoft Internet Explorer

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Address [https://applications.umasscs.net/psp/hruat90\\_2/EMPLOYEE/HRMS/c/ROLE\\_MANAGER.TL\\_MSS\\_EE\\_SRCH\\_PRD.GBL?PORTALPARAM](https://applications.umasscs.net/psp/hruat90_2/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MSS_EE_SRCH_PRD.GBL?PORTALPARAM) Go Links

**ORACLE** Home Worklist Add to Favorites Sign out

Supervisor ID

Reports To Position Number

Workgroup

Employee Type

Clear Selection Criteria Save Selection Criteria **Get Employees**

[Click for Instructions](#)

**Date and Schedule Selection**

View By:  Date:   Schedule Group:

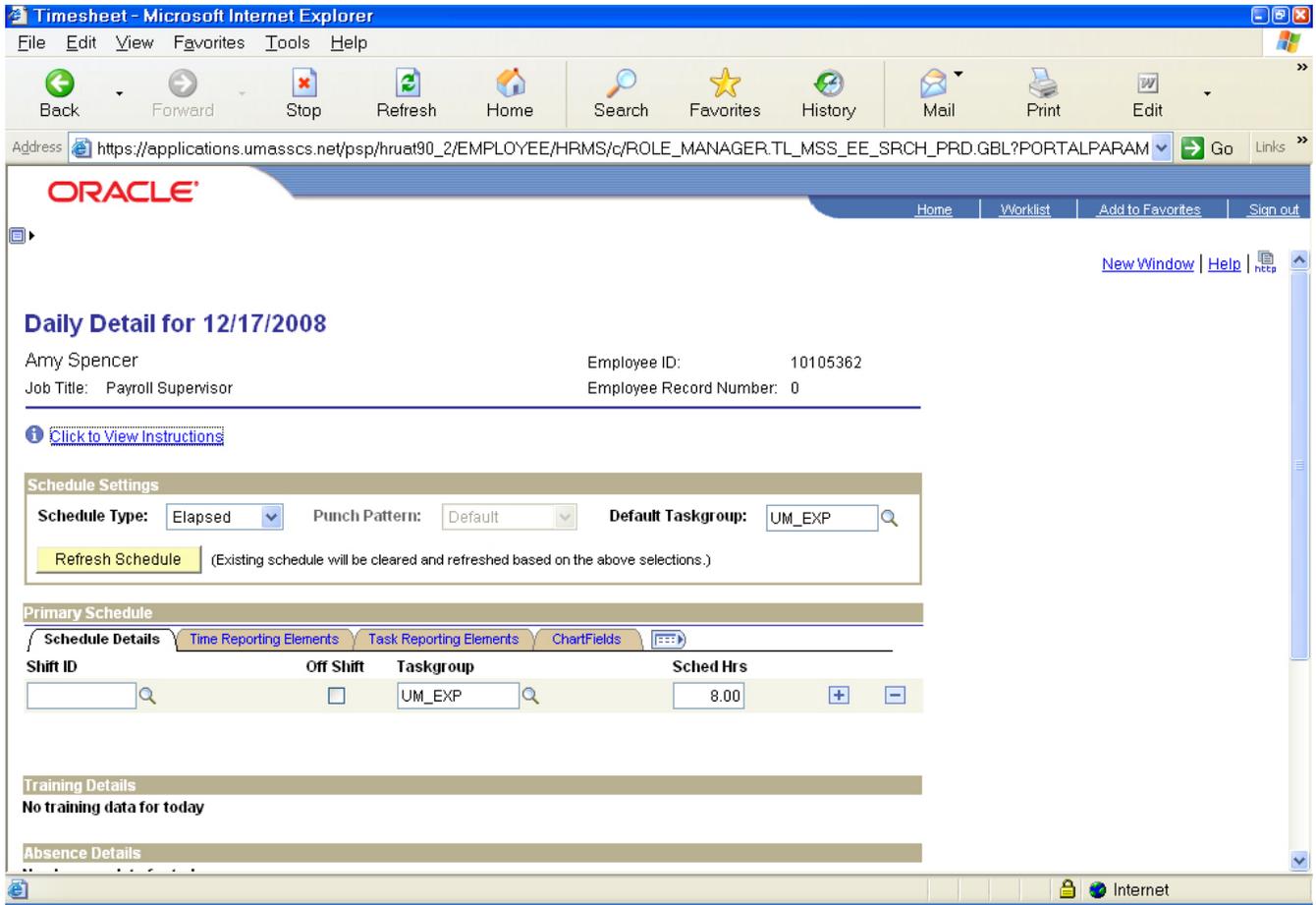
[<< Previous Week](#) [Next Week >>](#)

**Employees For Sharon Vieira**

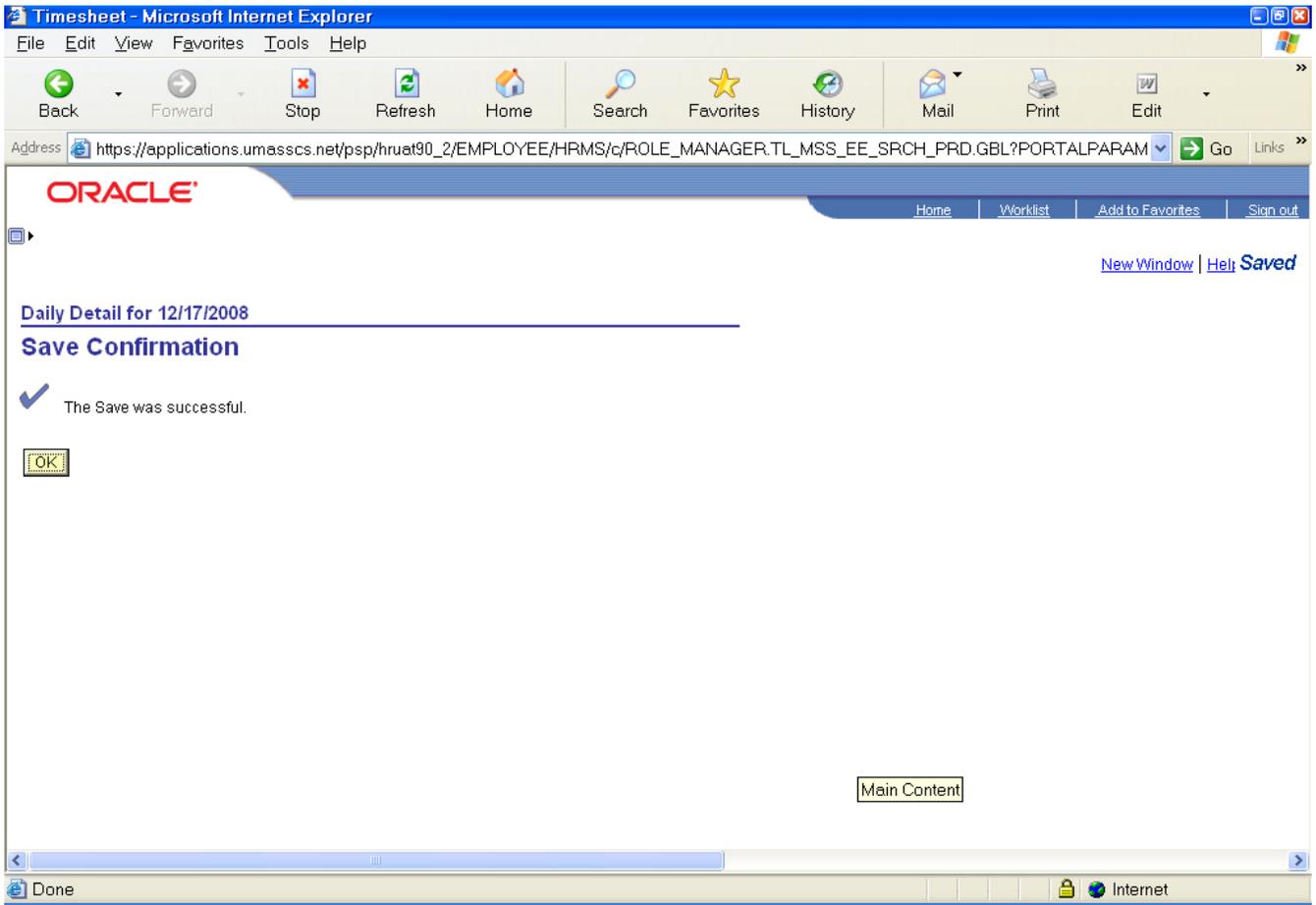
Select	Name	Job Title	Sunday 12/14/08	Monday 12/15/08	Tuesday 12/16/08	Wednesday 12/17/08	Thursday 12/18/08	Friday 12/19/08	Saturday 12/20/08	Total Hours	EmpID
<input type="checkbox"/>	<a href="#">Amy Spencer</a>	Payroll Supervisor	<a href="#">0 Hours</a>	<a href="#">8 Hours</a>	<a href="#">0 Hours</a>	40	101053				

Done Internet

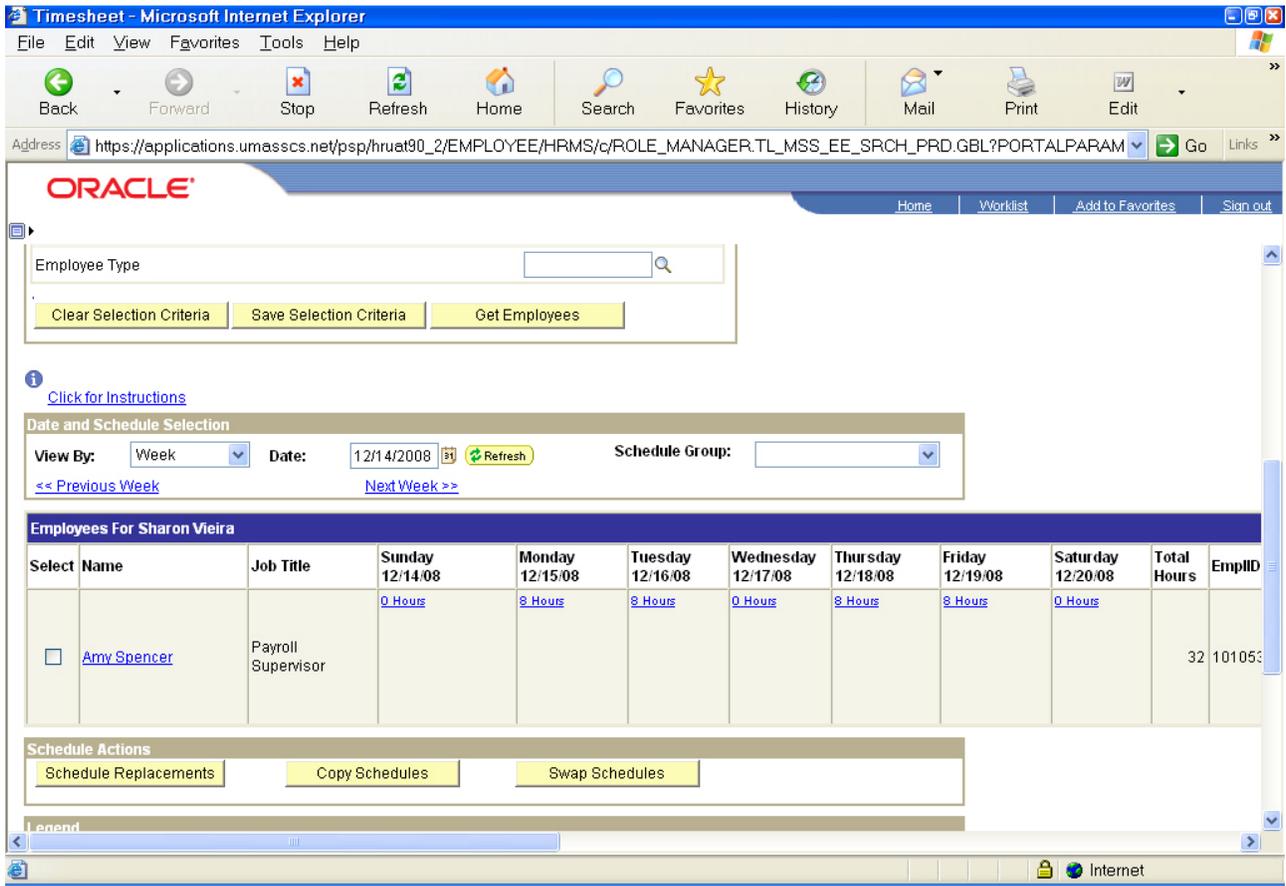
Step	Action
5.	<p>The employee's regular schedule displays at the bottom of the page.</p> <p>Click the <b>8 Hours</b> link for Wednesday.</p> <p><a href="#">8 Hours</a></p>



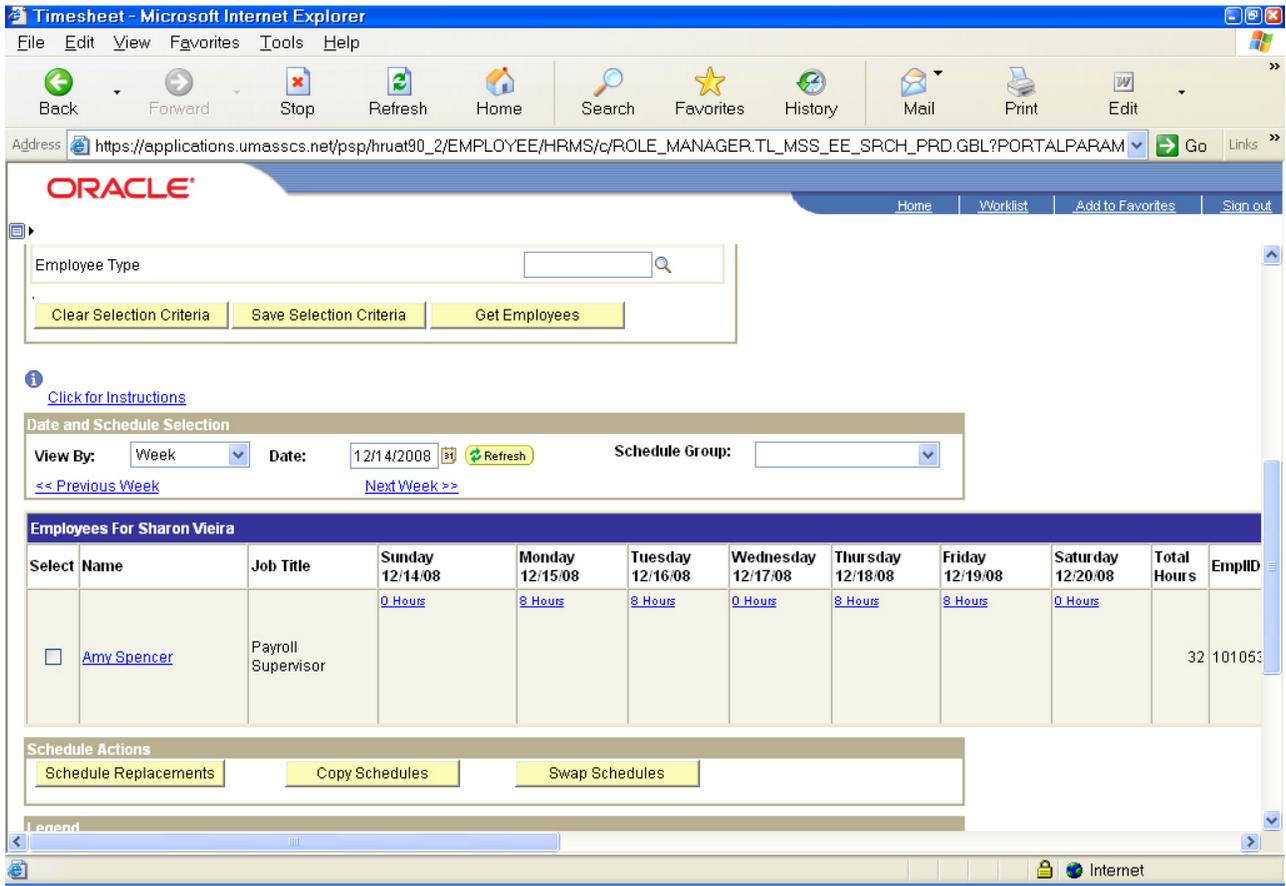
Step	Action
6.	On the <b>Daily Detail</b> page, click the <b>Off Shift</b> option.  <input type="checkbox"/>
7.	Enter the desired information into the <b>Sched Hrs</b> field.  Enter "0".
8.	Click the Save button.  <input type="button" value="Save"/>



Step	Action
9.	Click the <b>OK</b> button. 



Step	Action
10.	On the <b>Weekly Schedules</b> page, click the <b>0 Hours</b> link for Saturday.  <a href="#">0 Hours</a>



Step	Action
10.	On the <b>Weekly Schedules</b> page, click the <b>0 Hours</b> link for Saturday.  <a href="#">0 Hours</a>