

## 9.2 Hiring a New Employee

**Purpose:** Use this document for entering a new hire into the system.

**Audience:** Human Resources Specialist.

! You must have at least one of these local college managed security roles:

- ZC HR Employee Maintenance
- ZZ HR Employee Maintenance
- ZZ SS Workforce Administrator

**ZD HCM SOGI** - View SOGI role is required for users to view Pronouns and SOGI on the Personal Data page.

Access to Add/Update Personal Data Biographical fields are given though the other roles listed above.

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**IMPORTANT:** Before you begin this process, be sure to perform the Search Match process to verify if the person has an existing Employee ID. Refer to the [Run a Search Match QRG](#).

## Hiring a New Employee

### Add a New Employee (adding Bio Demo information)

**Navigation:** NavBar > Navigator > Workforce Administration > Personal Information > Add a Person

1. The Add a Person page displays.
2. The **Person ID** value will default to **NEW**. Leave as is if the person **does not** have an existing EMPL ID based on your Search/Match results.
3. If the person does have an existing **EMPL ID** found in the **Search Match** results, follow steps for adding a job instance.
4. Select **Add Person**.

## Add a Person

Person ID

**Add Person**

[Search for Matching Persons](#)

5. The Modify a Person page displays.
6. On the Biographical Details tab, the **Effective Date** will default to **Today's Date**; change if applicable. (This is the date the person will now exist in ctcLink, or if there is a Job or Institute assigned to the person here).
7. Select the **Format Type** from the drop-down menu and select **English**.
8. Select the **Add Name** button.

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

Name   |

\*Effective Date

\*Format Type

Display Name

9. The Name pagelet displays.
10. Select the **First Name** field and enter appropriate values.
11. Enter appropriate value in the **Last Name** field.
12. Select the **Refresh Name** button.
13. Select **OK**.

**Name** [X] [Help]

**English Name Format**

Name Prefix [v]

\*First Name

Middle Name

\*Last Name

Name Suffix [v]

Display Name

Formal Name

Name

[OK] [Cancel] [Refresh Name]

14. The Biographical Details tab displays with name.
15. In the **Biographic Information** section, select the **Date of Birth** field and enter the appropriate information.
16. **NOTE:** Leave the **Birth State** and **Birth Location** fields blank.
17. **Birth Country** auto populates to USA.

**Biographic Information**

Date of Birth  [Calendar Icon] Years 41 Months 0

Birth Country  [Search Icon] United States

Birth State  [Search Icon]

Birth Location

☐ Waive Data Protection

18. In the **Biographical History, Gender and Orientation Details** subsection, change the default value of the **Legal Sex** field from the default *Unknown* to the employee's Legal Sex. (To review **Legal Definition of Sex**, select the ? icon to view a pop up window).  
**NOTE:** If a user has the **ZD HCM SOGI** role and one of the other *Add/Update* roles listed at the top of the QRG, they may see a different layout on this page which displays the **Pronoun** and **SOGI** fields.

**Modify a Person**

**Biographical History**

\*Effective Date: 03/09/2023

**Legal Definition of Sex ?**

**Gender and Orientation Details**

Regulatory Region: USA United States

\*Legal Sex: Unknown

\*Highest Education Level: Not Indicated

\*Marital Status: Unknown

Language Code:

Alternate ID:

☐ Full-Time Student

**Help - Legal Definition of Sex**

**Legal Definition of Sex**

Please enter the legal sex as denoted on this person's birth certificate or driver's license per WAC 246-490-075 or WAC 308-104-0150.

**Example when No SOGI role is assigned. Only Legal Sex field is displayed**

**NOTE:** If a user has the **ZD HCM SOGI** role and one of roles listed at the top of the QRG to *Add/Update*, then they will see a different layout on this page which displays the Pronoun and SOGI fields, as seen below.

**Gender and Orientation Details**

Regulatory Region: USA United States

\*Legal Sex: Male

Pronoun:

Sexual Orientation:

Gender Identity:

**Pronoun and SOGI fields are displayed and can be added and updated**

19. In the **National ID** section, select Social Security Number for the the **National ID Type**.
20. Enter the Social Security number into the **National ID** field.

**National ID**

1-1 of 1 | View All

*Country	*National ID Type	National ID	Primary ID		
USA	Social Security Number		<input checked="" type="checkbox"/>	+	-

21. Select the **Contact Information** tab.
22. In the Current Addresses section, select the **Add Address Detail** link.

Biographical Details **Contact Information** Regional Organizational Relationships

Mary Poppins Empl ID NEW

**Current Addresses**

1-1 of 1 | View All

Address Type	As Of Date	Status	Address		
Home	04/03/2019	A		Add Address Detail	+

23. The Address History page displays.
24. Select the **Add Address** link.

**Address History**

Address Type Home

Address History 1 of 1

\*Effective Date 04/03/2019 Address + -

Country USA

\*Status A

Add Address

OK Cancel Refresh

25. The Edit Address page displays.
26. Enter the **Street Address** on **Address Line 1** (if there is a PO Box, you can enter it on Address Line 2).

27. Enter the **City**.
28. Enter the **State**.
29. Enter the **Postal (Zip) code**.
30. The County should auto-populate based on your address.
31. If the system does not recognize the address it will list potential alternatives. Select the **Override Address Verification** box to bypass.
32. Select the **OK** button.

**Edit Address**

Country

Address 1

Address 2

Address 3

City  State

Postal

County

[Clear](#)

☐ **Override Address Verification**

33. The Address History page displays with updated information.
34. Select the **OK** button.

**Address History**

Address Type

**Address History**  |  < 1 of 1 >

*Effective Date	<input type="text" value="04/03/2019"/> <input type="button" value="Calendar"/>	Address	100 Disney Court . Orlando, FL 34587	<input type="button" value="+"/> <input type="button" value="-"/>
Country	<input type="text" value="USA"/> <input type="button" value="Q"/>			
*Status	<input type="text" value="A"/> <input type="button" value="Q"/>			

[Add Address](#)

35. The Contact Information tab displays.
36. Complete the **Phone Information** section:

- a. Select the **Phone Type** from the drop-down menu.
- b. Enter the **Telephone** number.
- c. Enter an **Extension** (optional).
- d. Select the **Preferred** check box.

**Phone Information**

*Phone Type	Telephone	Extension	Preferred		
Business	123/456-0789	1000	<input checked="" type="checkbox"/>	+	-

37. In the **Email Address** section, enter the details regarding the email account.
- a. Select the **Email Type** from the drop-down menu.
  - b. Enter the **Email Address**.
  - c. Select the **Preferred** check box.

**Email Addresses**

*Email Type	*Email Address	Preferred		
Business	mpoppins@sbctc.edu	<input checked="" type="checkbox"/>	+	-

**! IMPORTANT:**

- In order for new employees to receive email notifications through ctclink (a vital part of the absence management process, etc.) their Primary Email Address needs to be set up in the **User Profile** area of PeopleSoft. **You will not have access to this area.**
- However, you must add this Primary email address in the biographical area in addition to any other email addresses you may include. It does not need to be checked as Preferred but should be entered as **Campus**. Contact your Local Security Administrators at your college for this address.
  - This is important as the **Primary** email address (e.g. Bsanderson@sbctc.edu) drives **Workflow** and is located in the **User Profile** (security) area.
  - **Local Security Administrators** may or may not have the ability to update the **User Profile** in PeopleSoft, however they will be able to tell you what the Primary email address will be.

- Since the **User Profile** is automatically generated each night and is updated based on who was hired earlier that day, best practice is to add the employee record in HCM on the same day as the **Primary email address** is entered in the **User Profile** area.
- If it is not entered on the same day, and your Local Security Administrator does not have access to this area, they will have to log a Service Ticket and the State Board (SBCTC) ERP Support staff will update the User Profile. If they do have access, they can update the User Profile for you after the fact.
- To efficiently set up the primary email address both in the **User Profile** and in the **Biographical** areas, your college should develop and communicate an internal business process that will ensure that this setup is not missed when you on-board an employee.

38. Select the **Regional** tab.
39. The Regional page displays.
40. Select an **Ethnic Group** from the lookup icon.
41. Select the **Primary** checkbox.
42. In the **Veterans** section, select a **Military Status** from the drop-down menu.
43. If you select a **discharge related option**, the system will require the **Military Discharge Date**.
44. The option selected in the **Smoker History** gets displayed on the Additional Information page in Employee Self Service (ESS > Personal Details > Additional Information).

The screenshot shows the HCM 'Regional' tab for a user named Mary Popline. The page is divided into several sections:

- Ethnic Group:** This section contains a 'Regulatory Region' dropdown set to 'USA' (United States) and an 'Ethnic Group' dropdown set to 'WHITE' (White). Below these, there is a 'Primary' checkbox which is checked and highlighted with a red box.
- History:** This section includes fields for 'Effective Date', 'Date Entitled to Medicare', 'Citizenship (Proof 1)', and 'Citizenship (Proof 2)'. There is also a checkbox for 'Eligible to Work in U.S.'.
- Veteran:** This section features a 'Military Status' dropdown menu, which is highlighted with a red box, and a 'Military Discharge Date' field.
- Smoker History:** This section at the bottom contains a table with columns for '\*Smoker' and '\*As of'. The first row shows a date in the '\*As of' column.

45. Select the **Organizational Relationships** tab.
46. The Organizational Relationships page displays.



47. Select the **Employee** checkbox.
48. Select **Hire** from the **Select Checklist Code** drop-down menu (*Optional*).
49. Select the **Add Relationship** button.

The screenshot shows the 'Modify a Person' interface with the 'Organizational Relationships' tab selected. The 'Choose Org Relationship to Add' section contains three checkboxes: 'Employee' (checked), 'Contingent Worker', and 'Person of Interest'. Below these is an 'Empl Record' field with the value '0'. A 'Select Checklist Code' dropdown menu is set to 'Hire'. An 'Add Relationship' button is at the bottom of this section. At the top of the form, there are tabs for 'Biographical Details', 'Contact Information', 'Regional', and 'Organizational Relationships'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the very bottom shows the navigation path: 'Biographical Details | Contact Information | Regional | Organizational Relationships'.

50. The Job Data page displays.
51. On the **Work Location** tab, in the **Work Location Details** section, notice the **Hire** is populated in the **Action** field.
52. Select **OK**.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | CTC Job Data | CTC Earnings Distribution

Lester Tester  
Employee  
Empl ID: 101013153  
Empl Record: 0

Work Location Details

\*Effective Date: 10/25/2019  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active  
Calculate Status and Dates

\*Action: Hire  
Reason:  
\*Job Indicator: Primary Job

Position Number:  
Override Position Data  
Position Entry Date:  
Position Management Record

\*Regulatory Region: USA  
United States  
\*Company: Tacoma Community College  
\*Business Unit: HR220  
\*Department:  
Department Entry Date:  
\*Location:  
Establishment ID:  
Date Created: 10/25/2019

Last Start Date: 10/25/2019  
Expected Job End Date:

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

OK | Cancel | Apply | Refresh

53. You have successfully Added a New Employee to Biographical Details.

**IMPORTANT:** If employee information has been entered and saved before adding job data, you may search using the **Add Employment Instance** page. (Navigation: NavBar > Navigator > Workforce Administration > Personal Information > Organizational Relationships > New Employment Instance).

## Adding a Job Instance (creating job data)

**!** You must have at least one of these local college managed security roles:

- ZC HR Employee Maintenance
- ZD HR Central Config VW
- ZD HR Admin View Job Data
- ZD Benefits Employee Data Inq
- ZD HR Employee Maintenance VW
- ZD HR Limited Person Job Info
- ZZ HR Employee Maintenance

- ZZ SS Workforce Administrator
- ZZ FWL HCM Pay Process

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

### Navigation: NavBar > Navigator > Workforce Administration > Job Information > Job Data

1. The Job Data search page displays.
2. Enter applicable **Search Criteria**.
3. Select the **Search** button.
4. The Job Data page displays.
5. In the Work Location tab, the **Effective Date** will default to today's date, change if needed.
6. **Effective Sequence** - set to 1.
7. Select **Add Person of Interest** from the **Action** drop-down menu.
8. Select **Reason** code from drop-down menu.
9. Enter **Not Applicable** under **Job Indicator** look icon.
10. Select or enter the **Establishment ID**.

The screenshot shows the 'Work Location' tab selected in the top navigation bar. Below the tabs, the user 'Mary Poppine' is listed with 'Empl ID 101012902'. The 'Work Location Details' section contains several fields: '\*Effective Date' (04/03/2019), 'Effective Sequence' (0), 'HR Status' (Active), 'Job Status' (Active), '\*Action' (Add Person of Interest), 'Reason' (Internship), and '\*Job Indicator' (Not Applicable). A 'Calculate Status and Dates' button is present. Below this, there are fields for 'Position Number', 'Position Entry Date', '\*Regulatory Region' (USA), '\*Company', '\*Business Unit' (HR170), '\*Department', 'Department Entry Date', '\*Location', and 'Establishment ID'. The 'Establishment ID' field is highlighted with a red box. A 'Go To Row' button with '+' and '-' icons is also visible.

11. Select the **Job Information** tab.
12. The Job Information page displays.
13. Select the **Supervisor ID** lookup icon to select the supervisor for the new hire.
14. Select the **Empl Class** drop-down menu and select the appropriate classification for the person of interest.

[Work Location](#)
[Job Information](#)
[Job Labor](#)
[Payroll](#)
[Salary Plan](#)
[Compensation](#)

Mary Popplina  
 Person of Interest

Empl ID 101012902  
 Empl Record 0 Person of Interest

**Job Information Details**

Effective Date 04/03/2019  
 Effective Sequence 0  
 HR Status Active  
 Job Status Active

Action Add Person of Interest  
 Reason Internship  
 Job Indicator Not Applicable

Go To Row

Current

\*Job Code  
 Entry Date  
 Supervisor Level  
 Supervisor ID  
 Reports To  
 \*Regular/Temporary Regular  
 Empl Class  
 \*Regular Shift Not Applicable

\*Full/Part Full-Time  
 \*Officer Code None  
 Shift Rate  
 Shift Factor

15. Select the **Payroll** tab.
16. The Payroll tab displays.
17. Change the default of **Payroll for North America** to **Other** for Payroll system.

**! IMPORTANT:** For Volunteer/Person of Interest (POI) type employees, you **MUST** select the Payroll System of **Other** from the drop-down selection. This will cause the pay group field to be blank and prevent the employee data from pushing to Payroll.

[Work Location](#)
[Job Information](#)
[Job Labor](#)
[Payroll](#)
[Salary Plan](#)
[Compensation](#)

Mary Poppins  
 Person of Interest

Empl ID 101012902  
 Empl Record 0 Person of Interest

**Payroll Information** ?
1 of 1

Effective Date 04/03/2019 Go To Row

Effective Sequence 0  
 HR Status Active  
 Job Status Active

Action Add Person of Interest  
 Reason Internship  
 Job Indicator Not Applicable

\*Payroll System Other

Current ☐

**Other Payroll System** ?

Pay Group  Q  
 Pay Type  Q  
 Tax Location Code  Q  
 GL Pay Type   
 Combination Code

Holiday Schedule  Q  
 \*Tipped   
 FICA Status Subject  
[Edit ChartFields](#)

18. Select the **Salary Plan** tab.
19. The Salary Plan page displays.
20. The **Salary Admin Plan** defaults to **PE**.
21. The **(Salary) Grade** defaults to **V**.
22. Select the **OK** button.
23. The Work Location tab displays.

Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation

Mary Poppins  
Person of Interest

Empl ID 101012902  
Empl Record 0 Person of Interest

**Salary Plan Details** ?

Effective Date 04/03/2019 Go To Row

Effective Sequence 0 Action Add Person of Interest  
HR Status Active Reason Internship  
Job Status Active Job Indicator Not Applicable

Salary Admin Plan PE PE  
Grade V PE  
Step

Grade Entry Date 04/03/2019  
Step Entry Date

☐ Includes Wage Progression Rule

Current ☐

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

**OK** Cancel Apply Refresh

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

24. Select the **CTC Job Data** tab.
25. The CTC Job Data page displays.
26. **Leave Accrual Date** defaults to today's date. Change if necessary.
27. Enter valid values for pertinent information in the **Job Information** section.
28. Select the **CTC Earnings Distribution** tab.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | **CTC Job Data** | CTC Earnings Distribution

Homer Simpson  
Employee

Empl ID 101016228  
Empl Record 0

**Job Information** ?

Effective Date 02/07/2020 Go To Row

Effective Sequence 0 Action Hire  
HR Status Active Reason New Hire  
Payroll Status Active Job Indicator Primary Job

Leave Accrual Date 02/07/2020  
Job Term   
Probation End Date   
Contract Units   
Contract Begin Date   
Union Member: ☐  
Faculty Status   
Quarterly Leave Accrual Hrs   
Max Leave Override: ☐

Leave Maximum Month   
Job Emp Type Permanent  
Trial Service Date   
DRS Calendar   
Contract End Date   
OFM Bargaining Unit   
Balloon Payment ID   
Leave Type

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

29. The CTC Earnings Distribution page displays.
30. Enter the appropriate **Earnings Code**.
31. Select the **Edit Chartfields** link to select a **Combination Code**.
32. Enter the **Percent of Distribution** assigned to the selected Combination Code.
  - **Warning:** If you are assigning multiple Earnings Codes and/or Combination Codes, the system will require you to indicate which is the primary record.
33. Select the **Employment Data** link at the bottom of the screen.

The screenshot shows the 'CTC Earnings Distribution' page for employee Homer Simpson (Empl ID: 101016228). The page is divided into several sections:

- Navigation Bar:** Includes links for Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, CTC Job Data, and **CTC Earnings Distribution** (highlighted with a red box).
- Job Information:** Displays details for the employee, including Effective Date (02/07/2020), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Hire), Reason (New Hire), and Job Indicator (Primary Job).
- Earnings Distribution Table:** A table with columns: \*Earnings Code, Description, Combination Code, \*Percent of Distribution, and Primary. The first row shows an earnings code of '1' and a description of 'Q'. The 'Combination Code' cell contains a red box with the text 'Edit ChartFields'.
- Bottom Navigation:** Includes links for Job Data, **Employment Data** (highlighted with a red box), Earnings Distribution, and Benefits Program Participation.

34. The Employment Information page displays.
35. Verify the defaulted values.
36. Select the **Benefits Program Participation** link at the bottom of the screen.

**Employment Information**

Homer Simpson Empl ID 101016228  
Employee Empl Record 0

**Organizational Instance**

Organizational Instance Rcd 0 Original Start Date ☐ Override  
Last Start Date First Start Date  
Termination Date Years Months Days  
Org Instance Service Date ☐ Override 0 0 0

**Organizational Assignment Data**

**Instance Record**

Last Assignment Start Date 02/07/2020 First Assignment Start 02/07/2020  
Assignment End Date  
Home/Host Classification Home Years Months Days [Time Reporter Data](#)  
Company Seniority Date ☐ Override 0 0 0  
Benefits Service Date ☐ Override 0 0 0  
Seniority Pay Calc Date ☐ Override 0 0 0  
Probation Date   
Professional Experience Date  Last Verification Date   
Business Title ADMINISTRATIVE ASSISTANT 3 Position Phone

USA

Job Data Employment Data Earnings Distribution **Benefits Program Participation**

OK Cancel Apply

37. The Benefits Program Participation page displays.
38. Select the desired benefit program.
39. Select **OK**.

**Benefit Program Participation**

Homer Simpson Empl ID 101016228  
Employee Empl Record 0

**Benefit Status**

Benefit Record Number 170   
Effective Date 02/07/2020  
Effective Sequence 0 Action Hire  
HR Status Active Reason New Hire  
Payroll Status Active Job Indicator Primary Job  
\*Benefits System Base Benefits Current ☐  
Annual Benefits Base Rate  USD Benefits Employee Status Active

**Benefits Administration Eligibility**

BAS Group ID   
Elig Fld 1  Elig Fld 2  Elig Fld 3   
Elig Fld 4  Elig Fld 5  Elig Fld 6   
Elig Fld 7  Elig Fld 8  Elig Fld 9

**Benefit Program Participation Details**

\*Effective Date 02/07/2020 Currency Code   
\*Benefit Program

Job Data Employment Data Earnings Distribution **Benefits Program Participation**

OK Cancel Apply

40. You have successfully Added a Job Instance.



# Assigning Work Schedules

!

You must have at least one of these local college managed security roles:

- ZC Admin Enroll Time Reporters
- ZD TL Admin View Enrollment
- ZZ HCM Manager

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**Navigation:** NavBar > Navigator > Time and Labor > Enroll Time Reporters > Assign Work Schedule

1. The Assign Work Schedule search page displays.
2. Enter the **Empl ID**.
3. Select the **Search** button.
4. The Search Results display.
5. Select the **Empl ID** link from the Search Results.

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID

begins with

101002240

Empl Record

=

Name

begins with

Last Name

begins with

Business Unit

begins with

Department

begins with

Organizational Relationship

=

Include History

Correct History

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

1-1 of 1

Empl ID	Empl Record	Name	Last Name	Business Unit	Department	Organizational Relationship
101002240	0	Scout Murray	MURRAY	HR170	99080	Emp

6. The Assign Work Schedule page displays.
7. Select the **Show Schedule** ink to view current schedule for the employee.

**Assign Work Schedule**

Scout Murray Employee ID 101002240  
 CUSTODIAN 4 Employment Record 0  
 Actions

Assign Schedules ?

Primary Schedule Alternate Schedule ||>

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
09/04/2016	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
07/10/2016	Select Predefined Schedule	170_CLEX	10X4MTWTH	10hrs M through Th	Show Schedule	+	-
07/03/2016	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
06/19/2016	Select Predefined Schedule	170_CLEX	10X4MTWTH	10hrs M through Th	Show Schedule	+	-
09/06/2016	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
08/16/2016	Select Predefined Schedule	170_CLEX	9AND4M-FRI	9hrs M-Th 4 on Fri	Show Schedule	+	-

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct History

8. The **Schedule Calendar** pagelet displays.
9. View the employee's schedule.
10. Select the **OK** button when finished.

**Schedule Calendar**

Employee ID 101002240  
 Employment Record Nbr 0

Schedule Group 170\_CLEX 170 Classified and Exempt  
 Schedule ID 8X5MTWTHF 8hrs M through F

Workgroup 170CLSREPP Classified Rep Positive

From Date 09/04/2016 Load Calendar Previous Period Next Period

Schedule Calendar

Shift Time Configurable Totals ||>

Day	Date	Workday ID	Shift ID	Sched Hrs	Shift Detail
Sunday	09/04/2016	OFF			
Monday	09/05/2016	8HRDAY		8.00	Shift Detail
Tuesday	09/06/2016	8HRDAY		8.00	Shift Detail
Wednesday	09/07/2016	8HRDAY		8.00	Shift Detail
Thursday	09/08/2016	8HRDAY		8.00	Shift Detail
Friday	09/09/2016	8HRDAY		8.00	Shift Detail
Saturday	09/10/2016	OFF			

OK Cancel Refresh

11. The Assign Work Schedule page displays.
12. To change the schedule, select the **Add a Row (+)** button to add an additional row.

13. Enter the **Effective Date**. **NOTE: Effective dates should be the FIRST WORK DAY of the week.**
14. Select the **Assignment Method**.

### Assign Work Schedule

Scout Murray  
CUSTODIAN 4  
Actions

Employee ID 101002240  
Employment Record 0

Assign Schedules ?

Primary Schedule Alternate Schedule II

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
03/18/2019	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
09/04/2016	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
07/10/2016	Select Predefined Schedule	170_CLEX	10X4MTWTH	10hrs M through Th	Show Schedule	+	-
07/03/2016	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
08/19/2016	Select Predefined Schedule	170_CLEX	10X4MTWTH	10hrs M through Th	Show Schedule	+	-
09/08/2015	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
08/18/2015	Select Predefined Schedule	170_CLEX	9AND4M-FRI	9hrsM-Th 4 on Fri	Show Schedule	+	-

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct History

15. The process to review and assign a work schedule is now complete.
16. You have successfully Assigned a Work Schedule.
17. End of procedure to Hire a New Employee.