

9.2 MSS Assign Work Schedule (Fluid)

Purpose: Use this reference document to assign employee work schedules in ctcLink.

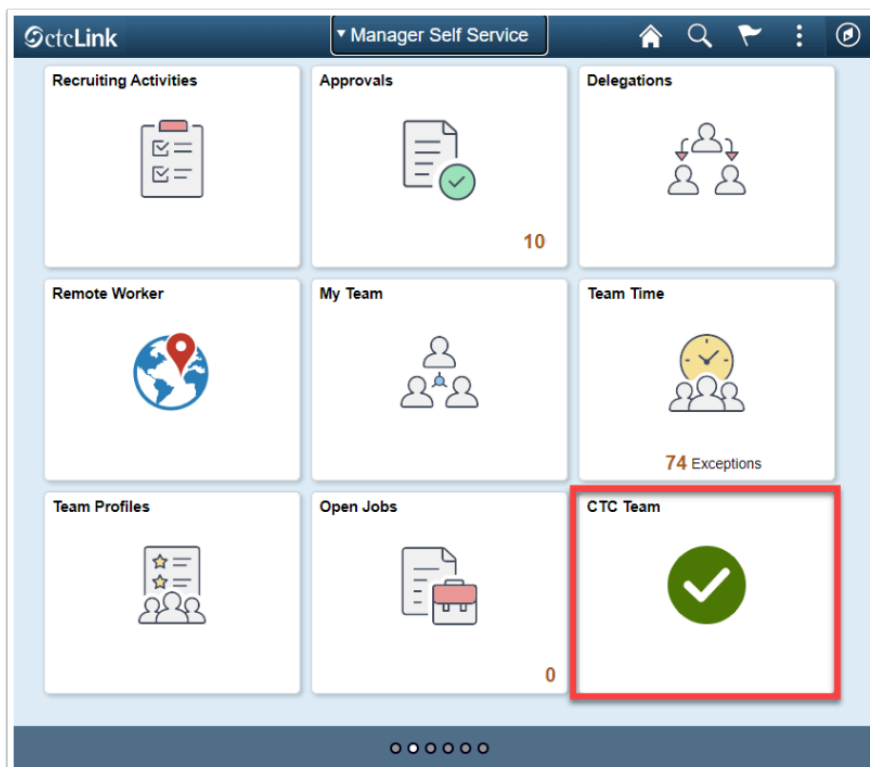
Audience: Managers/HR Admin.

NOTE: When changing schedules it is best to do so at the beginning of a work week to prevent the chance of an employee being scheduled to work greater than 40 hours.

Schedules for individuals must be accurate for Absence Management reporting purposes.

Manager Self Service Assign Work Schedule

Navigation: Manager Self Service (homepage) > CTC Team Time (tile) > Assign Work Schedule



1. The **CTC Team Time** page displays.
2. Select the **Assign Work Schedule** heading on the sidebar.
3. The **Assign Work Schedule** search page displays.
4. Enter an **Empl ID**.

5. Select the **Search** button.

The screenshot shows the 'Assign Work Schedule' page. On the left, a sidebar contains links: 'Timesheet', 'Comp Time Balances', 'Overtime Requests', 'Assign Work Schedule' (highlighted with a red box), and 'Manager Search Options'. The main content area is titled 'Assign Work Schedule' and includes a sub-header: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a green 'Find an Existing Value' button. A 'Search Criteria' section follows, containing several search fields: 'Empl ID' (with a 'begins with' dropdown and a red-outlined input box), 'Empl Record' (with an '=' dropdown and an input box), 'Name' (with a 'begins with' dropdown and an input box), 'Last Name' (with a 'begins with' dropdown and an input box), 'Business Unit' (with a 'begins with' dropdown and an input box), 'Department' (with a 'begins with' dropdown and an input box), and 'Organizational Relationship' (with an '=' dropdown and a dropdown menu). There are also checkboxes for 'Include History' (checked) and 'Case Sensitive'. At the bottom, there is a red-outlined 'Search' button, a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

6. The **Search Results** will display if there are multiple Empl Records (Jobs).
7. Select the applicable **Empl Record**.
8. The **Assign Work Schedule** page displays.
9. Select the **(+)** on the right-hand side of the screen.
10. Change the **Effective Date** to the date that the schedule will become active for that employee. **NOTE: The Effective Date should be the FIRST WORK DAY of the week.**
 - Make sure this date makes sense on the context of both the employee's schedule and the time reporting periods. When in doubt, consult with HR.
11. Change the **Assignment Method** to **Select Predefined Schedule**.
12. **Schedule Group** should be **WACTC**.
13. **Schedule ID** will vary based upon the needs of the employee.
 - Select the magnifying glass to get a list of valid Schedule IDs for input.
 - If the desired Schedule ID does not exist, contact HR.
14. Select the **Save** button.

Assign Work Schedule

Employee ID

Employment Record

Actions

Assign Schedules ?

Primary Schedule

Alternate Schedule

*Effective Date	*Assignment Method	Schedule Group	Default Schedule Change	Schedule ID	Description	Show Schedule		
08/18/2019	Select Predefined Schedule	WACTC		10M10WTHF	10M, 10WTHF	Show Schedule	+	-
09/27/2012	Use Default Schedule	WACTC	★	PTFACULTY	Part Time Faculty	Show Schedule	+	-

15. The process to assign a work schedule is now complete.
16. End of procedure.