

Assigning Work Schedules – Job Aid

Visit the HR Manager Toolkit for more information on HR related policies, processes and training.

Purpose:

This job aid provides the steps on how to assign an employee’s work schedule in PAC.

Work Schedules

Employees are assigned a Work Schedule as part of the enrollment process in the Time and Absence system and it is defaulted for them based upon their position.

If there is a need to **change** an employee’s work schedule to another that already exists in the system, because the work days or hours do not reflect the employee’s actual schedule, it can be assigned via PAC by the Manager Self-Service (MSS) or Department Time Administrator (DTA) for the department.

If a **new** schedule needs to be created, submit a request to the HRPC using Service Now. Once the scheduled exists it can then be assigned.

As a manager, reviewing your employee’s absences and timesheets includes confirming the time off requested and the work hours submitted compared to their scheduled hours for the pay period. The work schedule for the employee details the days for the work week as well as the number of hours.

For information on how to review and approve absences and timesheets, reference the PAC Time and Absence job aids.

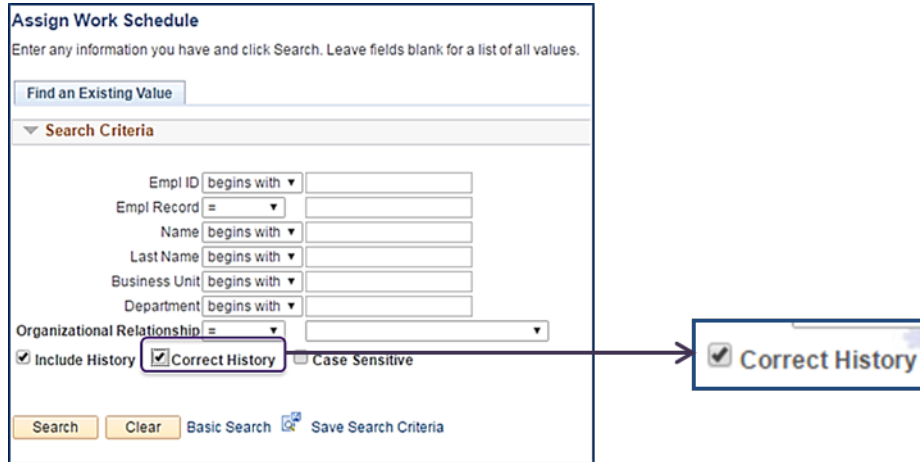
Access the Assign Work Schedules Page

1. Open your browser and navigate to my.columbia.edu
2. Click “Log In Now”
3. Enter your UNI and Password
4. Click “Login”. You are on the Faculty and Staff page
5. Click the “HR Manager Resources” tab and then click the “Go to PAC” link
6. To view and change an employee’s work schedule, navigate to **Main Menu > Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule**



Access Employee

1. **Important!** Click the **Correct History** checkbox *before* searching or updating
2. Enter data into any search criteria field to locate an employee and click **Search**
3. Click on any link for the employee in the search results list



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 []
Empl Record = []
Name begins with []
Last Name begins with []
Business Unit begins with []
Department begins with []
Organizational Relationship = []

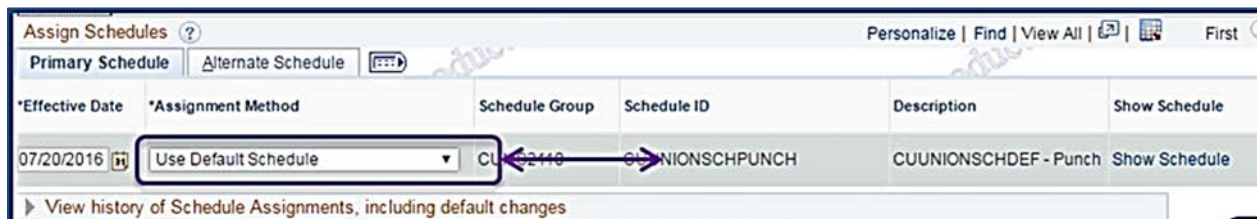
Include History **Correct History** Case Sensitive

Search Clear Basic Search Save Search Criteria

Review Schedule

The Assignment Method field displays which schedule is in use, e.g. 'Use Default Schedule'

- Only the Primary Schedule tab is used
- Click the 'Show Schedule' link to view the details of the current schedule, i.e. Day, Date, Workday ID, Shift ID, and Scheduled Hours. Click OK to return to the previous screen



*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
07/20/2016	Use Default Schedule	CUUNIONSCHDEF	NIONSCHPUNCH	CUUNIONSCHDEF - Punch	Show Schedule

View history of Schedule Assignments, including default changes

Assign a Schedule

1. Click the “+” sign at the end of the row to add the new schedule
2. Input the **Effective Date** or use the calendar icon to select the date the new schedule is in effect
3. Click the dropdown arrow in the **Assignment Method** (type of schedule) field, and select ‘Select Predefined Schedule’
4. Click the **magnifying glass** in the Schedule ID field. This will bring up a Look Up Schedule ID pick list
5. **Select** a predefined schedule from the list and you will see the new schedule appear in the Schedule ID field
6. Click the Show Schedule link to view the details of the newly selected schedule. Click OK to return to the previous screen. Select a different schedule if needed
7. Click the **Save** button to save the change

To view the employee’s schedule history, click the arrow to the left of the *View history of Schedule Assignments* section to display the details including the change you just made.

If you need to remove the schedule just added, click the “-” next to the row, then click “OK”.