

## How Do I View an Employee's Permanent Work Schedule?

### Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Team Time** tile.
4. On the **Team Time** page, click **Assign Work Schedule** in the menu listing.

### Select an Employee to Update

5. On the **Assign Work Schedule** page, populate the **Last Name** field or the **Employee ID** field.
6. Click the **Search** button.

### Select an Employee Record in the Search Listing

7. Click the desired **Employee Name/Employee Record** combination in the search results listing.

### Review the Current Schedule Information

8. On the **Assign Work Schedule** page, review the **Schedule ID** and **Description** information.
9. Click the **Show Schedule** link and view details of the schedule.
10. Make note of the **Workgroup** information displayed in the page header.  
NOTE: The workgroup includes "smart coding" which indicates whether it is institution-specific or universal, used by exempt or non-exempt employees, etc. Please contact your HR representative for a quick reference guide explaining the workgroup "smart coding" and related attributes.
11. Make note of the **work days** displayed in the **Schedule Calendar** section.
12. On the **Schedule Calendar** page, click the **Shift Detail** link.



13. Make note of the timesheet type (**Punch Type**) used by the employee.
14. Click the **Return** button to return to the **Schedule Calendar** page.
15. Click the **Cancel** button to return to the **Assign Work Schedule** page.

#### **Review the History of Schedule Assignments**

16. Click the **Expand** icon associated with the **View History of Schedule Assignments, including Default Changes** section, displayed at the bottom of the **Assign Work Schedule** page.
17. Review the listing of schedule changes.

#### **Complete the Task/Sign Out of the Application**

18. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



19. Click the **Sign Out** option in the listing.

