

How Do I Change an Employee's Schedule?

Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Team Time** tile.
3. Select **Assign Work Schedule**.
4. To search for an individual employee, enter the **Last Name** or **Employee ID** and click the **Search** button.
 - a. To see a list of all of your employees, leave all fields blank and click the **Search** button. Then select the employee from the listing.
5. The **Assign Work Schedule** page lists the **Effective Date** of the current schedule and the **Schedule ID**, with its **description**.
 - a. Click the **Show Schedule** link to see the schedule details.
 - b. Click the **Shift Detail** link to see if this is an employee who record elapsed time or punch time. Click **Return**.
 - c. Click **OK** to close the pop-up.
6. To assign a **Predefined Schedule**:
 - a. Click the **Add a Row** icon (+) at the end of the current or first row.
 - b. In the **Effective Date** field, enter or use the **Calendar** icon to select when the schedule changes should take effect. This should be the beginning of the next pay period.
 - c. In the **Assignment Method** drop down, choose **Select Predefined Schedule**.
 - d. Select the **Schedule ID** Look Up icon.
 - e. Choose the schedule from the listing. Note that Elapsed schedules begin with an "E," while Punch schedules begin with a "P." The schedule description indicates the hours, days and shift times



where applicable. Schedules without set days and/or times begin with "USG."

- f. Click the **Show Schedule** link to see additional details about the schedule.
 - g. Click the **Save** button.
7. To assign the **USG Default Schedule**:
- a. Click the **Add a Row** icon (+) at the end of the current or first row.
 - b. In the **Effective Date** field, enter or use the **Calendar** icon to select when the schedule changes should take effect. This should be the beginning of the next pay period.
 - c. In the **Assignment Method** drop down, select use **Default Schedule**.
 - d. Click the **Show Schedule** link to see the USG Default Schedule details.
 - e. Click the **Save** button.
8. To assign a **Personal Schedule** (cannot find one that applies in the listings), contact OneUSG Connect Support to request assistance. They will help with the creation and assignment of a personal schedule.
9. To review the history of schedule changes, click the **Expand** icon for **View history of Schedule Assignments**, including default changes.

