

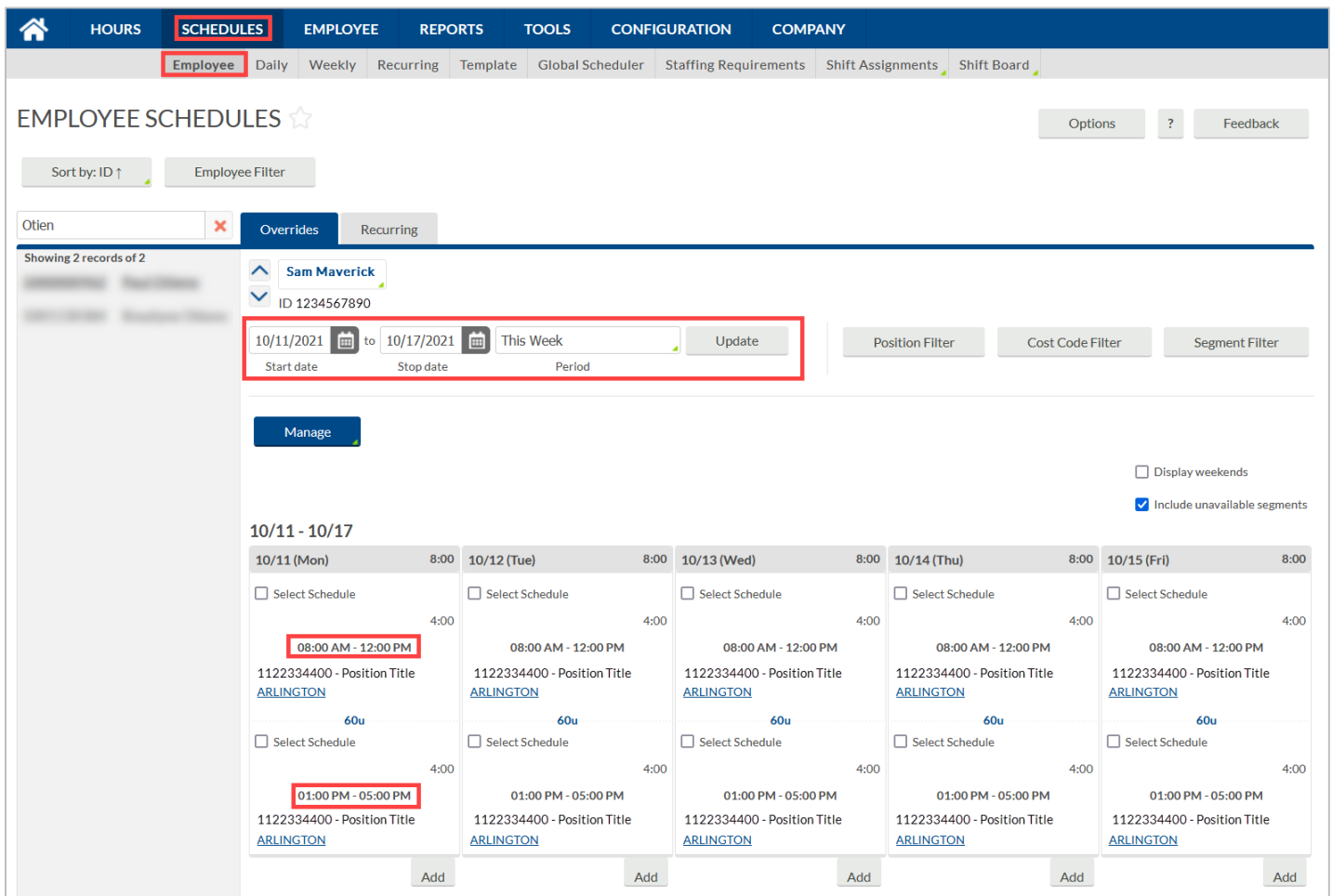
## Viewing and Maintaining Employee Schedules in TCP Job Aid

Schedules for each hourly and casual non-exempt employee will need to be kept up to date because the attendance policy and occurrences depend on accurate scheduling. Employees will have a default schedule added in TCP, based on their position classification, that can be modified by Timekeepers if necessary.

- Classified Non-Exempt and Hourly: 8:00am-5:00pm with 1-hour lunch break
- Casual, Student Worker and Workstudy: no schedule

### Viewing Employee Schedules

1. Click on Schedules, then Employee.
2. Click on an employee in the Employee List or search for an employee by typing their name or portion of their name, or their 10-digit employee ID number in the search box.
3. Adjust the Start Date and End Date to view schedules for a specified date range and click Update.

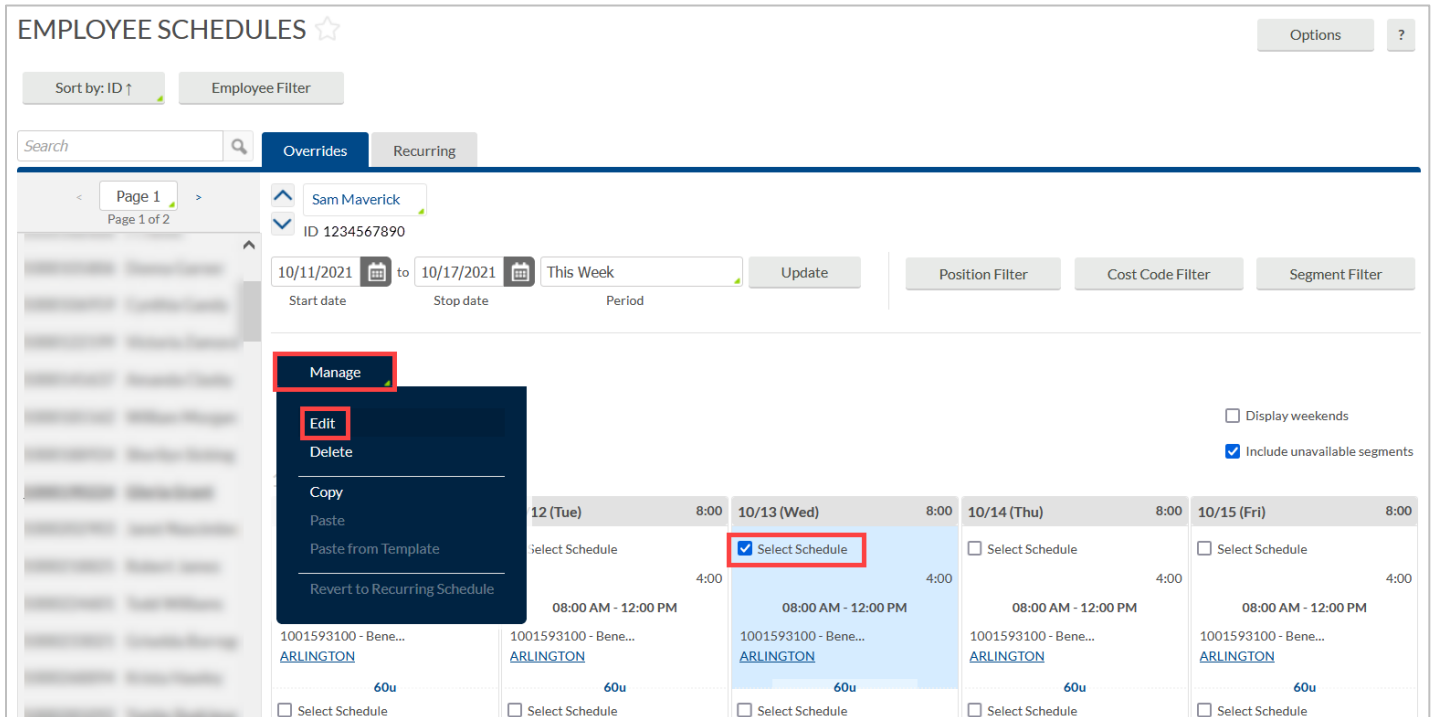


The screenshot shows the 'EMPLOYEE SCHEDULES' interface. The 'SCHEDULES' tab is selected in the top navigation bar. Below it, the 'Employee' sub-tab is active. The employee name 'Sam Maverick' and ID '1234567890' are displayed. A date range filter is set to '10/11/2021 to 10/17/2021' with the period 'This Week'. The interface shows a grid of schedule options for each day from 10/11 (Mon) to 10/15 (Fri). Two schedule options are highlighted with red boxes: '08:00 AM - 12:00 PM' and '01:00 PM - 05:00 PM'. Both are associated with position '1122334400 - Position Title ARLINGTON' and a unit of '60u'. There are 'Add' buttons at the bottom of each grid cell. A 'Manage' button is located above the grid. On the right side, there are filters for 'Position Filter', 'Cost Code Filter', and 'Segment Filter'. A checkbox for 'Display weekends' is unchecked, and a checkbox for 'Include unavailable segments' is checked.

### Editing Employee Schedules

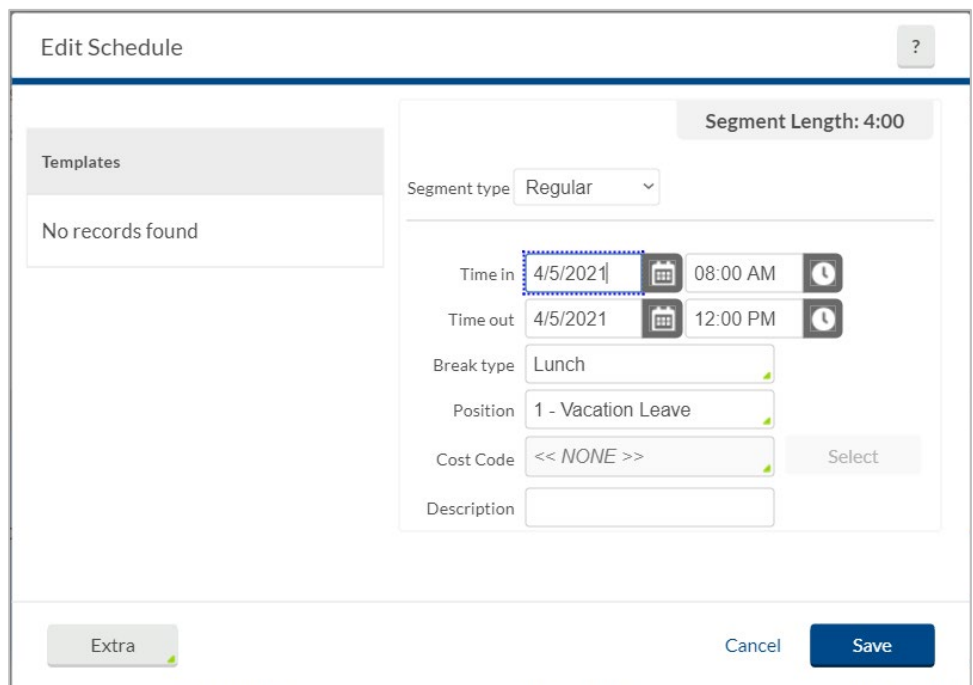
- To edit the schedule, right click on a shift and click Edit. Or click the Select Schedule checkbox for the shift, click the Manage button, and select Edit.

**Note:** You can only edit one schedule shift at a time.



The screenshot shows the 'EMPLOYEE SCHEDULES' interface for Sam Maverick (ID 1234567890). The calendar view displays shifts for 10/11/2021 to 10/17/2021. A context menu is open over the 10/13 (Wed) shift, with 'Edit' highlighted. The 'Select Schedule' checkbox for that shift is also highlighted. The interface includes filters for Position, Cost Code, and Segment, and options to display weekends and include unavailable segments.

- Adjust the Time In, Time Out, and Position as needed.
- When finished, click Save.



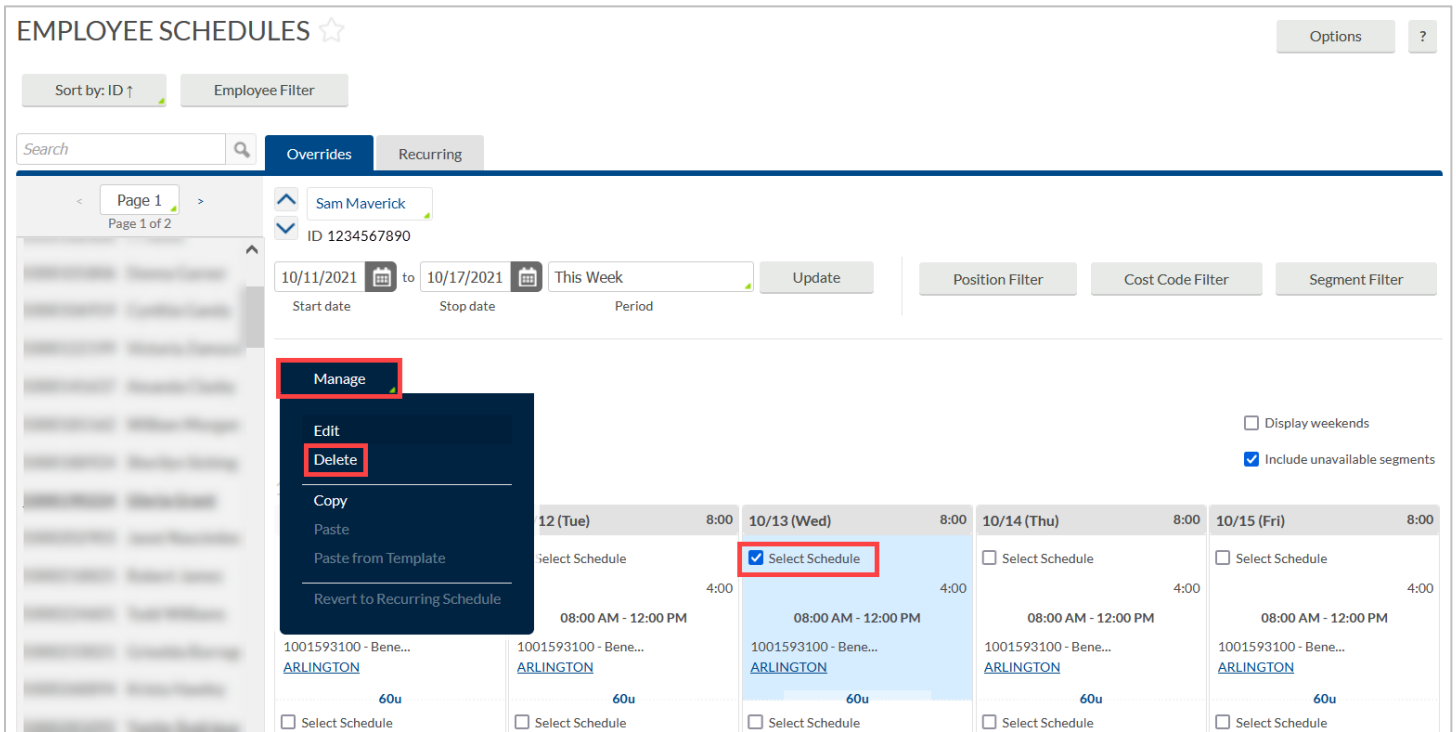
The 'Edit Schedule' dialog box shows the following details:

- Segment Length: 4:00
- Segment type: Regular
- Time in: 4/5/2021 08:00 AM
- Time out: 4/5/2021 12:00 PM
- Break type: Lunch
- Position: 1 - Vacation Leave
- Cost Code: << NONE >>
- Description: (empty)

Buttons at the bottom include 'Extra', 'Cancel', and 'Save'.

## Deleting Employee Schedules

- To delete a schedule for a shift day, right click on the day and click Delete. Or click the Select Schedule checkbox for the shift, click the Manage button, and select Delete.



EMPLOYEE SCHEDULES ☆ Options ?

Sort by: ID ↑ Employee Filter

Search

Overrides Recurring

Page 1 of 2

Sam Maverick ID 1234567890

10/11/2021 to 10/17/2021 This Week Update

Position Filter Cost Code Filter Segment Filter

Manage

- Edit
- Delete
- Copy
- Paste
- Paste from Template
- Revert to Recurring Schedule

12 (Tue) 8:00 10/13 (Wed) 8:00 10/14 (Thu) 8:00 10/15 (Fri) 8:00

Select Schedule  Select Schedule  Select Schedule  Select Schedule

08:00 AM - 12:00 PM 08:00 AM - 12:00 PM 08:00 AM - 12:00 PM 08:00 AM - 12:00 PM

1001593100 - Bene... ARLINGTON 60u 1001593100 - Bene... ARLINGTON 60u 1001593100 - Bene... ARLINGTON 60u 1001593100 - Bene... ARLINGTON 60u

Select Schedule  Select Schedule  Select Schedule  Select Schedule

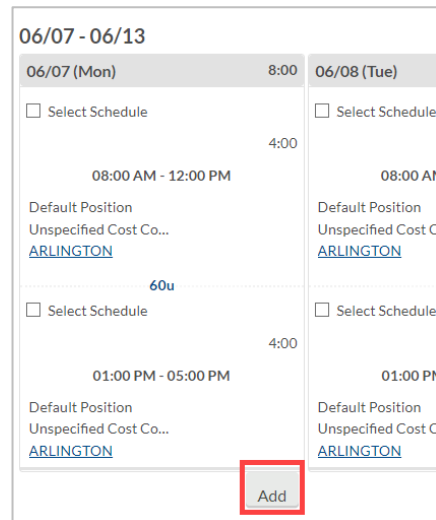
Display weekends  Include unavailable segments

- To delete schedules for multiple days, click the check box for Select Schedule on each day, right click, and click Delete.
- A pop-up window will display asking if you are sure you want to delete the segment(s). Click OK to continue or Cancel to return without cancelling the segment.

**Note:** When a recurring schedule is edited or deleted, it will be marked as Overridden. This is done to indicate that the schedule has been changed from the employee's regularly scheduled time.

## Adding a Schedule

- To add a schedule for a day that does not currently have a schedule or to add an additional scheduled segment to an existing schedule, click Add.



06/07 - 06/13

06/07 (Mon) 8:00 06/08 (Tue)

Select Schedule  Select Schedule

4:00

08:00 AM - 12:00 PM 08:00 AM

Default Position Unspecified Cost Co... ARLINGTON 60u

Select Schedule  Select Schedule

4:00

01:00 PM - 05:00 PM 01:00 PM

Default Position Unspecified Cost Co... ARLINGTON

Add

2. Enter the Time In.
3. Enter the Time Out.
4. Select a Position.
5. When finished, click Save.

The screenshot shows the 'Add Schedule' form. On the left, there is a 'Templates' section with 'No records found'. The main form area contains the following fields: 'Segment Length: 2:00', 'Segment type' dropdown set to 'Regular', 'Time in' field with date '6/7/2021' and time '07:00 PM', 'Time out' field with date '6/7/2021' and time '09:00 PM', 'Break type' dropdown set to '<< NONE >>', 'Position' dropdown set to '1001051900 - Building Supi', 'Cost Code' dropdown set to '<< NONE >>', 'Description' text field with 'work UTA event', and 'Days' dropdown set to '1'. At the bottom, there are three buttons: 'Extra', 'Cancel', and 'Save'.

**Note:** Adding a schedule on the Overrides tab will not result in the schedule recurring in future weeks. These additions are one-time only changes.

## Recurring Schedule

The recurring tab displays the recurring schedule that is currently assigned to the employee.

**Note:** To apply a schedule from Advanced Scheduler, you must first unassign the employee's recurring schedule if one has been assigned.

1. Click the Recurring tab.
2. Click the Override role settings checkbox.
3. Click the Unassign icon. This will remove the row for the recurring schedule.

EMPLOYEE SCHEDULES ☆ Options ?

Sort by: ID ↑ Employee Filter

Maverick Overrides **Recurring**

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Showing 2 records of 2

1234567890	Sam Maverick	↑	Sam Maverick
9987654321	Joe Maverick	↓	ID 1234567890

Cancel **Save**

Override role settings

**+ Assign**

Showing 1 records of 1

Edit	Unassign	Start Date ↓	Stop Date	Description
		02/01/2021		Classified NonE, Hourly

4. Click Assign.
5. Set the Start Date for the new recurring schedule.
6. Click the radio icon for Use recurring schedule.
7. Click the drop down and choose the appropriate recurring schedule. See the default schedules above for details regarding the recurring schedule
8. Click Assign and Save.

Assign Recurring Schedules ?

6/14/2021 to

Use company wide recurring schedule

Use recurring schedule

- 40 hr week
- A&P, Faculty, Exempt
- Classified NonE, Hourly

Cancel **Assign**

Showing 0 records of 0