

# Assigning Work Schedules

## 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, because the work days or hours do not reflect the employee's actual schedule, it can be done by the Manager Self-Service (MSS) processors for the department.

If a **new** schedule needs to be created, submit a request to the HRPC using Service Now. If the schedule already exists, you can assign it via MSS.

As a manager, reviewing your employee's timesheets and absences includes confirming the hours submitted compared to their scheduled hours for the pay period. **Any schedule deviations appear in the summary.**

For information on how to review and approve timesheets, reference the *Managing Timesheets* job aid.

## 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 "Go to PAC" link
6. To view and change an employee's work schedule, navigate to **Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule**

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1. **Important!** Click the **Correct History** checkbox before searching or updating
2. Enter data into the search criteria to locate an employee and click **Search**
3. Click on any link for the employee in the search results list. The Assignment Method field displays which schedule is used, e.g. 'Use Default Schedule'
  - a. Only the Primary Schedule tab and its Assignment and History sections/fields is used
  - b. 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
4. Click the "+" sign at the end of the row to add the new schedule
5. In the Effective Date field input or use the calendar to select the date the new schedule is in effect
6. In the Assignment Method (type of schedule) field, click the dropdown and select '**Select Predefined Schedule**'
7. Click the magnifying glass in the Schedule ID field. This will bring up a Look Up Schedule ID pick list. Select a predefined schedule from the list and you will see the new schedule appear in the Schedule ID field
8. Click the **Show Schedule** link to view the details of the schedule. Click **OK** to return to the previous screen. Select a different schedule if needed
9. Click the **Save** button to save the change
10. Click the arrow to expand the View history of Schedule Assignments section to display the details of the change you just made

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

To view an employee's schedule history, click the arrow next to the View History section of the page.

