**How Do I Change an Employee’s Schedule?**

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| 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.
	1. 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**.
	1. Click the **Show** **Schedule** link to see the schedule details.
	2. Click the **Shift** **Detail** link to see if this is an employee who record elapsed time or punch time. Click **Return**.
	3. Click **OK** to close the pop-up.
6. To assign a **Predefined** **Schedule**:
	1. Click the **Add** **a** **Row** icon (**+**) at the end of the current or first row.
	2. 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.
	3. In the **Assignment** **Method** drop down, choose **Select** **Predefined** **Schedule**.
	4. Select the **Schedule** **ID** Look Up icon.
	5. 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.”
	6. Click the **Show** **Schedule** link to see additional details about the schedule.
	7. Click the **Save** button.
7. To assign the **USG** **Default** **Schedule**:
	1. Click the **Add** **a** **Row** icon (**+**) at the end of the current or first row.
	2. 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.
	3. In the **Assignment** **Method** drop down, select use **Default** **Schedule**.
	4. Click the **Show** **Schedule** link to see the USG Default Schedule details.
	5. 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.