

How to Change a Work Schedule

Manager Self Service > Time Management > Manage Schedule > Assign Work Schedule

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values:

Find an Existing Value

Search Criteria

Empl ID:

Empl Record:

Name:

Last Name:

Business Unit:

Department:

Organizational Relationship:

Search by Employee ID (Empl ID) or Name

If you do not have Employee ID, recommendation is that you search by at least "Last Name" you may also include First Name in "Name" field. You may also change the search options as well.

Examples: "Name" Mick and "Last Name:" Mouse

or "Name" Mickey Mouse (must use full first and last name)

Select employee from the list by clicking on a field (e.g. Name).

Once the results are returned, you will need to insert a row by selecting the "+" at the end of the current row. On the new row you will need to put in an "Effective Date", generally effective dates are at the beginning of a payroll period and do not go back more than the current payroll period. This schedule impacts leave request and holiday load.

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
03/03/2013	Select Predefined Schedule	UKANS	MTWTHF-8	Mon,Tues,Wed,Thurs,Fri-8	Show Schedule
09/30/2012	Select Predefined Schedule	UKANS	MTWTHF-8	Mon,Tues,Wed,Thurs,Fri-8	Show Schedule

Look Up Schedule ID

Set ID: UKANS

Schedule ID:

Description:

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Schedule ID	Description
M-5TWTHF-7.5	Mon-5,Tues,Wed,Thurs,Fri-7.5
M-5TWTH-9F-8	Mon-5,Tues,Wed,Thurs-9,Fri-8
M-5W-8F-7	Mon-5,Wed-8,Fri-7
M-525TWTHF-4	Mon-5,25,Tues,Wed,Thurs,Fri-4

Save

Click on the magnify glass icon on the new row under Schedule ID. The Look up Schedule ID search will appear.

To search on description (best bet for this) change the search parameter/option on "Description" to "contains". This will return schedules that contain the values you typed in.

When you find the correct value, select and the new Schedule ID will populate the row.

Save

If you cannot find the correct value or have questions, contact HR/Pay: email hrpay@ku.edu or 785/864-0600.