How to Assign Schedules in EmpCenter

EmpCenter Training
February 8, 9, 10 & 12, 2016
Why do Salaried Persons Need a Schedule?

• Very important for Exempt (salaried) employees.
• It is the only way Exempt employees get time WORKED on their time sheets.
• This determines the value in the Work Day Bank. This Bank determines eligibility for:
  – TRS retirement credit for “years of service”
  – Family Medical Leave Act – 1250 hours worked in prior 365 days
Why do Hourly Persons Need a Schedule?

• Schedules do not determine pay for non exempt – with one exception
  – “partial days” = snow days / late starts / early releases. Their schedule determines hours paid on a partial day.

• Schedules provide useful management data
  – Who worked on a day off
  – Who didn’t come on a scheduled day
  – Who came early / late
Schedule Rules

- Job / title changes, promotions, transfers, and assignment changes create a new record in EmpCenter and will require a new schedule to be entered.

- Part-time employees do NOT get a schedule
- Ancillary full time – select from ANC schedule list
- Paraprofessional full time – select from PARA schedule list
- Professionals= teachers, nurses, librarians, Principals, Directors, Administrators – select from EXEMPT schedule list

- Supervisors / Timekeepers must change all employees to Summer 4 X 10 OR EMPTY when appropriate and back again at the beginning of each school year.
Assigning Schedules

Step 1 Assign Schedules

Step 2 – select Assign Schedule Templates under the Permanent Changes
Assigning Schedules

The current period is always the pay period that payroll is currently processing. Use this check box to advance to a future period.

3. Step 3 - Change to a future period if you need to – else skip to step 4

4. Step 4 - Click on your name to see your list of employees
Assigning Schedules

By clicking on the box and choosing June 14, the Valid date range for these employees is now June 1- through June 30 for monthly employees.
Assigning Schedules

Step 5 - Click on the box in front of the name of the employee you are working with.

Step 6 - Click on the box in the column called “manager override”
Step 7 - Click in the box called “schedule template” to display all possible schedules in alphabetical order. Use mouse to highlight the one you want then enter or click to select.
Assigning schedules

**Step 8: Put in the effective date - mm/dd/yyyy**

This must be a date between the dates listed to the right in the “valid date range”

<table>
<thead>
<tr>
<th>Schedule Template</th>
<th>Effective Date</th>
<th>Valid Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARA M TO F 0745 TO 164</td>
<td></td>
<td>08/01/2015 - 08/31/2015</td>
</tr>
<tr>
<td>None</td>
<td></td>
<td>08/22/2015 - 09/04/2015</td>
</tr>
<tr>
<td>PARA M TO F 0800 TO 170</td>
<td></td>
<td>08/01/2015 - 08/31/2015</td>
</tr>
<tr>
<td>PARA M TO F 0800 TO 170</td>
<td></td>
<td>08/01/2015 - 08/31/2015</td>
</tr>
<tr>
<td>PARA M TO F 0800 TO 170</td>
<td></td>
<td>08/01/2015 - 08/31/2015</td>
</tr>
<tr>
<td>EXEMPT WRITE 8 TO TIME</td>
<td></td>
<td>08/01/2015 - 08/31/2015</td>
</tr>
<tr>
<td>None</td>
<td></td>
<td>Apply to all checked rows</td>
</tr>
</tbody>
</table>
Assigning Schedules

Step 9: SAVE the changes
Check if Schedule is attached

This is on the bottom of the employee’s time sheet.