



# 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



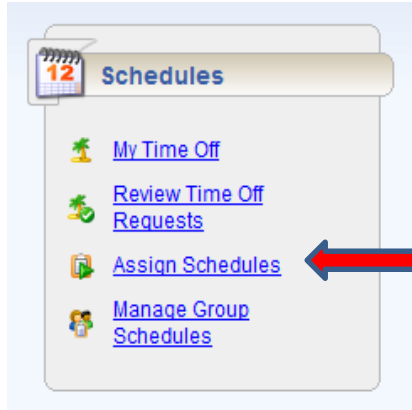


## Schedule Rules

- 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.**

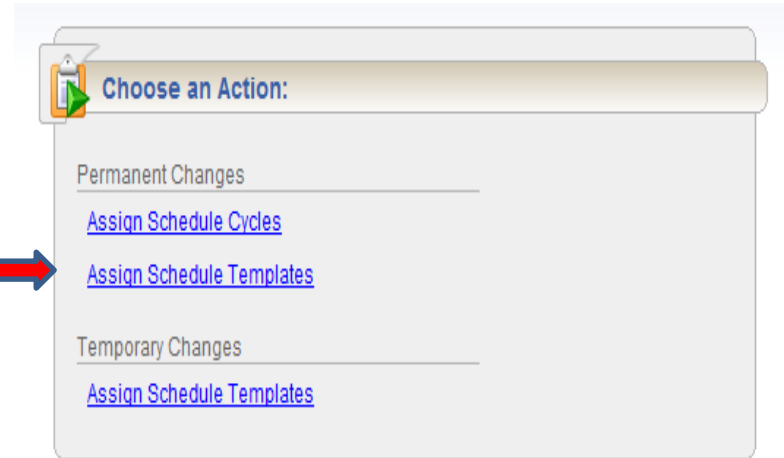


# Assigning Schedules



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.

A screenshot of the EmpCenter web application interface. The browser address bar shows the URL: https://ectest.yisd.net/dev/ScheduleCyclesStart.do?csrfToken=1A1459782813909A1804113390&amp;action=disp. The page title is "EmpCenter" with version "9.7.0.4". The navigation bar includes "Home" and "Help" links. The main content area is titled "Permanent Schedule Template Assignment". It contains a section "Employees Active On" with a checkbox labeled "As of Current Period" and a calendar icon. Below this is an "Assignments" section with a dropdown menu showing "GEORGE WASHINGTON's Employees (6)". A red arrow labeled "3" points to the "As of Current Period" checkbox. Another red arrow labeled "4" points to the "GEORGE WASHINGTON's Employees (6)" dropdown menu.

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

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



# Assigning Schedules

**EmpCenter** 9.7.0.4 Home Help

Permanent Schedule Template Assignment

Save Reset Back Change Filter Current filter: none

Employees Active On

Tuesday June 14, 2016

Assignments

GEORGE WASHINGTON's Employees (6)

<input type="checkbox"/>	Name	Schedule Generation Source
<input type="checkbox"/>	ADAMS, JOHN (ASSISTANT PRINCIPAL ELEM)	Schedule Template
<input type="checkbox"/>	JACKSON, ANDREW (SECRETARY ELEM/MS)	Schedule Template
<input type="checkbox"/>	JEFFERSON, THOMAS L (TEACHER KINDERGARTEN)	Schedule Template
<input type="checkbox"/>	MADISON, JAMES A (TEACHER SIXTH)	Schedule Template
<input type="checkbox"/>	MONROE, JAMES R (TEACHER FIFTH)	Schedule Template
<input type="checkbox"/>	QUINCY, JOHN A (CLERK II)	Schedule Template

Mass Edit

Logged in as WASHINGTON, GEORGE Log Off

Active Date	Valid Date Range
<input type="text"/>	06/01/2016 - 06/30/2016
<input type="text"/>	06/01/2016 - 06/30/2016
<input type="text"/>	06/01/2016 - 06/30/2016
<input type="text"/>	06/01/2016 - 06/30/2016
<input type="text"/>	06/01/2016 - 06/30/2016
<input type="text"/>	06/01/2016 - 06/30/2016
<input type="text"/>	06/01/2016 - 06/30/2016

Apply to all checked rows

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

Help

Permanent Schedule Template Assignment

Save Reset Back Change Filter Current filter: none

<input type="checkbox"/>	Name	Schedule Generation Source	Manager Override	Schedule
<input type="checkbox"/>	ADAMS, JOHN (ASSISTANT PRINCIPAL ELEM)	Schedule Template	<input type="checkbox"/>	None
<input type="checkbox"/>	JACKSON, ANDREW (SECRETARY ELEM/MS)	Schedule Template	<input type="checkbox"/>	None
<input type="checkbox"/>	JEFFERSON, THOMAS L (TEACHER KINDERGARTEN)	Schedule Template	<input type="checkbox"/>	None
<input type="checkbox"/>	MADISON, JAMES A (TEACHER SIXTH)	Schedule Template	<input type="checkbox"/>	None
<input type="checkbox"/>	MONROE, JAMES R (TEACHER FIFTH)	Schedule Template	<input type="checkbox"/>	None
<input checked="" type="checkbox"/>	QUINCY, JOHN A (CLERK II)	Schedule Template	<input checked="" type="checkbox"/>	None

5



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"


6








# Assigning Schedules



le Generation Source	Manager Override	Schedule Template	Effective Date	Valid Da
Template	<input checked="" type="checkbox"/>	PARA M TO F 0745 TO 164		08/01/20
Template	<input type="checkbox"/>	None		08/22/20
Template	<input checked="" type="checkbox"/>	PARA M TO F 0800 TO 170		08/01/20
Template	<input checked="" type="checkbox"/>	PARA M TO F 0730 TO 1615 45 MIN LUNCH		
Template	<input checked="" type="checkbox"/>	PARA M TO F 0730 TO 1630 1 HOUR LUNCH		
Template	<input checked="" type="checkbox"/>	PARA M TO F 0745 TO 1615 30 MIN LUNCH		
Template	<input checked="" type="checkbox"/>	PARA M TO F 0745 TO 1630 45 MIN LUNCH		
		PARA M TO F 0745 TO 1645 1 HR LUNCH		
		PARA M TO F 0800 TO 1200 NO LUNCH		
		PARA M TO F 0800 TO 1600 NO LUNCH		
		PARA M TO F 0800 TO 1630 30 MIN LUNCH		
		PARA M TO F 0800 TO 1645 45 MIN LUNCH		
		PARA M TO F 0800 TO 1700 1 HOUR LUNCH		



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

Schedule Template	Effective Date	Valid Date Range
PARA M TO F 0745 TO 164	<input type="text"/>	08/01/2015 - 08/31/2015
None	<input type="text"/>	08/22/2015 - 09/04/2015
PARA M TO F 0800 TO 170	<input type="text"/>	08/01/2015 - 08/31/2015
PARA M TO F 0800 TO 170	<input type="text"/>	08/01/2015 - 08/31/2015
PARA M TO F 0800 TO 170	<input type="text"/>	08/01/2015 - 08/31/2015
EXEMPT WRITE 8 TO TIME	<input type="text"/>	08/01/2015 - 08/31/2015

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”



# Assigning Schedules



Permanent Schedule Template Assignment

Save Reset Back Change Filter Current filter: none

<input type="checkbox"/>	Name	Schedule Generation Source	Manager Override
<input type="checkbox"/>	ADAMS, JOHN (ASSISTANT PRINCIPAL ELEM)	Schedule Template	<input type="checkbox"/>
<input type="checkbox"/>	JACKSON, ANDREW (SECRETARY ELEM/MS)	Schedule Template	<input type="checkbox"/>
<input type="checkbox"/>	JEFFERSON, THOMAS L (TEACHER KINDERGARTEN)	Schedule Template	<input type="checkbox"/>
<input type="checkbox"/>	MADISON, JAMES A (TEACHER SIXTH)	Schedule Template	<input type="checkbox"/>
<input type="checkbox"/>	MONROE, JAMES R (TEACHER FIFTH)	Schedule Template	<input type="checkbox"/>
<input type="checkbox"/>	QUINCY, JOHN A (CLERK II)	Schedule Template	<input checked="" type="checkbox"/>

Step 9: SAVE the changes



## Check if Schedule is attached

Exceptions		Time Off Balance		Results		Schedule																									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	Jan 1, 2012 to Jan 6, 2012
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Pay Code		Sat 12/31	Sun 01/01	Mon 01/02	Tue 01/03	Wed 01/04	Thu 01/05	Fri 01/06	Totals																						
<input type="button" value="+"/>	Schedule					08:00 am	08:00 am	08:00 am	12.00																						
						12:00 pm	12:00 pm	12:00 pm																							
<input type="button" value="+"/>	Schedule					01:00 pm	01:00 pm	01:00 pm	12.00																						
						05:00 pm	05:00 pm	05:00 pm																							
<b>Totals</b>			0.00	0.00	0.00	8.00	8.00	8.00	24.00																						
Pay Code		Sat 01/07	Sun 01/08	Mon 01/09	Tue 01/10	Wed 01/11	Thu 01/12	Fri 01/13	Totals																						
<input type="button" value="+"/>	Schedule			08:00 am	08:00 am	08:00 am	08:00 am	08:00 am	20.00																						
				12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm																							
<input type="button" value="+"/>	Schedule			01:00 pm	01:00 pm	01:00 pm	01:00 pm	01:00 pm	20.00																						
				05:00 pm	05:00 pm	05:00 pm	05:00 pm	05:00 pm																							
<b>Totals</b>		0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00																						

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