



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



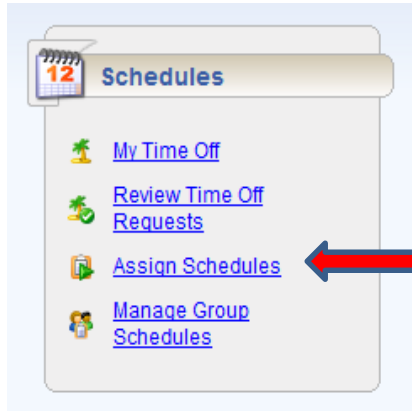


Schedule Rules

- 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.**

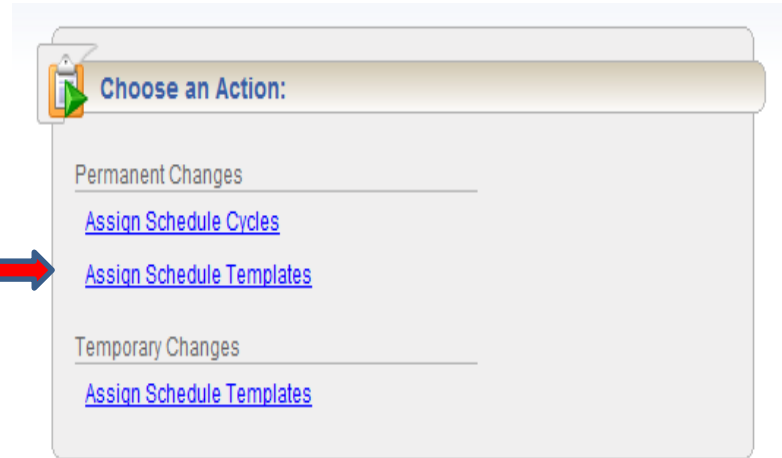


Assigning Schedules



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&action=disp. The page title is "EmpCenter" with a version number "9.7.0.4" and navigation links for "Home" and "Help". 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

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

Logged in as WASHINGTON, GEORGE Log Off

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



Template 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
None	<input type="text"/>	Apply to all checked rows

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																						
<input type="button" value="+"/> Schedule						12:00 pm	12:00 pm	12:00 pm	12.00																						
<input type="button" value="+"/> Schedule						01:00 pm	01:00 pm	01:00 pm	12.00																						
<input type="button" value="+"/> Schedule						05:00 pm	05:00 pm	05:00 pm	12.00																						
Totals			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																						
<input type="button" value="+"/> Schedule				12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	20.00																						
<input type="button" value="+"/> Schedule				01:00 pm	01:00 pm	01:00 pm	01:00 pm	01:00 pm	20.00																						
<input type="button" value="+"/> Schedule				05:00 pm	05:00 pm	05:00 pm	05:00 pm	05:00 pm	20.00																						
Totals		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.