Changing an Employee's Work Schedule Overview

This document provides the step-by-step instructions for making a schedule change in Cardinal.

Table of Contents

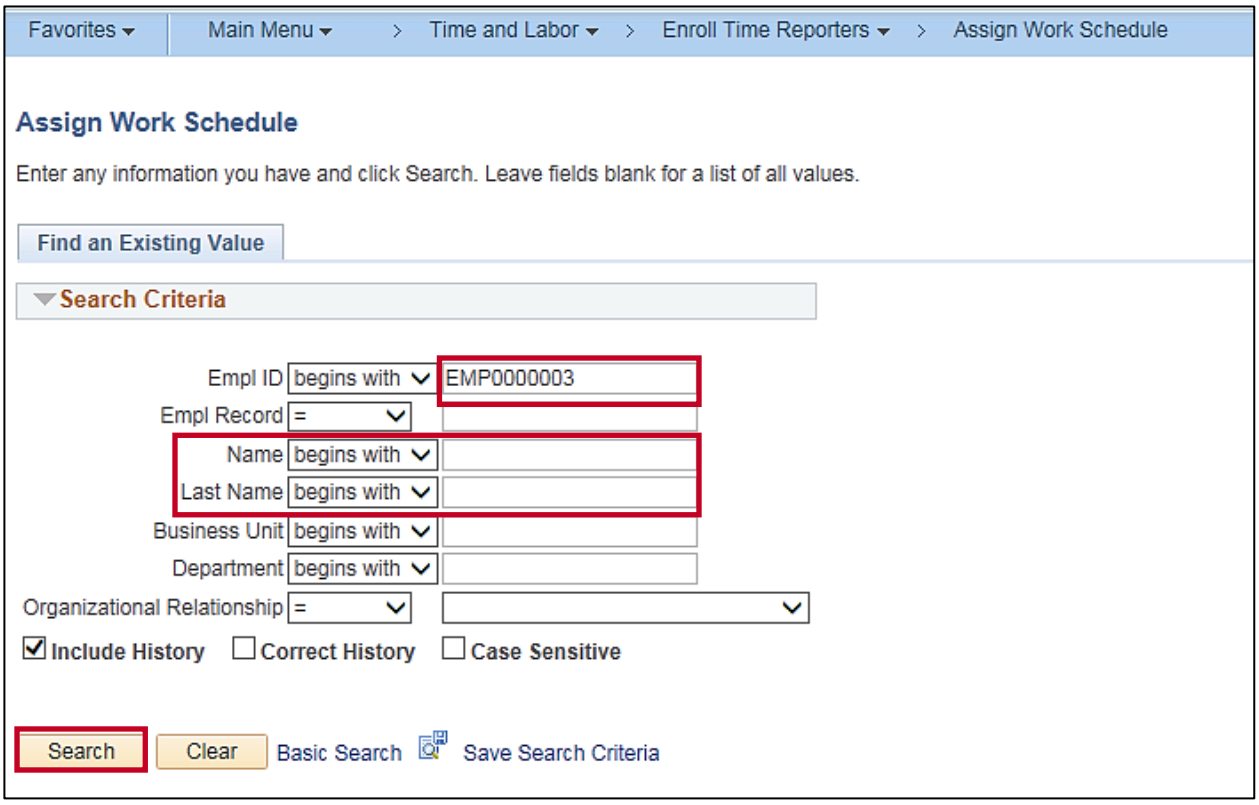
Changing an Employee's Work Schedule 1

Setting Up Multiple Schedule Changes 6

Changing an Employee's Work Schedule

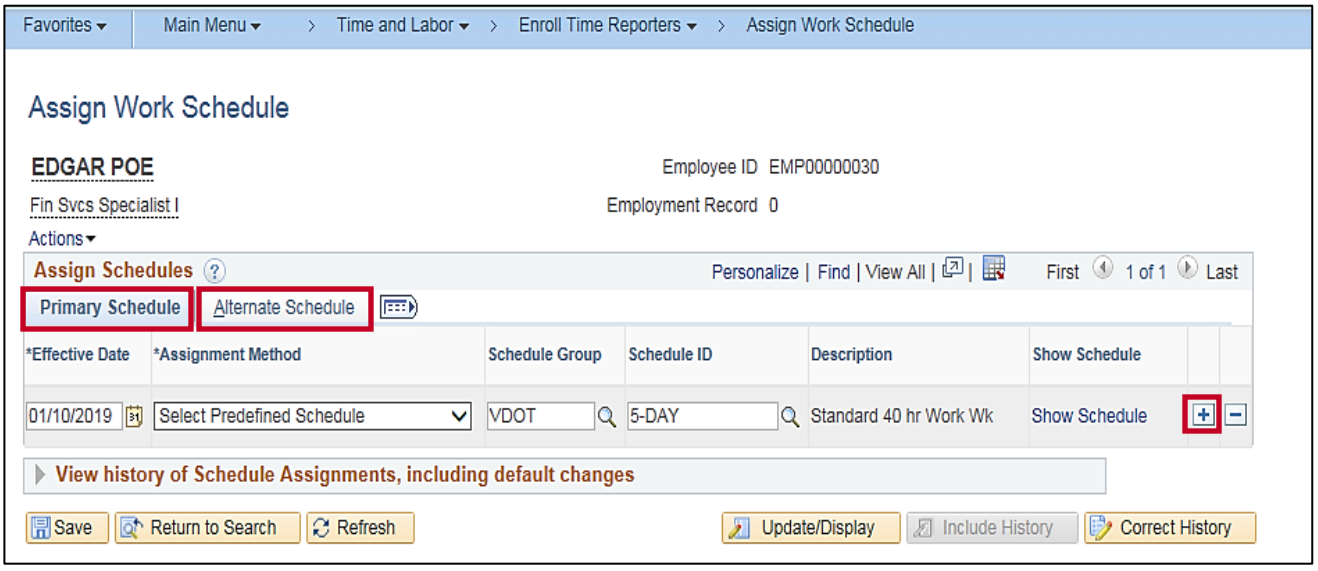
1. To change an employee's work scheduled, access the **Assign Work Schedule** page using the following path:

Cardinal Financials > Cardinal HCM > Time and Labor > Enroll Time Reporters > Assign Work Schedule



2. Enter the employee ID in the **Empl ID** field. If you don't have the ID, use the **Name** and **Last Name** fields.

3. Click the **Search** button.

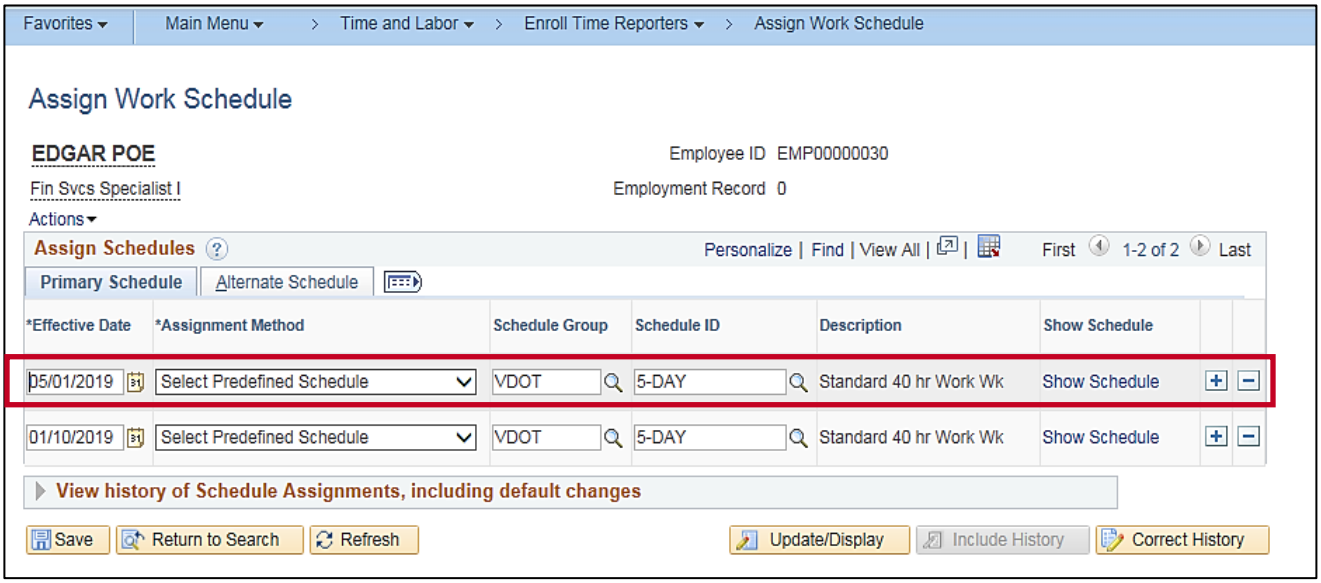


4. The **Assign Work Schedule** page displays. There are two tabs:

a. **Primary Schedule**: Use this tab to update the Primary schedule.

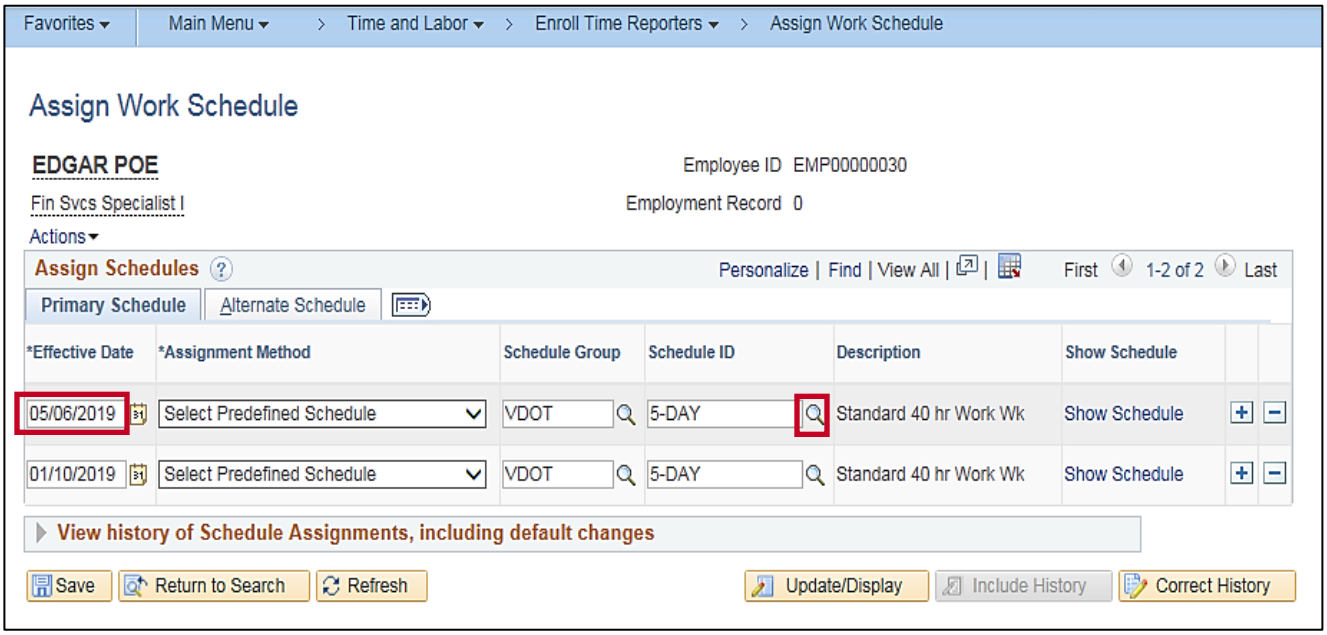
b. **Alternate Schedule**: This tab is not used.

5. To change an employee's primary schedule, click the (**+**) button to add a new row.



6. The new row displays on the top and will prefill with the current date in the **Effective Date** field.

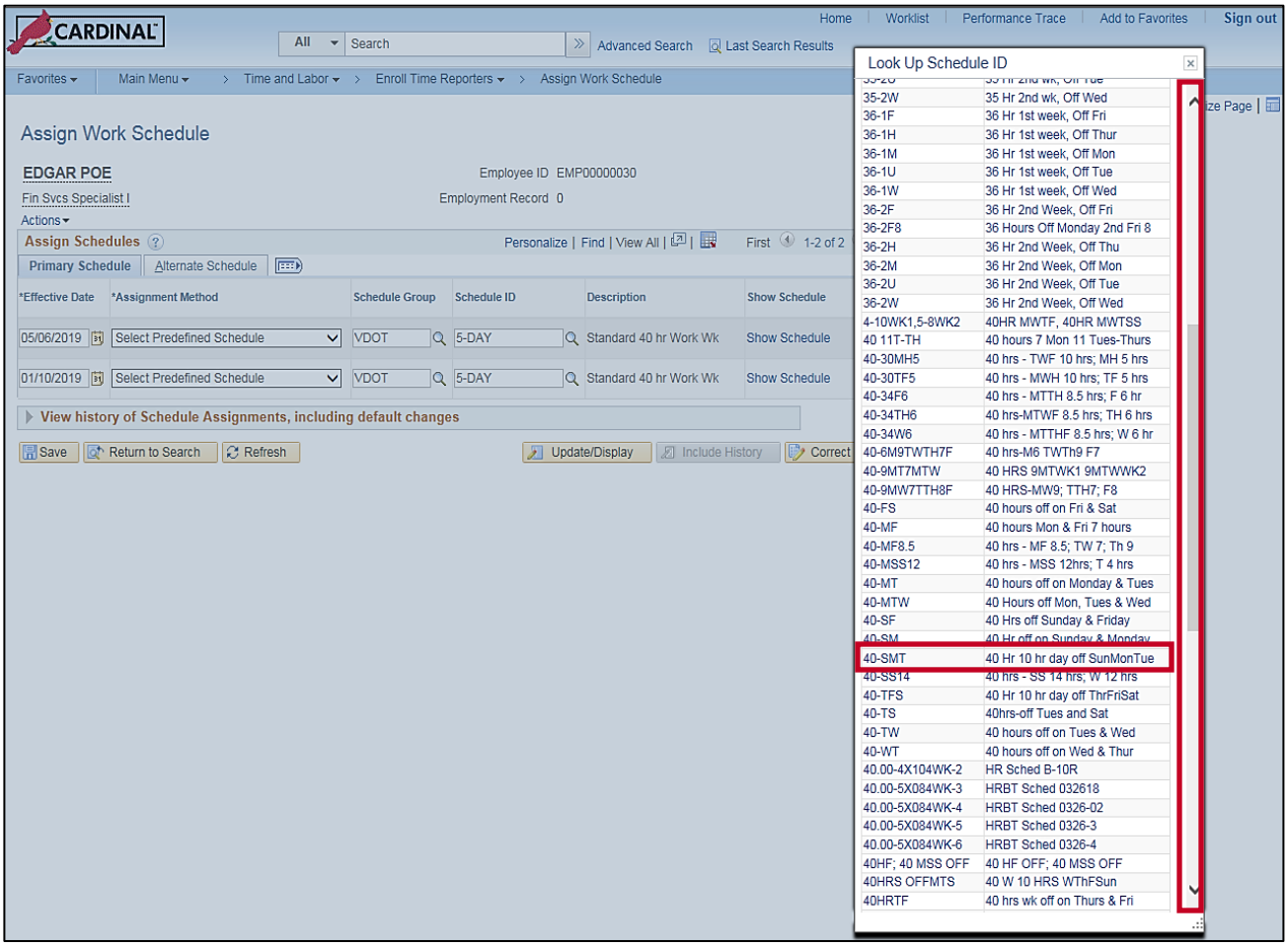
7. The **Schedule Group** defaults to **VDOT**, the only current value available.



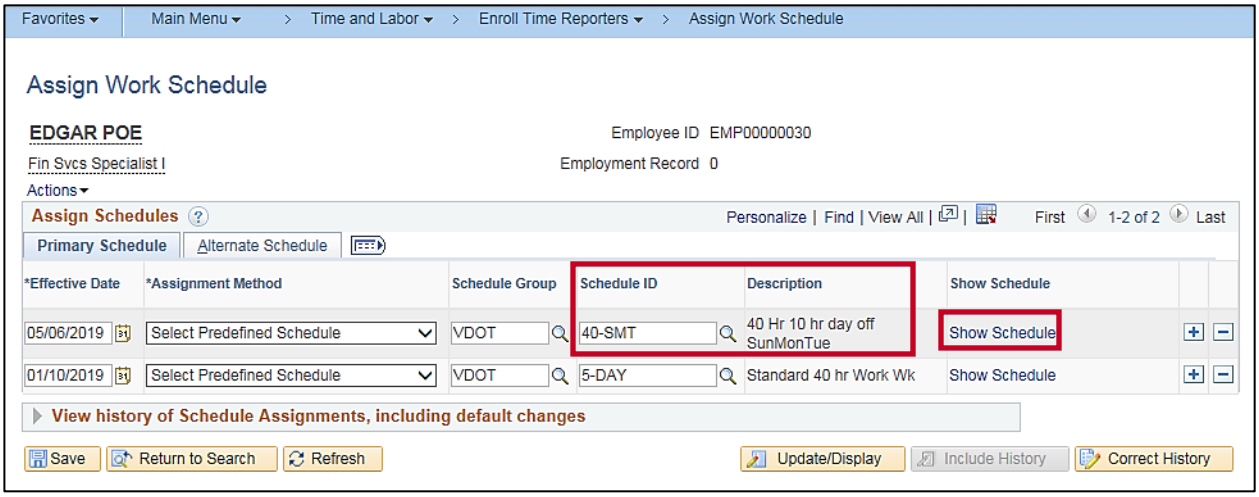
8. Enter the date you want the employee to start using the new schedule in the **Effective Date** field. Generally, the **Effective Date** is a Monday, since that is the first day of the employee's work week.

9. The **Assignment Method** field defaults to **Select Predefined Schedule**. The **Schedule ID** defaults to the standard **5-DAY** schedule if it is the first row; otherwise it defaults to the same schedule as the previous row.

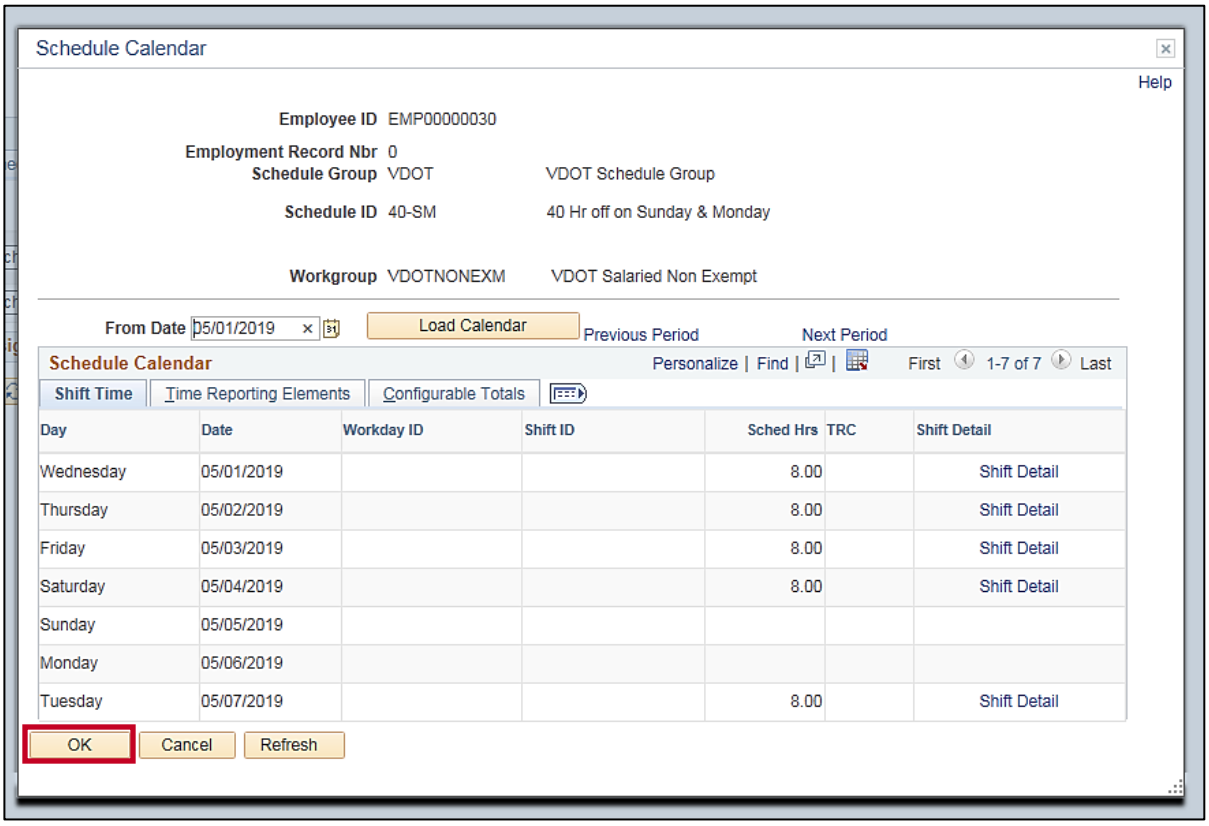
10. Click the **Schedule ID** lookup icon to select the new schedule.



11. The **Look Up Schedule ID** pop-up window displays. Select the appropriate schedule. Use the scroll bar if necessary.



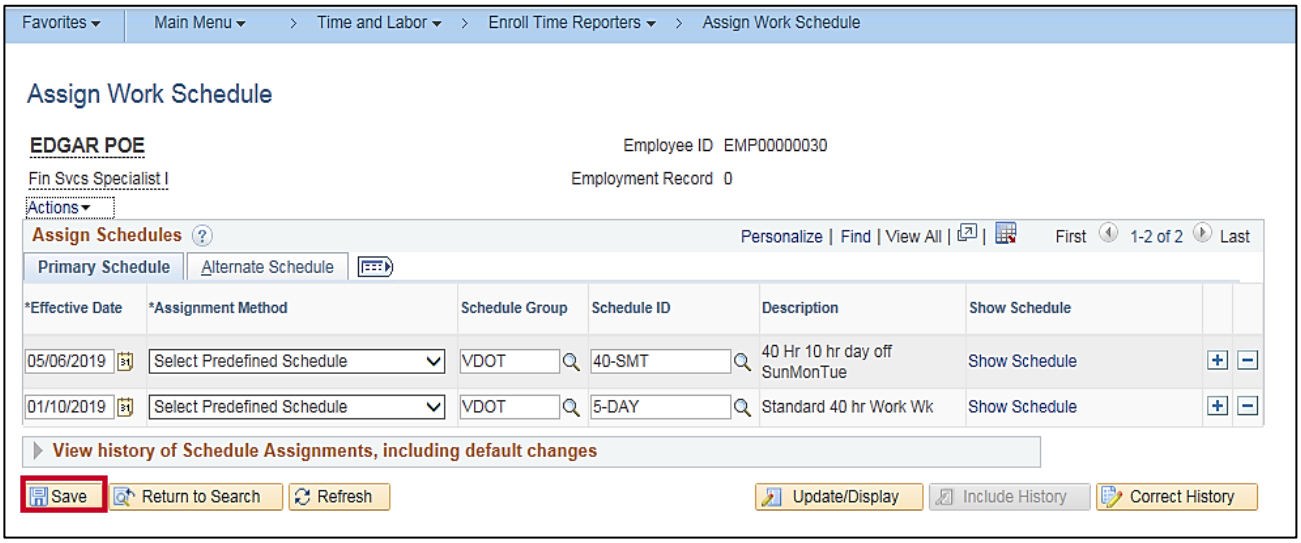
12. The selected schedule populates the **Schedule ID** and **Description** fields. To see the details of the schedule, click the **Show Schedule** link.



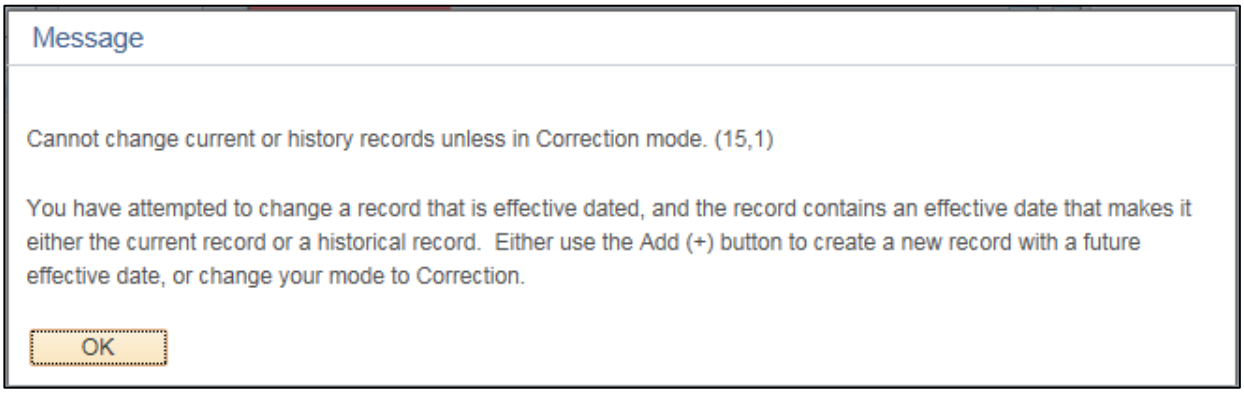
13. The **Schedule Calendar** pop-up window displays details about the schedule.

This is particularly useful if you have chosen a schedule where an employee's hours differ on alternating weeks (e.g., employee works four 10-hour days with Monday off the first week and Friday off the second week).

14. Click the **OK** button to return to the **Assign Work Schedule** page.



15. After verifying that the schedule is correct, click the **Save** button to save the schedule change.



Note: This error message indicates that you are entering the schedule change on the incorrect line or you are attempting to correct history to which you do not have the security access. Check to be sure you are making the change on the new row, which will appear at the top.

Setting Up Multiple Schedule Changes

If you are making a temporary schedule change for an employee:

1. Add another row.
2. Enter the date the schedule should change.
3. Select the **Schedule ID**.
4. Click the **Save** button.