Assign a Work Schedule

1. Open Web Browser, enter Ecotime URL
2. If Single Sign On displays, enter Active Directory User Name and Password, click Login
3. Select Manager Tasks, select Schedule, select Timesheet Group, click go
4. The following screen displays Current Employee Schedules
   - To review more employee schedules select Next Page
   - Assigned reflects an assignment, and Effective, reflects name of assigned schedule
5. Select an employee, click Add New
6. Select desired schedule
7. Selected schedule displays

![Schedule Display](image)

a. Enter **Start Date**, enter the beginning of the next pay period
b. Enter **End Date** (End Date defaults to 12/31/2099)
c. Click **Save**, when schedule is entered and saved, assigned schedule will populate employee timesheet on the next pay period

*Assignment(s) successfully saved*

![Assignment Dates](image)

d. Displays **Assignment successfully saved**

8. To return to the employee assignment screen, select **Timesheet Group** and click **go**
Delete a Work Schedule

1. Follow steps #1–#4 in **Assign a Work Schedule**
2. Select an employee, with an assigned work schedule, the following screen displays

   ![Screen Capture]

   BURKART, MICHAEL D (000110702 )

<table>
<thead>
<tr>
<th>Schedule Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Assigned By</th>
<th>Assigned On</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-F:7:00-3:30</td>
<td>02/09/2020</td>
<td>12/31/2099</td>
<td>GOMEZ, GEORGE</td>
<td>02/14/2020</td>
<td>Edit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Assign to Others</td>
</tr>
</tbody>
</table>

3. You can **Edit**, **Delete** or **Assign to Others**
4. Click **Delete**, confirmation dialog box displays, click **OK**

![Confirmation Dialog]

5. The following screen displays

   ![Screen Capture]

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<table>
<thead>
<tr>
<th>Assigned Schedules</th>
<th>Add New</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   There are no employee schedule assignments.

6. To return to the employee assignment screen, select **Timesheet Group** and click **go**

**Reminders**

- Assigned schedules eliminates the need for the employee to enter hours worked daily
- Schedules can be assigned to individuals not to **Timesheet Groups**
- Assigned schedules will display on the next pay period from when assigned
- Approved Leave Requests will override assigned schedule
- Schedules are managed by **Timekeepers**, **Supervisors** or **Delegates**, not employees
- Schedules work for single appointments not multiple appointments
- Employees can and should adjust days, for different hours worked or exception time
- Schedules are 2 week intervals – hours worked can vary by day or be identical