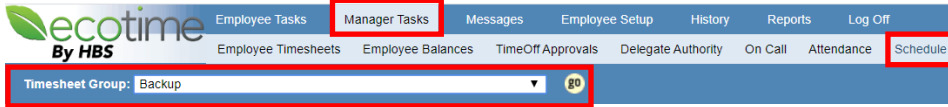


Supervisor/Timekeeper Assign and Delete Work Schedules



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**

Last Name: **GO** << Previous Page Page 1 of 3 **Next Page >>**

Create Schedule Assignments

Employee Name	Assigned	Effective
ALBERTER, LOIDA JOSON (000008530)		
BRUMFIELD, KATHRYN BURGER (000105590)		
BURKART, MICHAEL D. (000110702)	1	M-F 7:00-3:30
BURKHART, PAUL HARRY (000112080)		
CARLSON, SHIELA MARIE F. (000128057)	1	M-F 8:00 am-4:30 pm
COLEMAN, RHIANNON KEIKO (000041281)		
DEVALIA, DIVYA (000604285)	2	4x10 M-Th 7:30A
GABRIEL, ANGELINE CONSTANCE (000044107)	2	SD morning
GOMEZ, GEORGE (000301075)		
GRIFFEN, COLEEN J. (000316592)	1	

- a. To review more employee schedules select **Next Page**
 - b. **Assigned** reflects an assignment, and **Effective**, reflects name of assigned schedule
5. Select an employee, click **Add New**

ALBERTER, LOIDA JOSON (000008530)

Assigned Schedules: All **Add New**

There are no employee schedule assignments.

6. Select desired schedule

ALBERTER, LOIDA JOSON (000008530)

Assignment Schedule: <Please Select>

- <Please Select>
- <New Schedule>
- 4x10 M-Th 7:30A
- CV Test
- M - F 3:30-11
- M, Tu, Th, F 8am-1pm
- M-F
- M-F 2-1030
- M-F 3-1130pm
- M-F 6-2:30**

Supervisor/Timekeeper Assign and Delete Work Schedules



7. Selected schedule displays

Assignment Schedule: M-F 6-2:30																							
Schedule Title: M-F 6-2:30																							
Schedule Description: early shift																							
Week	Sunday			Monday			Tuesday			Wednesday			Thursday			Friday			Saturday				
	In	Out	Meal Break (min)	In	Out	Meal Break (min)	In	Out	Meal Break (min)	In	Out	Meal Break (min)	In	Out	Meal Break (min)	In	Out	Meal Break (min)	In	Out	Meal Break (min)		
1 02/23/2020 - 02/29/2020				06:00a	02:30p	30	8:00	06:00a	02:30p	30	8:00	06:00a	02:30p	30	8:00	06:00a	02:30p	30	8:00	06:00a	02:30p	30	8:00
2 03/01/2020 - 03/07/2020				06:00a	02:30p	30	8:00	06:00a	02:30p	30	8:00	06:00a	02:30p	30	8:00	06:00a	02:30p	30	8:00	06:00a	02:30p	30	8:00

Assignment Dates

Start Date: End Date:

[Refresh Schedule View](#)

- 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

Start Date: End Date:

[Refresh Schedule View](#)

[Save](#)

- 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

BURKART, MICHAEL D (000110702)

Assigned Schedules All					Add New
Schedule Title	Start Date	End Date	Assigned By	Assigned On	Action
M-F 7:00-3:30	02/09/2020	12/31/2099	GOMEZ, GEORGE	02/14/2020	Edit Delete Assign to Others

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

test.ecotimebyhbs.com says

Would you like to delete current schedule assignment?

5. The following screen displays

BURKART, MICHAEL D (000110702)

Assigned Schedules All	Add New
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