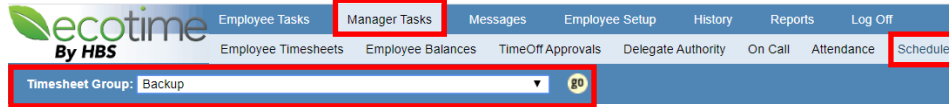


Create a Work Schedule

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**



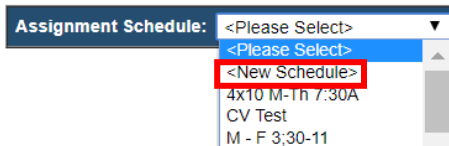
4. The following screen displays current **Employee Schedules**

Last Name: **GO** [[<< Previous Page](#)] Page 1 of 3 [[Next Page >>](#)]

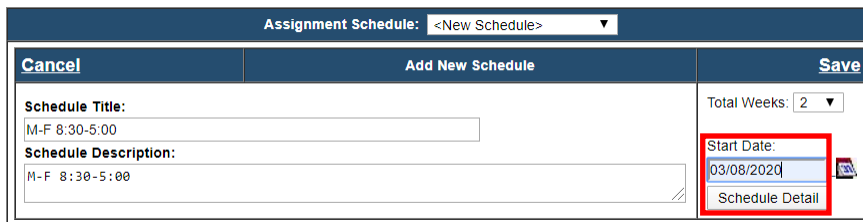
Create Schedule Assignments

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 (000126057)	1	M-F 8:00 am-4:30 pm
COLEMAN, RHIANNON KEIKO (000041281)		
DEVALIA, DIVYA (000604295)	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. To create a new schedule, Click **Create Schedule Assignments**, the following screen displays



6. Select **New Schedule**, the following screen displays



7. Enter **Schedule Title**, **Schedule Description**, retain **Total Weeks** default of 2, enter **Start Date** of following Pay Period, click **Schedule Detail**

8. The following screen displays

Week	1 (03/08/2020 - 3/14/2020)					2 (3/15/2020 - 3/21/2020)				
Weekday	Select	Time In	Time Out	Meal Break (min)	Duration	Select	Time In	Time Out	Meal Break (min)	Duration
Sunday	<input type="checkbox"/>				0.00	<input type="checkbox"/>				0.00
Monday	<input type="checkbox"/>	08:30 A.M.	05:00 P.M.	30	8.00	<input type="checkbox"/>	08:30 A.M.	05:00 P.M.	30	8.00
Tuesday	<input type="checkbox"/>	08:30 A.M.	05:00 P.M.	30	8.00	<input type="checkbox"/>	08:30 A.M.	05:00 P.M.	30	8.00
Wednesday	<input type="checkbox"/>	08:30 A.M.	05:00 P.M.	30	8.00	<input type="checkbox"/>	08:30 A.M.	05:00 P.M.	30	8.00
Thursday	<input type="checkbox"/>	08:30 A.M.	05:00 P.M.	30	8.00	<input type="checkbox"/>	08:30 A.M.	05:00 P.M.	30	8.00
Friday	<input type="checkbox"/>	08:30 A.M.	05:00 P.M.	30	8.00	<input type="checkbox"/>	08:30 A.M.	05:00 P.M.	30	8.00
Saturday	<input type="checkbox"/>				0.00	<input type="checkbox"/>				0.00

9. Enter **In 8:30 A.M., Out 5:00 P.M., Meal – 30**
 - a. Select the days of week, schedule applies to, click **Apply Schedule**
 - b. In upper right hand corner of the screen, click **Save**

10. New schedule displays

Assignment Dates

Start Date: 03/08/2020 End Date: 12/31/2099

[Refresh Schedule View](#)

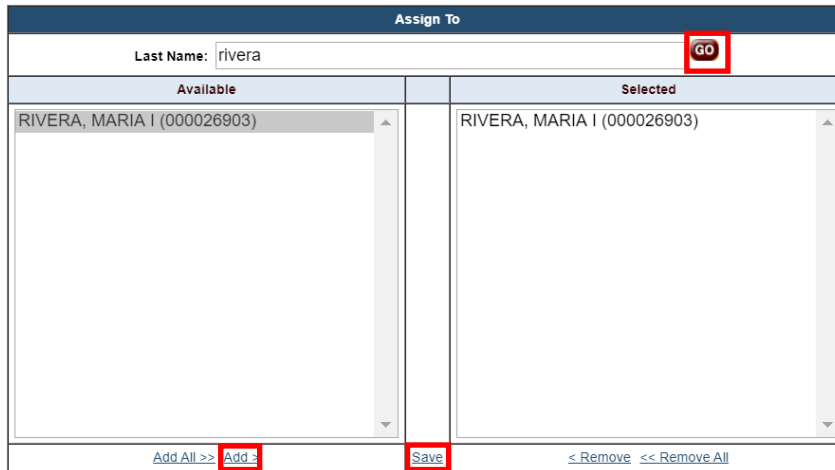
Assign To

Last Name:

GO

- a. To assign this schedule, enter **Start Date**, enter the beginning of the next pay period
- b. Enter **End Date** (End Date defaults to 12/31/2099)
- c. Enter **Last Name** of employee, click **GO**

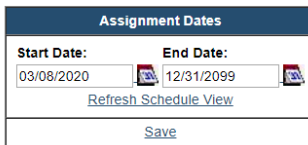
11. The following screen displays



- In **Available**, select employee, click **Add**, employee moves to **Selected**
- You could continue to enter employee **Last Name**, click **GO**, to enter more employees to this schedule
- Click **Save**
- When schedule is entered and saved, assigned schedule will populate employee timesheet on the next pay period

12. Displays **Assignment(s) successfully saved**

Assignment(s) successfully saved



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