

Managing Schedule Changes from MSS Fluid Pages

The Managing Schedule page allows you to update employee schedules as necessary. You are also able to immediately verify that the updates have been made by navigating to the employee's Timesheet.

Step	Action									
1	Select Manager Self Service from the dropdown.									
	From the Manager Self Service Dashboard select the Timekeeping tile									
	LTT	~ M	anager Self Service							
2	Approve Payable Tim	te Timekeeping	ping page by selecting th	e New Window l ink.						
	Timesheet	New Window Help Personalize Pa								
	Weekly Schedules									
	Weekly Time Entry	Employee Selection								
	178 Weekly Time Summary	Employee Selection Criteria	Get Employees							
	Payable Time	Time Reporter Group	0	Clear Criteria						
	Leave / Comp Time	Employee ID	Q	Save Criteria						
	Manage Exceptions	Empl Record	٩							
	Manager Search Options	Last Name	Q							
	Manage Schedules	First Name	٩							
		Business Unit	٩							
3	Using Window One (Timekeeping Tile) search for and select the employee whose									
	schedule you need	chedule you need to change.								

	access.									
	🗞 Timesheet 🗸 🗸	C Timesheet Veekly Schedules New Window Help Persona								
	Report Time	▼ Employee Selection								
	Weekly Time Entry	Employee Selection Criteria	Employee Selection Criteria							
	Weekly Time Summary	Selection Criterion	Selection Criterion Va	lue	Cle	ar Criteria				
	Payable Time	Time Reporter Group		Q	Sa	ve Criteria				
	Leave / Comp Time	Employee ID		۹		o ontona				
	Manage Exceptions	Empl Record		۹						
	Manager Search Options	Last Name		Q						
	Manage Schedules	First Name		٩						
		Business Unit		۹						
	Weekly Time Summary Payable Time Up Leave / Comp Time C Manage Exceptions	Weekly Time Summary Date 04/11/2021 Imit Ministry Payable Time Schedule Group Previous Week Next Week Imit Leave / Comp Time Imit Diverse For Mellssa Sullivan @ Imit Comp Time Imit Leave / Comp Time Imit Comp Time Imit Comp Time								
	Manager Search Options	Schedule Detail Demographics	ll•		Sunday	Monday				
	Manage Schedules	elect Last Name First Name	me Employee ID	Empl Record Job Title	04/11/21	04/12/21				
	1				OFF	<u>6 Hours</u>				
		D Mullen Melissa	10008161	0 Police Lieutenan	t					
	Update the scheet	dule as needed and	select Save at a	0 Police Lieutenan	f the page.					
	Update the scheel	Actions Job Title Police Lieutenar	select Save at a	0 Police Lieutenan	f the page.					
	Update the scheet	Multen Melissa dule as needed and Actions- Job Title Police Lieutenar •	select Save at a	0 Police Lieutenan	f the page.					
	Update the scheet	Actions- Job Title Police Lieutenar Actions- Job Title Police Lieutenar Refresh Schedule *Schedule Type Elapsed	10008161 select Save at a nt "Punch Pattern Dt	0 Police Lieutenan	f the page. Record Number 0 Default Taskgroup UM_E	XP Q				
	Update the scheet	Mullen Melissa dule as needed and Actions Job Title Police Lieutenar • Instructions Refresh Schedule *Schedule Type Elapsed Refresh Schedule	10008161 select Save at nt Kexisting schedule will be cleared a	O Police Lieutenan the bottom of Employment fault ind refreshed based on the selection	f the page. Record Number 0 Default Taskgroup UM_E s made.)	XP Q				
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	Update the scheet	Mulion Molissa	10008181 select Save at nt Keinstein Schedule will be cleared a Gewents Task Beporting Element askgroup	Police Lieutenan	t f the page. Record Number 0 Default Taskgroup UM_E s made.) Sched Hrs	XP Q				
	Update the scheet	Mullen Melissa	10008161 Select Save at nt Punch Pattern (Existing schedule will be cleared a Elements Task Beporting Element askgroup UM_EXP Q	C Police Lieutenan The bottom of Employment fault off Shift Off Shift	t f the page. Record Number 0 Default Taskgroup UM_E s made.) Sched Hrs 8.00 +	XP Q				

7	Confirm the Save by clicking OK.						
	Timesheet						
	Schedule Detail for 04/11/2021						
	Save Confirmation						
	The Save was successful.						
	Weekly Time Summary OK						
	Payable Time						
	👔 Leave / Comp Time						
	Wanage Exceptions						
	Manager Search Options						
	Manage Schedules						
8	Once you confirm (SAVE) the change you are brought back to the original search page						
	If you want to make another schedule change for that same employee, scroll to the						
	bottom of the page.						
	If you want to make enables askedule shares an a different employee shares the						
	If you want to make another schedule change on a different employee change the						
	employee search criteria and continue.						
9.	To verify that the schedule change has been performed, click the second window and						
	select the employee for whom you have just made the schedule change.						
	∠ Manager Self Service UMass Timekeeping						
	👃 Timesheet 🔷 Enter Time						
	Enter Time Select Employee 1 ro						
	Time Summary						
	Interview Name/Title Exceptions Hours to be Approved Consent Term Jamie Lamie Lamie Lamie						
	Sr Fin Applications Analyst						
	Weekly Time Entry 10042181 0 Budget and Financial Planning						
	🔞 Weekly Time Summary						
	Payable Time						
	I Leave / Comp Time						
10	la Timesheet						
	Scheduled 75.00 Reported 7.5 Hours						
	View Legend Submit						
	Week tof 2)						
	Weekly Time Entry *Time Reporting Code / Time *Time Reporting Code / Time 11-Sunday 12-Monday 13-Tuesday 14-Wednesday 15-Thursday 16-Friday 17-Saturday						
	Weekly Time Summary						
	Scheduled 75 Reported 0 Reported						
	Illi Leave / Comp Time						
	Comments V V V V V						
	In this example the day off was switched (Sunday and Monday)						