Update Employee Work Schedule

Supervisor

Start → Determines employee schedule change is necessary → Select new employee schedule in Manager Self Service (MSS) → Schedule available for selection?

Note: Timekeeper can also update employee schedule

Schedule available for selection? — Yes → Update employee schedule → Inform employee of the updated schedule → End

Schedule available for selection? — No → Advise Timekeeper that schedule does not exist

Timekeeper

Submit a ticket to SalesForce to add a new schedule option

Inform Supervisor that new schedule is available
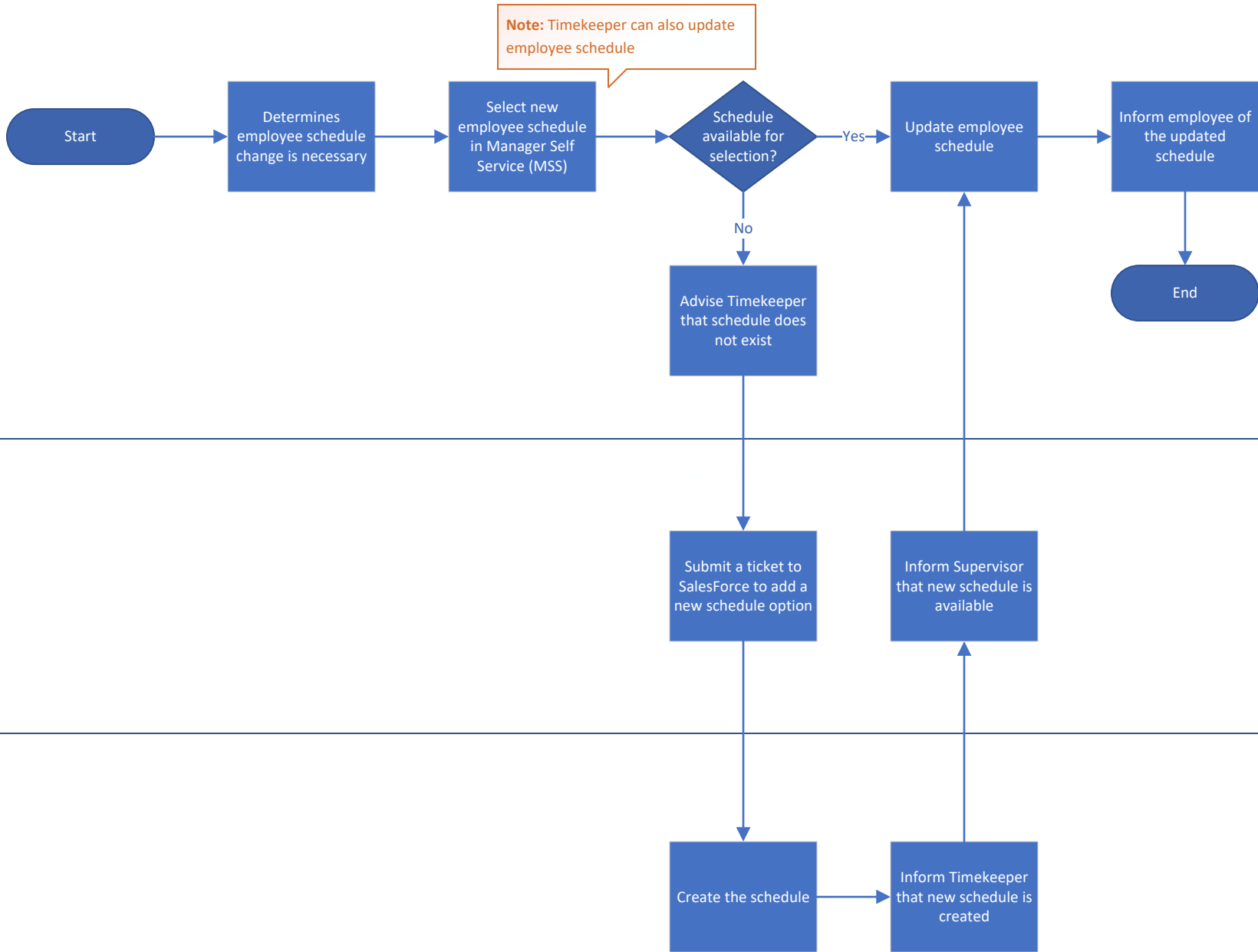
Technical Services Office (TSO)

Create the schedule → Inform Timekeeper that new schedule is created