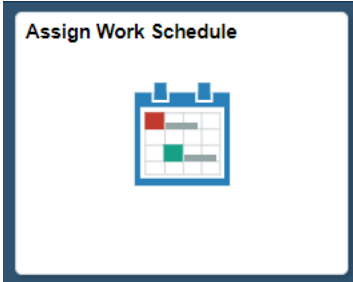


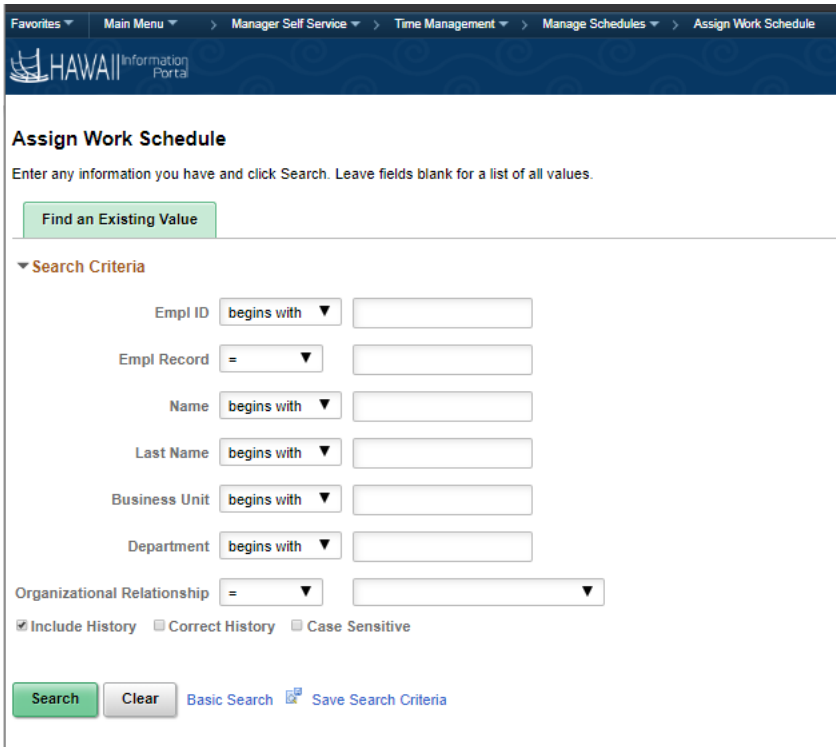
Update Employee Work Schedule

In situations where the employee's schedule needs to be updated in HIP, follow the below procedures.

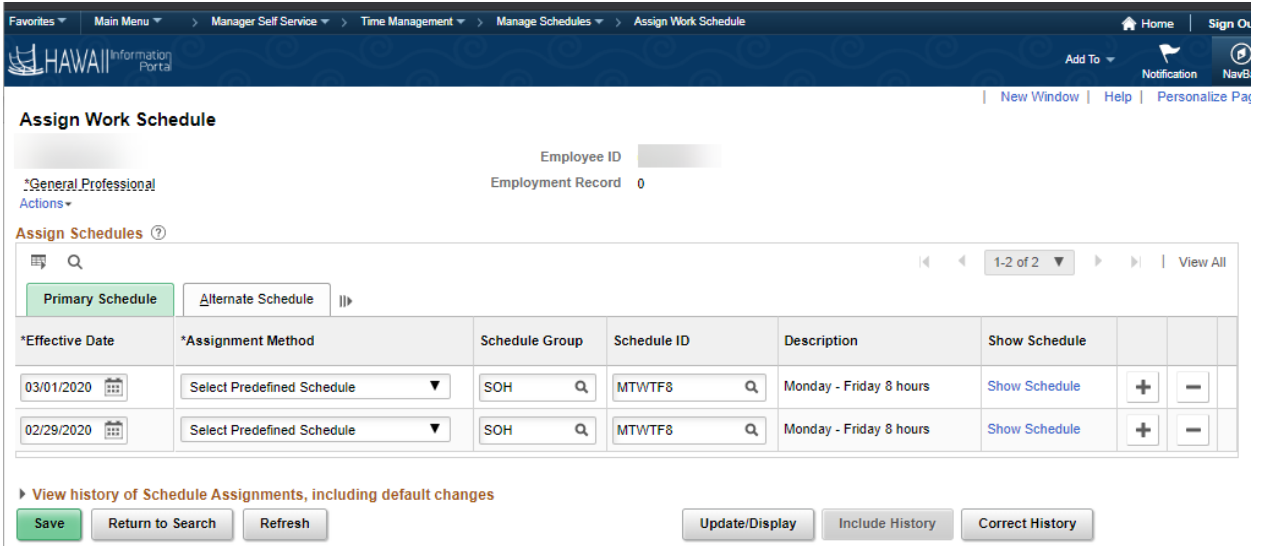
1. Click the Assign Work Schedule tile in the Manager Self Service Home Page.



- a. If the tile does not exist, you may also navigate to the page with the following path:
Manager Self Service > Time Management > Manage Schedules > Assign Work Schedules
2. Search for the employee using the search page

A screenshot of the "Assign Work Schedule" search page. The breadcrumb trail at the top reads: Favorites > Main Menu > Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule. The page title is "Assign Work Schedule". Below the title is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a green button labeled "Find an Existing Value". Under the heading "Search Criteria", there are several search fields: "Empl ID" (dropdown: begins with, text input), "Empl Record" (dropdown: =, text input), "Name" (dropdown: begins with, text input), "Last Name" (dropdown: begins with, text input), "Business Unit" (dropdown: begins with, text input), "Department" (dropdown: begins with, text input), and "Organizational Relationship" (dropdown: =, dropdown menu). At the bottom, there are checkboxes for "Include History" (checked), "Correct History", and "Case Sensitive". There are also buttons for "Search" (green), "Clear" (grey), "Basic Search" (with a magnifying glass icon), and "Save Search Criteria" (with a save icon).

3. The Employee's schedule assignment will appear



Assign Work Schedule

Employee ID [Redacted]
Employment Record 0

*General Professional
Actions

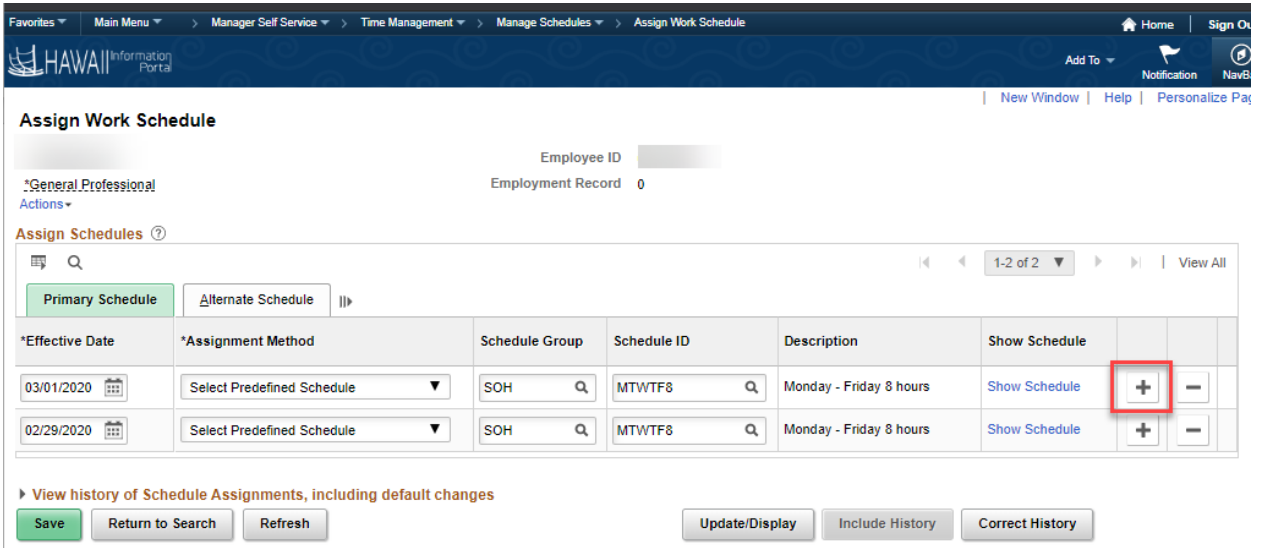
Assign Schedules (?)

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
03/01/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours	Show Schedule	+	-
02/29/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours	Show Schedule	+	-

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct History

4. To update the employee's schedule, add a new row



Assign Work Schedule

Employee ID [Redacted]
Employment Record 0

*General Professional
Actions

Assign Schedules (?)

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
03/01/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours	Show Schedule	+	-
02/29/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours	Show Schedule	+	-

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct History

5. The new row will appear at the top. Change the date to when the schedule should be effective

Assign Work Schedule

Employee ID [redacted]
Employment Record 0

General Professional
Actions

Assign Schedules ?

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
04/01/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Thursday 10 hours	Show Schedule	+	-
03/01/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours	Show Schedule	+	-
02/29/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours	Show Schedule	+	-

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct History

6. Go to the Schedule ID section and look for the new schedule

Assign Work Schedule

Employee ID [redacted]
Employment Record 0

General Professional
Actions

Assign Schedules ?

*Effective Date	*Assignment Method	Schedule Group	Schedule ID
04/01/2020	Select Predefined Schedule	SOH	MTWTF8
03/01/2020	Select Predefined Schedule	SOH	MTWTF8
02/29/2020	Select Predefined Schedule	SOH	MTWTF8

Look Up Schedule ID

Set ID STATE

Schedule ID begins with [input]

Description begins with [input]

Search Clear Cancel Basic Lookup

Search Results

View 100 1-12 of 12

Schedule ID	Description
DEFSCHD	Default State Schedule
FSSMT8	Friday - Tuesday 8 Hours
MTWT10	Monday - Thursday 10 hours
MTWTF4	Monday - Friday 04 Hours
MTWTF8	Monday - Friday 8 hours
SMTWT8	Sunday - Thursday 8 Hours
SMWFS-8	Sun-Mon, Wed, Fri-Sat - 8
SMWFS8	Sun.-Mon., Weds., & Fri.-Sat 8
SSMTW8	Saturday - Wednesday 8 Hours
TFSSM8	Thursday - Monday 8 Hours
TWTF8	Tuesday - Saturday 8 hours
WTFSS8	Wednesday - Sunday 8 Hours

a. If the schedule doesn't exist, work with your division Timekeeper to make a ticket to create a new schedule

7. Review that the correct schedule has been selected. You may click Show Schedule to see how the new schedule looks within a certain period

Assign Work Schedule

Employee ID [redacted] Employment Record 0

*General Professional

Assign Schedules

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
04/01/2020	Select Predefined Schedule	SOH	MTWT10	Monday - Thursday 10 hours	Show Schedule
03/01/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours	Show Schedule
02/29/2020	Select Predefined Schedule	SOH	MTWTF8	Monday - Friday 8 hours	Show Schedule

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct History

Schedule Calendar

Employee ID [redacted] Employment Record Nbr 0

Schedule Group SOH State of Hawaii

Schedule ID MTWT10 Monday - Thursday 10 hours

Workgroup BU13EX Ex Hourly/Salaried BU 13

From Date 04/01/2020 Load Calendar Previous Period Next Period

Schedule Calendar

Day	Date	Workday ID	Shift ID	Sched Hrs	Shift Detail
Wednesday	04/01/2020	WEEKDAY	10HRDAY	10.00	Shift Detail
Thursday	04/02/2020	WEEKDAY	10HRDAY	10.00	Shift Detail
Friday	04/03/2020	WEEKOFF	OFF		
Saturday	04/04/2020	WEEKOFF	OFF		
Sunday	04/05/2020	WEEKOFF	OFF		
Monday	04/06/2020	WEEKDAY	10HRDAY	10.00	Shift Detail
Tuesday	04/07/2020	WEEKDAY	10HRDAY	10.00	Shift Detail


OK Cancel Refresh

a.

8. If the entry looks okay, click save

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Manage Schedules](#) > [Assign Work Schedule](#)

[Home](#) | [Sign Out](#)



[Add To](#) | [Notification](#) | [NavBar](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Assign Work Schedule

Employee ID
Employment Record 0

[General Professional](#)
[Actions](#)

Assign Schedules [?](#)

1-3 of 3 | [View All](#)

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
04/01/2020 <input type="text"/>	Select Predefined Schedule <input type="text"/>	SOH <input type="text"/>	MTWT10 <input type="text"/>	Monday - Thursday 10 hours	Show Schedule	<input style="width: 20px; height: 20px;" type="button" value="+"/>	<input style="width: 20px; height: 20px;" type="button" value="-"/>
03/01/2020 <input type="text"/>	Select Predefined Schedule <input type="text"/>	SOH <input type="text"/>	MTWTF8 <input type="text"/>	Monday - Friday 8 hours	Show Schedule	<input style="width: 20px; height: 20px;" type="button" value="+"/>	<input style="width: 20px; height: 20px;" type="button" value="-"/>
02/29/2020 <input type="text"/>	Select Predefined Schedule <input type="text"/>	SOH <input type="text"/>	MTWTF8 <input type="text"/>	Monday - Friday 8 hours	Show Schedule	<input style="width: 20px; height: 20px;" type="button" value="+"/>	<input style="width: 20px; height: 20px;" type="button" value="-"/>

[View history of Schedule Assignments, including default changes](#)