

Job Aide – How to Change an Employee’s Schedule

1. Log into the OneUSG Connect application
 - a. From “Manager Self Service”
 - b. Click on the “Team Time” tile
 - c. Select “Assign Work Schedule”
 - i. To search for an individual
 1. Enter the Last Name of Employee ID
 2. Click the “Search” button
 - ii. To see a list of all of your employees
 1. Leave all fields blank
 2. Click the “Search” button
 3. Select the employee you want from the list
2. The “Assign Work Schedule” page will be displayed
 - a. Lists the Effective Date of the Current Schedule
 - i. Schedule ID
 - ii. Description
 - b. Click the “Show Schedule” link to see the schedule details
 - c. Click the “Shift Detail” link to see if this is an employee who reports time by using elapsed time or punch time.
 - d. Click “OK” to close the Pop Up window
3. To assign a Predefined Schedule
 - a. Click the “Add a Row” icon (+) at the end of the current first row
 - b. In the effective date field, enter the date or use the calendar. This date should be the beginning of the next pay period.
 - c. In the “Assignment Method” drop down, choose “Select Predefined Schedule”
 - d. Select the Schedule ID Look Up icon
 - e. Choose the schedule from the listing.
 - i. Elapsed time schedules begin with “E”
 - ii. Punch time schedules begin with “P”
 - iii. Schedule description indicates the hours, days, and shift times
 - iv. Schedules without set days and/or times begin with “USG”

- f. Click the “Show Schedule” link to see additional details about the schedule
 - g. Click the “Save” button
- 4. To assign the USG Default Schedule
 - a. Click the “Add a Row” icon (+) at the end of the current first row
 - b. In the effective date field, enter the date or use the calendar. This date should be the beginning of the next pay period.
 - c. In the “Assignment Method” drop down, choose “Default Schedule”
 - d. Click the “Show Schedule” link to see the USG Default Schedule details
 - e. Click the “Save” button
- 5. To assign a Personal Schedule (you cannot find one that applies in the list)
 - a. Contact Payroll Services to request that a schedule be added by Shared Services (if possible)
 - b. Payroll Services will submit a ticket with your schedule details