

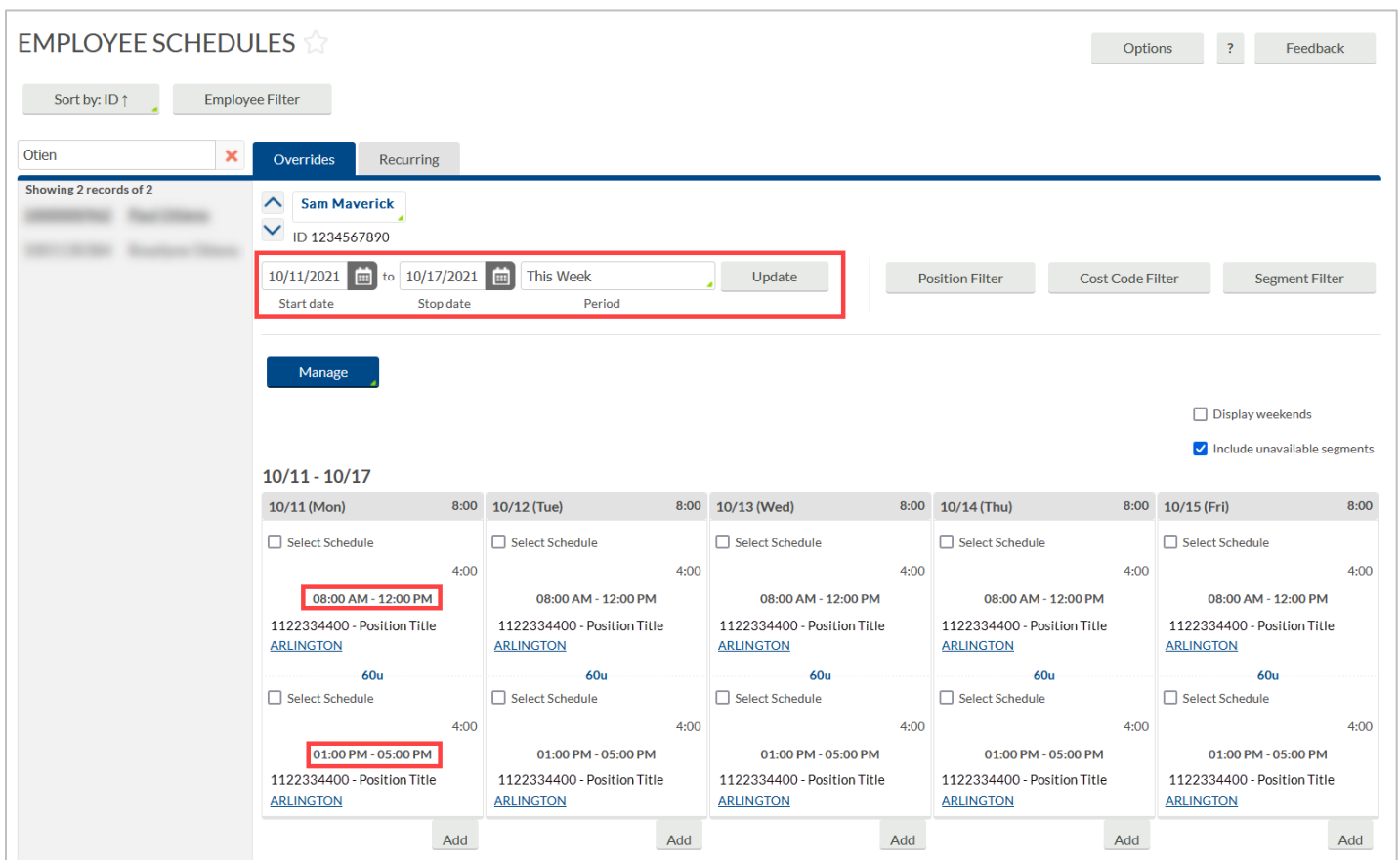
Viewing and Maintaining Employee Schedules in TCP Job Aid

Schedules for each hourly and casual non-exempt employee will need to be kept up to date because the attendance policy and occurrences depend on accurate scheduling. Employees will have a default schedule added in TCP, based on their position classification, that can be modified by Timekeepers if necessary.

- Classified Non-Exempt and Hourly: 8:00am-5:00pm with 1-hour lunch break
- Casual, Student Worker and Workstudy: no schedule

Viewing Employee Schedules

1. Click on Schedules, then Employee.
2. Click on an employee in the Employee List or search for an employee by typing their name or portion of their name, or their 10-digit employee ID number in the search box.
3. Adjust the Start Date and End Date to view schedules for a specified date range and click Update.

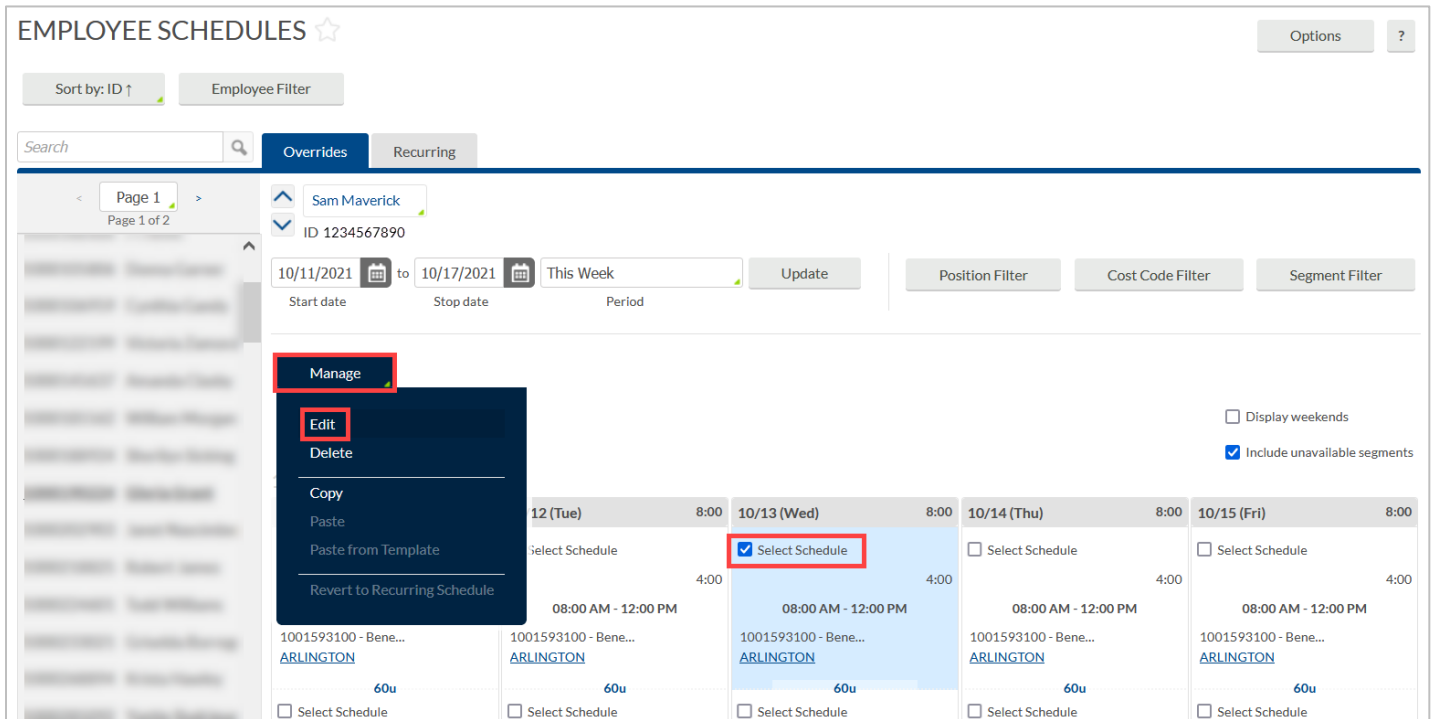


The screenshot shows the 'EMPLOYEE SCHEDULES' interface. At the top, there are navigation buttons for 'Options', '?', and 'Feedback'. Below that, there are filters for 'Sort by: ID ↑' and 'Employee Filter'. A search bar contains the name 'Otien'. The main section is titled 'Overrides' and 'Recurring'. It shows 'Showing 2 records of 2' for 'Sam Maverick' with ID '1234567890'. A date range selector is highlighted with a red box, showing '10/11/2021' to '10/17/2021' for 'This Week', with an 'Update' button. Below this are filters for 'Position Filter', 'Cost Code Filter', and 'Segment Filter'. A 'Manage' button is also present. There are checkboxes for 'Display weekends' (unchecked) and 'Include unavailable segments' (checked). The main content is a grid of schedules for the dates 10/11 (Mon) through 10/15 (Fri). Each date has two time slots: 8:00-4:00 and 01:00 PM-05:00 PM. The 8:00-4:00 slot is highlighted with a red box. Each slot includes a 'Select Schedule' checkbox, the time range, the employee ID '1122334400', the position title 'ARLINGTON', and a '60u' unit value. 'Add' buttons are located at the bottom of each column.

Editing Employee Schedules

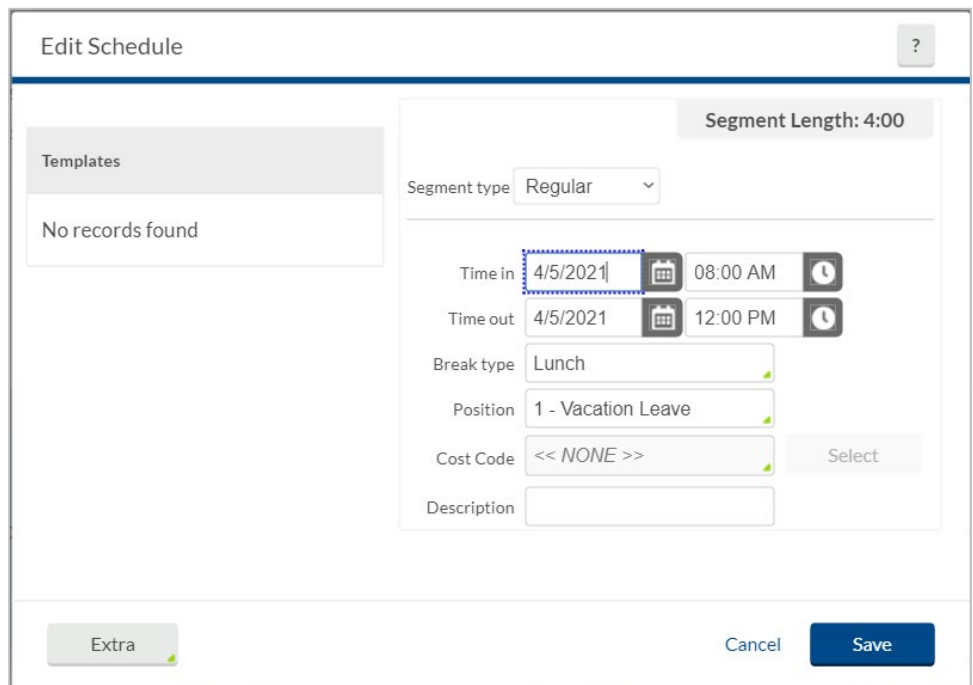
- To edit the schedule, right click on a shift and click Edit. Or click the Select Schedule checkbox for the shift, click the Manage button, and select Edit.

Note: You can only edit one schedule shift at a time.



The screenshot shows the 'EMPLOYEE SCHEDULES' interface for Sam Maverick (ID 1234567890). The calendar view displays shifts for the week of 10/11/2021 to 10/17/2021. A context menu is open over the 10/13 (Wed) shift, with 'Edit' highlighted. The 'Select Schedule' checkbox for that shift is also highlighted. The interface includes filters for Position, Cost Code, and Segment, and options to display weekends and include unavailable segments.

- Adjust the Time In, Time Out, and Position as needed.
- When finished, click Save.



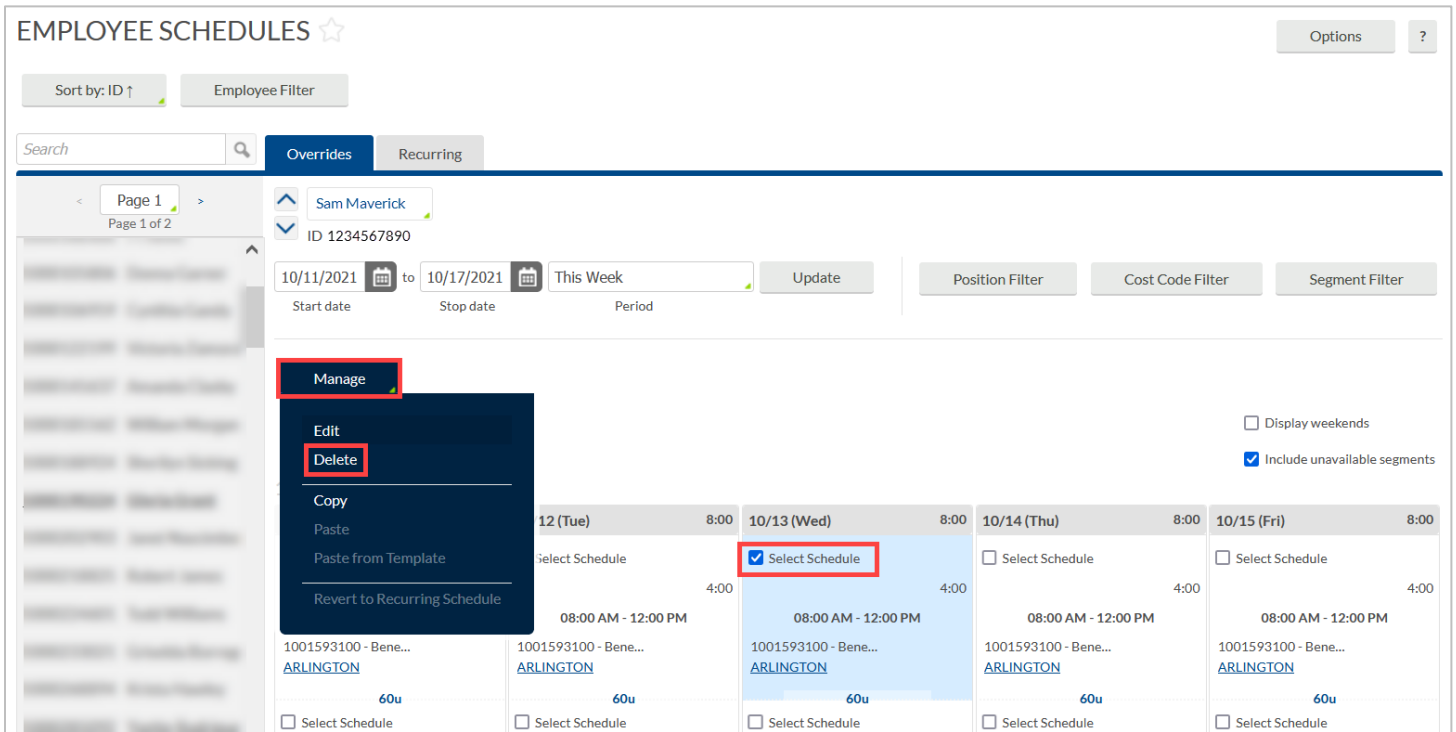
The 'Edit Schedule' dialog box shows the following details:

- Segment Length: 4:00
- Segment type: Regular
- Time in: 4/5/2021 08:00 AM
- Time out: 4/5/2021 12:00 PM
- Break type: Lunch
- Position: 1 - Vacation Leave
- Cost Code: << NONE >>
- Description: (empty)

Buttons at the bottom include 'Extra', 'Cancel', and 'Save'.

Deleting Employee Schedules

1. To delete a schedule for a shift day, right click on the day and click Delete. Or click the Select Schedule checkbox for the shift, click the Manage button, and select Delete.



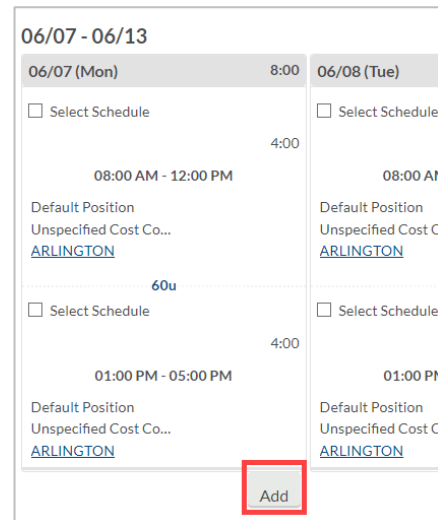
The screenshot shows the 'EMPLOYEE SCHEDULES' interface for Sam Maverick (ID 1234567890). The interface includes a search bar, filters for 'Overrides' and 'Recurring', and a date range from 10/11/2021 to 10/17/2021. A table displays schedule segments for days 10/12 (Tue), 10/13 (Wed), 10/14 (Thu), and 10/15 (Fri). Each segment shows a time range (08:00 AM - 12:00 PM), a position (1001593100 - Bene... ARLINGTON), and a unit value (60u). A context menu is open over the 10/13 segment, with the 'Delete' option highlighted. The 'Select Schedule' checkbox for the 10/13 segment is also checked.

2. To delete schedules for multiple days, click the check box for Select Schedule on each day, right click, and click Delete.
3. A pop-up window will display asking if you are sure you want to delete the segment(s). Click OK to continue or Cancel to return without cancelling the segment.

Note: When a recurring schedule is edited or deleted, it will be marked as Overridden. This is done to indicate that the schedule has been changed from the employee's regularly scheduled time.

Adding a Schedule

1. To add a schedule for a day that does not currently have a schedule or to add an additional scheduled segment to an existing schedule, click Add.



The screenshot shows a detailed view of a schedule for the period 06/07 - 06/13. It displays two columns for 06/07 (Mon) and 06/08 (Tue). Each column shows a time slot (08:00 AM - 12:00 PM and 01:00 PM - 05:00 PM) with associated details like 'Default Position' and 'Unspecified Cost Co... ARLINGTON'. A unit value of 60u is shown. At the bottom right, an 'Add' button is highlighted with a red box.

2. Enter the Time In.
3. Enter the Time Out.
4. Select a Position.
5. When finished, click Save.

The screenshot shows the 'Add Schedule' form with the following details:

- Segment Length: 2:00
- Segment type: Regular
- Time in: 6/7/2021 07:00 PM
- Time out: 6/7/2021 09:00 PM
- Break type: << NONE >>
- Position: 1001051900 - Building Supi
- Cost Code: << NONE >>
- Description: work UTA event
- Days: 1

Buttons at the bottom: Extra, Cancel, Save.

Note: Adding a schedule on the Overrides tab will not result in the schedule recurring in future weeks. These additions are one-time only changes.