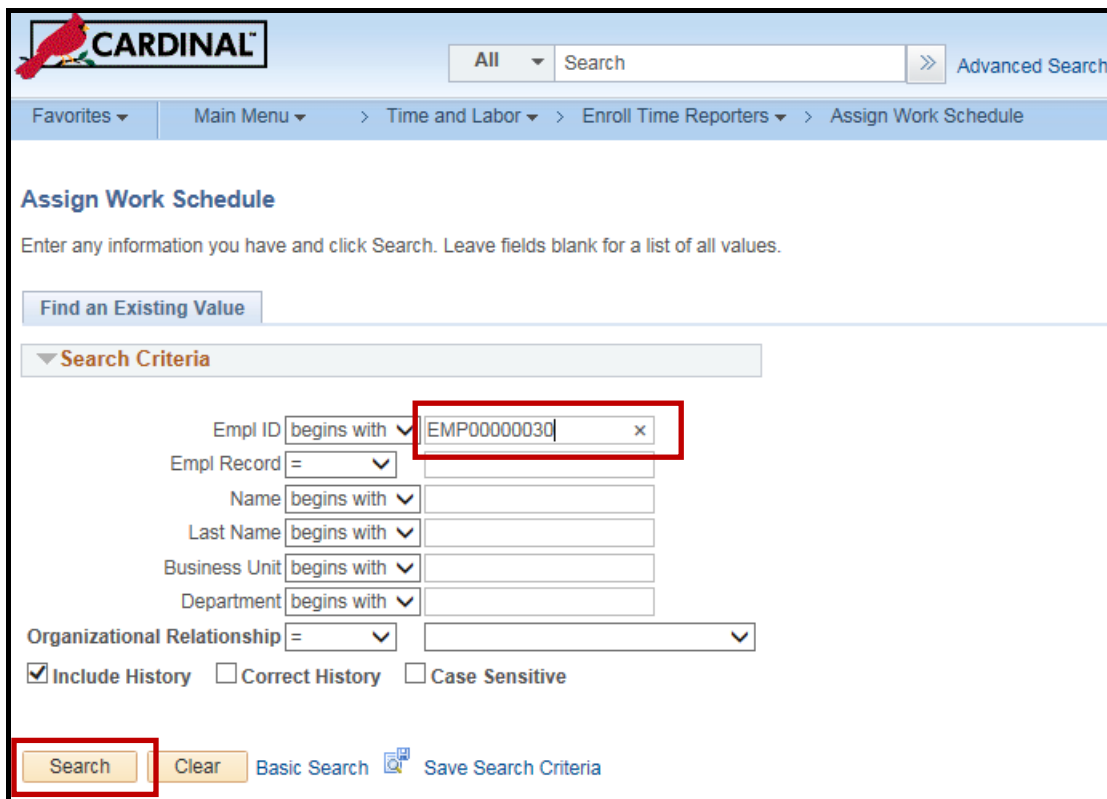


About Changing an Employee's Work Schedule

This document provides the step-by-step instructions for making a schedule change in Cardinal.

1. To change an employee's work scheduled, access the **Assign Work Schedule** page using the following path:

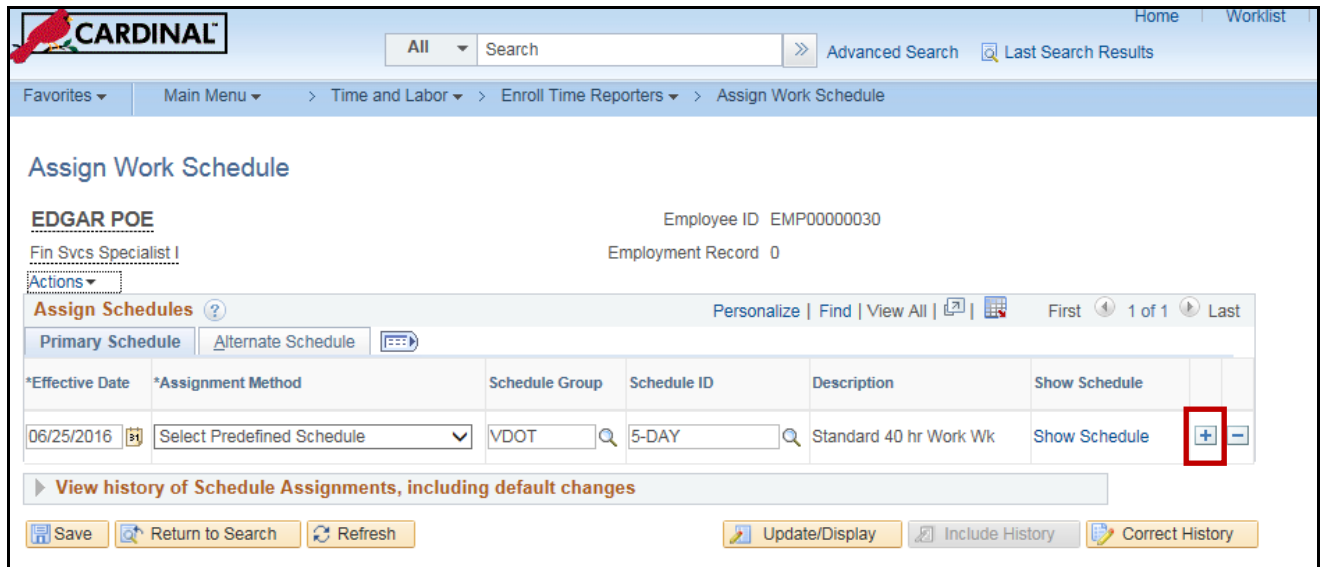
Cardinal Financials > Cardinal HCM > Time and Labor > Enroll Time Reporters > Assign Work Schedule



The screenshot shows the 'Assign Work Schedule' page in the Cardinal HCM system. The page has a blue header with the 'CARDINAL' logo and a search bar. Below the header is a breadcrumb trail: 'Main Menu > Time and Labor > Enroll Time Reporters > Assign Work Schedule'. The main content area is titled 'Assign Work Schedule' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below this is a 'Search Criteria' section with several dropdown menus: 'Empl ID' (set to 'begins with' and containing 'EMP00000030'), 'Empl Record' (set to '='), 'Name' (set to 'begins with'), 'Last Name' (set to 'begins with'), 'Business Unit' (set to 'begins with'), and 'Department' (set to 'begins with'). There is also an 'Organizational Relationship' dropdown set to '='. At the bottom of the search criteria are three checkboxes: 'Include History' (checked), 'Correct History' (unchecked), and 'Case Sensitive' (unchecked). At the bottom of the page are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

2. Enter the employee ID in the **Empl ID** field. If you don't have the ID, use the **Name** and **Last Name** fields.
3. Click the **Search** button.

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Assign Work Schedule

EDGAR POE Employee ID EMP00000030
 Fin Svcs Specialist I Employment Record 0

Assign Schedules Personalize | Find | View All | First 1 of 1 Last

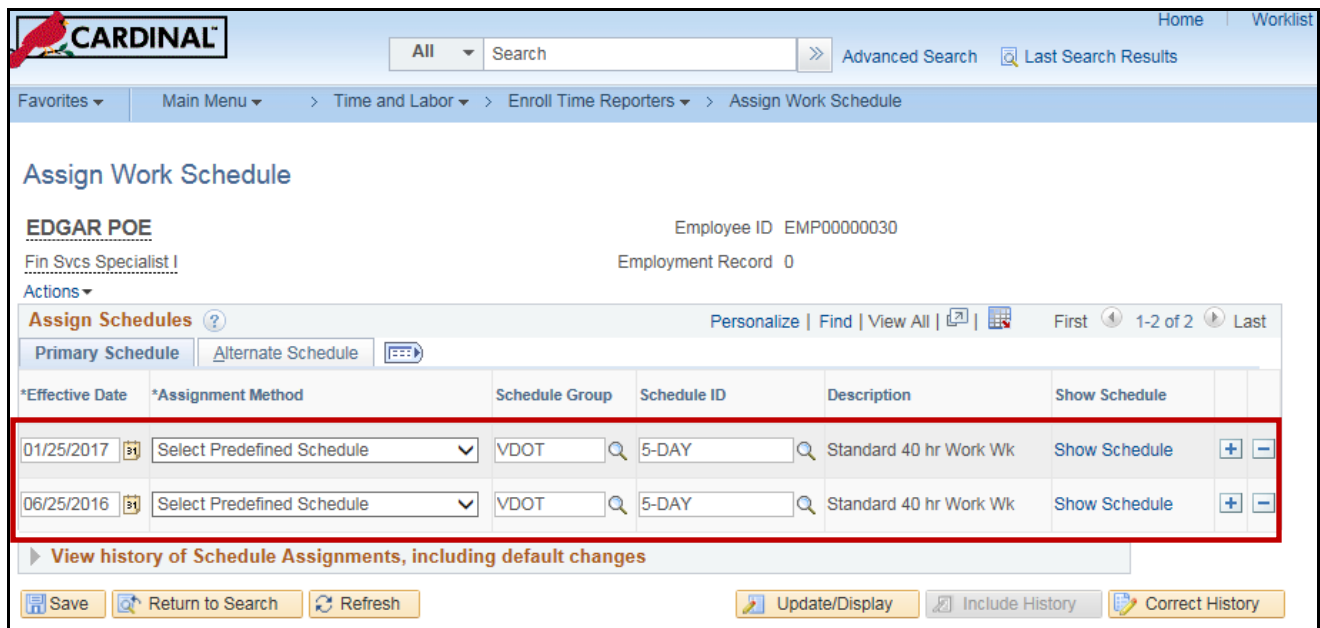
Primary Schedule Alternate Schedule

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
06/25/2016	Select Predefined Schedule	VDOT	5-DAY	Standard 40 hr Work Wk	Show Schedule + -

View history of Schedule Assignments, including default changes

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

4. The **Assign Work Schedule** page displays. There are two tabs:
 - a. **Primary Schedule:** Use this tab to update the Primary schedule.
 - b. **Alternate Schedule:** This tab is not used.
5. To change an employee's primary schedule, click the **+** button to add a new row.



Assign Work Schedule

EDGAR POE Employee ID EMP00000030
 Fin Svcs Specialist I Employment Record 0

Assign Schedules Personalize | Find | View All | First 1-2 of 2 Last

Primary Schedule Alternate Schedule

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
01/25/2017	Select Predefined Schedule	VDOT	5-DAY	Standard 40 hr Work Wk	Show Schedule + -
06/25/2016	Select Predefined Schedule	VDOT	5-DAY	Standard 40 hr Work Wk	Show Schedule + -

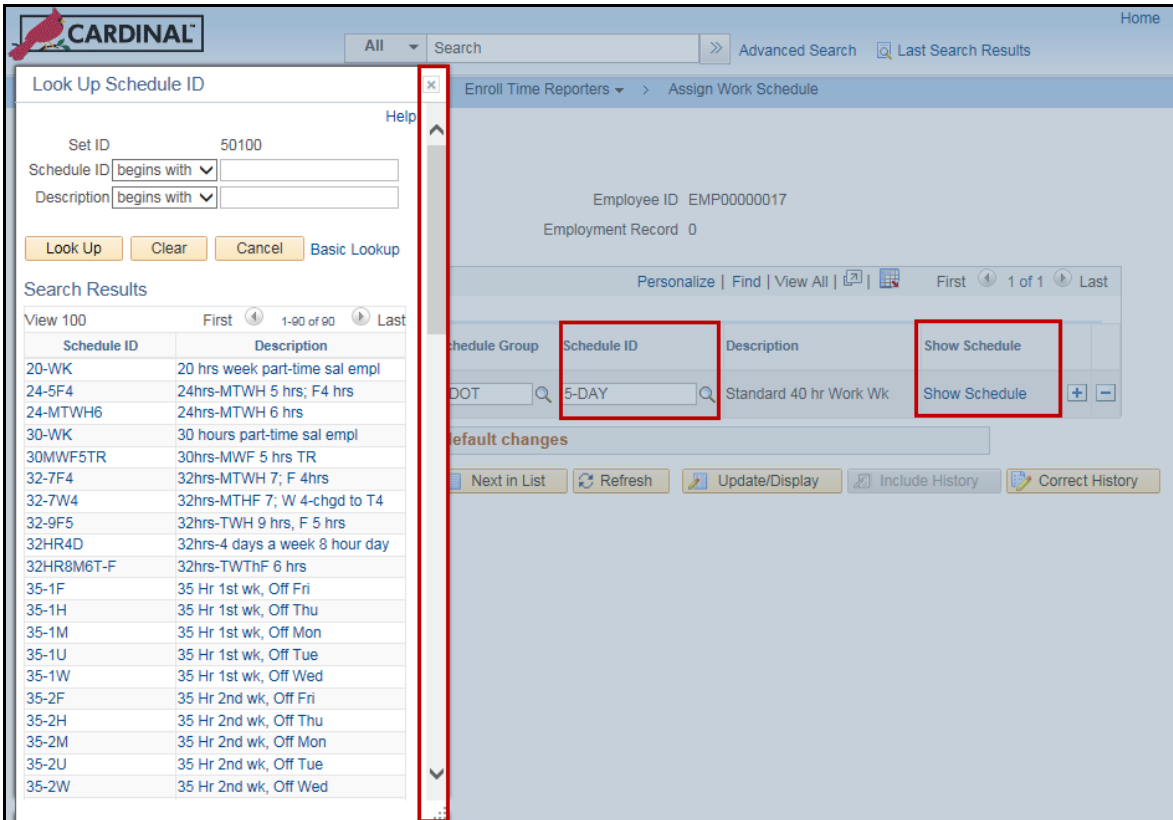
View history of Schedule Assignments, including default changes

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

6. The new row displays on the top and will prefill with the current date in the **Effective Date** field.
7. The **Schedule Group** defaults to **VDOT**, the only current value available.

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- Enter the date you want the employee to start using the new schedule in the **Effective Date** field. Generally, the **Effective Date** is a Monday, since that is the first day of the employee's work week.

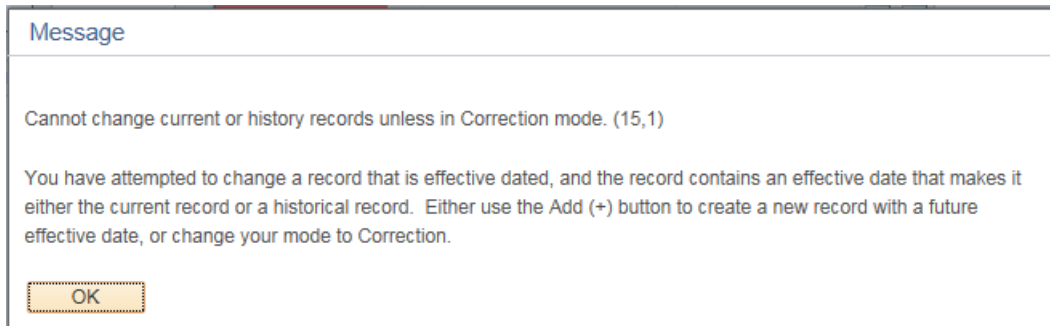


The screenshot shows the CARDINAL system interface. On the left, a 'Look Up Schedule ID' dialog box is open, displaying search results for various schedule IDs. The main window shows the 'Assign Work Schedule' form for Employee ID EMP00000017. The 'Schedule ID' field is set to '5-DAY', and the 'Show Schedule' button is highlighted.

Schedule ID	Description
20-WK	20 hrs week part-time sal empl
24-5F4	24hrs-MTWH 5 hrs; F4 hrs
24-MTWH6	24hrs-MTWH 6 hrs
30-WK	30 hours part-time sal empl
30MWF5TR	30hrs-MWF 5 hrs TR
32-7F4	32hrs-MTWH 7; F 4hrs
32-7W4	32hrs-MTHF 7; W 4-chgd to T4
32-9F5	32hrs-TWH 9 hrs, F 5 hrs
32HR4D	32hrs-4 days a week 8 hour day
32HR8M6T-F	32hrs-TWThF 6 hrs
35-1F	35 Hr 1st wk, Off Fri
35-1H	35 Hr 1st wk, Off Thu
35-1M	35 Hr 1st wk, Off Mon
35-1U	35 Hr 1st wk, Off Tue
35-1W	35 Hr 1st wk, Off Wed
35-2F	35 Hr 2nd wk, Off Fri
35-2H	35 Hr 2nd wk, Off Thu
35-2M	35 Hr 2nd wk, Off Mon
35-2U	35 Hr 2nd wk, Off Tue
35-2W	35 Hr 2nd wk, Off Wed

- The **Assignment Method** field defaults to **Select Predefined Schedule**. The **Schedule ID** defaults to the standard **5-DAY** schedule if first row; otherwise it defaults to the same schedule as the previous row. Click the **Schedule ID** lookup icon to select the new schedule.
- Click the **Show Schedule** to see the details of the schedule selected. This is particularly useful if you have chosen a schedule where an employee's hours differ on alternating weeks (e.g., employee works four 10-hour days with Monday off the first week and Friday off the second week).
- Click the **Save** button.

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Important Note:

This error message indicates that you are entering the schedule change on the incorrect line or you are attempting to correct history to which you do not have the security access. Check to be sure you are making the change on the new row, which will appear at the top.

Setting Up Multiple Schedule Changes

If you are making a temporary schedule change for an employee:

- Add another row.
- Enter the date the schedule should change.
- Select the **Schedule ID**.
- Click the **Save** button.