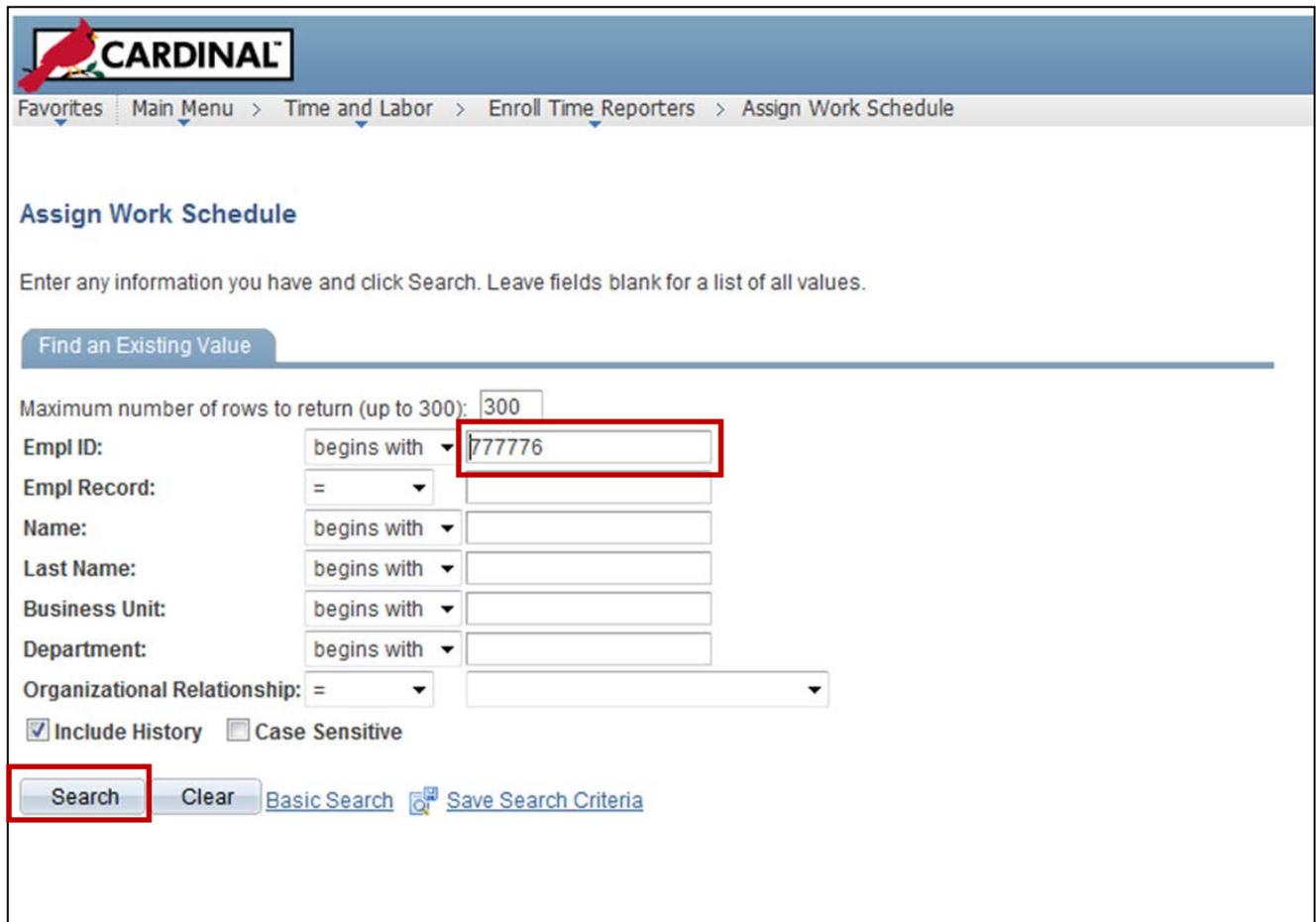


Change Employee's Work Schedule

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

- 1 Access the following path:

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



- 2 Enter the **Empl ID**. You can use the **Name** and **Last Name** fields if you don't have the Employee ID.
- 3 Click the **Search** button.



Time & Attendance Job Aid

Changing an Employee's Work Schedule

Assign Work Schedule

Black Bear Employee ID: 777776
Job Title: Gen Admin Mgr IV Empl Record: 0

[Expand to view Instructions](#)

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

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
11/07/2011	Select Predefined Schedule	VDOT	4DAYM	10 Hrs - Off Monday	Show Schedule	+	-
11/21/2010	Select Predefined Schedule	VDOT	40-TFS	40 Hr 10 hr day off ThrFriSat	Show Schedule	+	-

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

Save Return to Search Refresh Update/Display Include History

- The **Assign Work Schedule** page displays. Click the **+** button to add a new row.



[Favorites](#) | [Main Menu](#) > [Time and Labor](#) > [Enroll Time Reporters](#) > [Assign Work Schedule](#)

Assign Work Schedule

Black Bear
Employee ID: 777776
Job Title: Gen Admin Mgr IV
Empl Record: 0

[Expand to view Instructions](#)

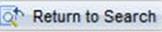
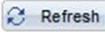
Assign Schedules

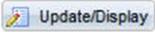
[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
01/09/2012	Select Predefined Schedule	VDOT	4DAYM	10 Hrs - Off Monday	Show Schedule	+	-
12/26/2011	Select Predefined Schedule	VDOT	5-DAY	Standard 40 hr Work Wk	Show Schedule	+	-
11/07/2011	Select Predefined Schedule	VDOT	4DAYM	10 Hrs - Off Monday	Show Schedule	+	-
11/21/2010	Select Predefined Schedule	VDOT	40-TFS	40 Hr 10 hr day off ThrFriSat	Show Schedule	+	-

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



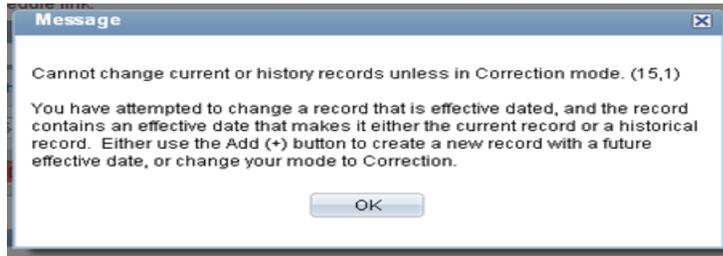






- 5 The new row displays on the top and will prefill with the current date in the **Effective Date** field.
- 6 Enter the date you want the employee to start using the new schedule in the **Effective Date** field. Generally, the **Effective Date** is a Monday, since that is the first date of the employee's work week.
- 7 Enter or Select the **Select Predefined Schedule** option in the **Assignment Method** field. This field defaults to **Use Default Schedule** but Cardinal functionality equates this to having no schedule at all.
- 8 Click the **Schedule ID look up** button to select the new schedule.
- 9 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).
- 10 Click the **Save** button.

Important Note:

If you see this error message it indicates that you are entering the schedule change on the incorrect line or you are attempting to correct history and 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, you can set up the additional schedule change(s) for future dates by following the steps below.