

## Guide to Work Schedule Changes

Supervisors can enter a work schedule into PeopleSoft for an employee once logged into [myFSCJ](#). Work schedules for direct reports can be viewed by clicking the “My Manager Tasks” tab, then select “Assign Work Schedule”.

**Step 1:** Click “View History” to reference prior schedules assigned to the employee if it is not displayed in the Assign Schedule section.

**Step 2:** Add a new schedule by clicking the “+” sign on the most recent dated row. The new row added should automatically populate “today’s date”. If it duplicates the date from the row you selected, that is the row you will need to update. You will receive an error message if you attempt to update any other row.

**Step 3:** Change the effective date to a **future Sunday** effective date. Make sure the Assignment Method is set to “Select Predefined Schedule”.

**Step 4:** Select the employee’s new Schedule ID. (Click on the magnifying glass to view the list of schedule options.) Click the “Show Schedule” hyperlink to verify the correct hours are showing for each day the employee will work.

**Step 5:** Click “Save”.

The screenshot shows the "Assign Schedules" interface. The top section displays a table of current schedules. The bottom section, titled "View history of Schedule Assignments, including default changes", shows a list of historical assignments. Red and blue boxes highlight specific elements:

- Red box 1:** Points to the "View history of Schedule Assignments, including default changes" link.
- Red box 2:** Points to the "+" button in the "Show Schedule" column of the current schedule table.
- Red box 3:** Points to the "Effective Date" field in the current schedule table.
- Red box 4:** Points to the magnifying glass icon in the "Schedule ID" column of the current schedule table.
- Red box 5:** Points to the "Save" button at the bottom of the interface.

*Effective Date	*Assignment Method	Schedule Group	Default Schedule Change	Schedule ID	Description	Show Schedule
08/20/2017	Select Predefined Schedule	FSCSCHGRP		SCHEDULE401	8 HRS MON-FRI	Show Schedule
05/07/2017	Select Predefined Schedule	FSCSCHGRP		SCHEDULE361	9 HRS DAYS, OFF ON FRI	Show Schedule
08/03/2015	Use Default Schedule	FSCSCHGRP	*	SCHEDULE401	8 HRS MON-FRI	Show Schedule

  

Effective Date	Assignment Method	Pay Group	Schedule Group	Schedule ID	Description
07/03/2016	Default from Paygroup	FSCCARS	FSCSCHGRP	SCHEDULE36D	HOLIDAY ON MONDAY
07/10/2016	Default from Paygroup		FSCSCHGRP	SCHEDULE361	9 HRS DAYS, OFF ON FRI
08/03/2015	Default from Paygroup	FSCCARS	FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI
05/08/2016	Default from Paygroup	FSCCARS	FSCSCHGRP	SCHEDULE361	9 HRS DAYS, OFF ON FRI
05/07/2017	Predefined Schedule	FSCCARS	FSCSCHGRP	SCHEDULE361	9 HRS DAYS, OFF ON FRI
08/20/2017	Predefined Schedule		FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI
08/21/2016	Default from Paygroup	FSCCARS	FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI

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- Red box 1:** Points to the "Effective Date" field in the current schedule table.
- Red box 2:** Points to the "Assignment Method" dropdown in the current schedule table.
- Red box 3:** Points to the "Schedule ID" field in the current schedule table.
- Red box 4:** Points to the magnifying glass icon in the "Schedule ID" column of the current schedule table.
- Red box 5:** Points to the "Save" button at the bottom of the interface.

*Effective Date	*Assignment Method	Schedule Group	Default Schedule Change	Schedule ID	Description	Show Schedule
05/07/2018	Select Predefined Schedule	FSCSCHGRP				Show Schedule
08/20/2017	Select Predefined Schedule	FSCSCHGRP		SCHEDULE401	8 HRS MON-FRI	Show Schedule
05/07/2017	Select Predefined Schedule	FSCSCHGRP		SCHEDULE361	9 HRS DAYS, OFF ON FRI	Show Schedule
08/03/2015	Use Default Schedule	FSCSCHGRP	*	SCHEDULE401	8 HRS MON-FRI	Show Schedule

  

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08/03/2015	Default from Paygroup	FSCCARS	FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI
05/08/2016	Default from Paygroup	FSCCARS	FSCSCHGRP	SCHEDULE361	9 HRS DAYS, OFF ON FRI
05/07/2017	Predefined Schedule	FSCCARS	FSCSCHGRP	SCHEDULE361	9 HRS DAYS, OFF ON FRI
08/20/2017	Predefined Schedule		FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI
08/21/2016	Default from Paygroup	FSCCARS	FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI