

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 “Manager Self Service” dropdown menu, then select the “Time Management” tile.

1. **Step 1:** Search the employee and check the “View History” box to reference prior schedules assigned to the employee if it is not displayed in the Assign Schedule section.
2. **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.
3. **Step 3:** Change the effective date to a future Sunday effective date. Make sure the Assignment Method is set to “Select Predefined Schedule”.
4. **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.
5. **Step 5:** Click “Save”.

Assign Schedules ⓘ

Primary Schedule | Alternate Schedule

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
04/02/2021	Select Predefined Schedule	FSCSCHGRP	SCHEDULE406	9 HRS MON-THU, 4 HRS FRI	Show Schedule	+	-
02/28/2021	Select Predefined Schedule	FSCSCHGRP	SCHEDULE406	9 HRS MON-THU, 4 HRS FRI	Show Schedule	+	-
08/23/2020	Select Predefined Schedule	FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI	Show Schedule	+	-
05/10/2020	Select Predefined Schedule	FSCSCHGRP	SCHEDULE361	9 HRS DAYS, OFF ON FRI	Show Schedule	+	-
08/18/2019	Select Predefined Schedule	FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI	Show Schedule	+	-
05/08/2019	Select Predefined Schedule	FSCSCHGRP	SCHEDULE365	9 HR DAYS, OFF ON MON	Show Schedule	+	-
05/07/2019	Select Default Schedule	FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI	Show Schedule	+	-

View history of Schedule Assignments, including default changes

Primary Assignment History | Alternate Assignment History

Effective Date	Assignment Method	Pay Group	Schedule Group	Schedule ID	Description
04/02/2021	Predefined Schedule		FSCSCHGRP	SCHEDULE406	9 HRS MON-THU, 4 HRS FRI
02/28/2021	Predefined Schedule		FSCSCHGRP	SCHEDULE406	9 HRS MON-THU, 4 HRS FRI
08/23/2020	Predefined Schedule		FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI

Assign Schedules ?

Primary Schedule | Alter Schedule | 3

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Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
04/04/2021	Select Predefined Schedule	FSCSCHGRP		9 HRS MON-THU, 4 HRS FRI	Show Schedule	+	-
02/28/2021	Select Predefined Schedule	FSCSCHGRP	SCHEDULE406	9 HRS MON-THU, 4 HRS FRI	Show Schedule	+	-
08/23/2020	Select Predefined Schedule	FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI	Show Schedule	+	-
05/10/2020	Select Predefined Schedule	FSCSCHGRP	SCHEDULE361	9 HRS DAYS, OFF ON FRI	Show Schedule	+	-
08/18/2019	Select Predefined Schedule	FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI	Show Schedule	+	-
05/08/2019	Select Predefined Schedule	FSCSCHGRP	SCHEDULE365	9 HR DAYS, OFF ON MON	Show Schedule	+	-
05/07/2019	Use Default Schedule	FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI	Show Schedule	+	-

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View history of Schedule Assignments, including default changes

Save | Return to Search | Refresh

Update/Display | Include History | Correct History