LSU Health Sciences Center

Assign Predefined Work Schedules

Step	Action
1.	*Refer to previous section "Assign Work Schedule" for navigation.* Enter the desired information into the **EmplID** field or click "Search" to find all employees. Enter a valid value e.g. "**0001942**".
2.	Click the **Search** button. Search
3.	In this exercise, you will **enter** a **Predefined Work Schedule** for Robert Ludlum for pay period **02/08/10 - 02/21/10**. Robert will work the **7:30A - 4:00P M-F** schedule.
4.	When a schedule already exist for an employee. Click the **Plus (+) Sign** button to add a new row. If not, use the exisiting row. +
5.	The **Effective Date** is the date you want the **new schedule** to **start**; usally the Monday payroll begin. ***You may mot use prior pay period dates as an effective date.*** Click the **Calendar** button to **select** the pay period **Start Date**. **Note:** You **may enter** the pay period **Start Date** directly into the **Effective Date** field. 31
6.	Click the **8th** link. 8
7.	Click the button to the right of the **Assignment Method** field. ▼
8.	Click the **Select Predefined Schedule** option from the drop-down list. Select Predefined Schedule
9.	Click the **Schedule Group** look up button. *Always* select **"SHARE"**. 🔍
10.	Click the **SHARE** link. SHARE SHARE
11.	Click the **Look up Schedule ID** button to select the appropriate predefined option. 🔍

Step	Action
12.	Click the **7:30A - 4:00P M-F** link. 7:30A-4:00P M-F 7:30A-4:00P M-F
13.	Click the **Show Schedule** link to confirm the appropriate schedule defaults. Show Schedule
14.	Click the **OK** button. OK
15.	Click the **Save** button. Save
16.	This completes *Assign Work Schedules*. **End of Procedure.**