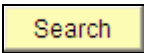




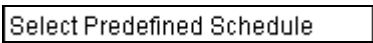









Assign Predefined Work Schedules

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

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