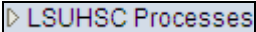
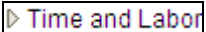

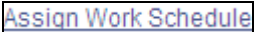

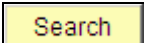


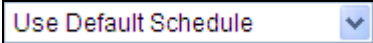
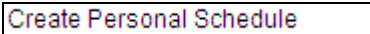





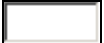

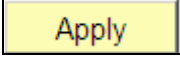
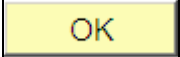
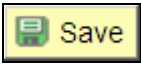


## Assign a Work Schedule

Step	Action
1.	Click the <b>LSUHSC Processes</b> link. 
2.	Click the <b>Time and Labor</b> link. 
3.	Click the <b>Use</b> link. 
4.	Click the <b>Assign Work Schedule</b> link. 
5.	Click in the <b>EmplID</b> field. 
6.	Enter the desired information into the <b>EmplID</b> field. Enter a valid value e.g. " <b>0101596</b> ".
7.	Click the <b>Search</b> button. 
8.	Click the <b>Collapse Menu</b> button. 
9.	<b>New Schedule:</b> The screen will look like this. Proceed to Step 11.
10.	<b>Existing Schedule:</b> The Screen will look this. Click the "plus sign" to insert a new row. Proceed to Step 11.
11.	<b>Effective Date:</b> Click the "Calendar" icon or you may enter the date directly into the field.  This date <i>should always be the beginning of the pay period</i> . No prior pay period dates may be used 
12.	Click the <b>Assignment Method</b> list. 
13.	Click the <b>Create Personal Schedule</b> list item. 
14.	Click the <b>Look up Schedule Group</b> button. 
15.	Click the <b>SHARE</b> link. (Schedule Group will ALWAYS be Share) 
16.	Click the <b>Create Schedule</b> link. 

Step	Action
17.	<p>You will need to fill in the following fields: <b>Description</b>, <b>Num Days in Schedule</b>.</p> <p>Enter the desired information into the <b>Description</b> field. The description should describe what type of schedule this will be; ie 8-4:30, M-F.</p> <p>Enter a valid value e.g. "<b>9a-530pM-F</b>".</p>
18.	<p>Enter the <b>Num Days in Schedule</b> field. Enter a valid value e.g. "<b>14</b>".</p>
19.	<p>Click the <b>Schedule Shifts</b> tab.</p> <p>You will need to <b>enter</b> the <b>schedule information</b> into the system <b>before attempting to Apply</b> the schedule.</p> 
20.	<p>The fields used will be "<b>Select</b>", "<b>Off Shift</b>", "<b>In</b>", and "<b>Out</b>". Column entitled "<b>Day</b>" represent the 14 day schedule, with Day 1 representing Monday, the first day of the period.</p> <p>You will <b>enter</b> the <b>Start Time</b> in the <b>In</b> column for <b>each day</b> the employee will be scheduled to work in the <b>pay period</b>.</p> <p><i>*Click the "<b>View All</b>" link to view all fourteen days.</i></p> <p>Click in the <b>In</b> field.</p> 
21.	<p>Enter the desired information into the <b>In</b> field. Enter a valid value e.g. "<b>9:00a</b>".</p> <p><b>Note:</b>  <b>Examples of Acceptable Time Entry:</b>                      "9a"                      "9:30a"                      "0900"</p>
22.	<p>Click in the <b>Out</b> field.</p> 
23.	<p>Enter the desired information into the <b>Out</b> field. Enter a valid value e.g. "<b>5:30p</b>".</p> <p><b>Note:</b>  <b>Examples of Acceptable Time Entry:</b>                      "5:30p"                      "1730"</p>

Step	Action
24.	Click the <b>Select</b> option on <b>Day 1</b> .  <b>Note:</b> <b>Day 1</b> is always considered <b>Monday</b> when entering schedules. In some cases an employee's first day in this schedule may not be until <b>Day 2 (Tuesday) or Day 3 (Wednesday)</b> . For those employees you will use the <b>Off Shift</b> option discussed in Step 26.  <input data-bbox="354 562 396 604" type="checkbox"/>
25.	Click the <b>Copy</b> link, located underneath the schedule information. <input data-bbox="354 653 412 688" type="button" value="Copy"/>
26.	Click the <b>Select All</b> link. <input data-bbox="354 737 505 772" type="button" value="Select All"/>
27.	Click the <b>Paste</b> link. <input data-bbox="354 821 423 856" type="button" value="Paste"/>
28.	Click the <b>Off Shift</b> option for the days the employee is not schedule to work. <input data-bbox="354 905 396 947" type="checkbox"/>
29.	Click the <b>Show Calendar</b> link to view the employees schedule. <input data-bbox="354 989 526 1024" type="button" value="Show Calendar"/>
30.	Click the <b>OK</b> button.  <b>Note:</b> The “ <b>Sched Hrs</b> ” column is noted by <b>0.00</b> to <b>denote days off</b> . <input data-bbox="354 1178 496 1234" type="button" value="OK"/>
31.	Click the <b>Apply</b> button. <b>Do not Navigate</b> away from the Assign Work Schedule page before saving the data. Doing so will result in Orphan Records that interfere with the system performance.  <b>Note:</b> If the system prompts “over lapping shift”, look at the end of previous day work. Example: If an employee work 7 pm – 7am, on the first day off, his off shift should begin at 7:01 am instead of 12:00 am. <input data-bbox="354 1514 496 1570" type="button" value="Apply"/>

Step	Action
32.	<p>This message appears when the user navigates away from the Assign Work Schedule page before following the correct save procedures.</p> <p>It is <b>very important</b> to click the <b>OK Button</b> and go back and save the data by following the correct save procedures.</p> <p><b>Warning:</b>  <b>Do Not Click</b> the <b>Cancel Button</b> doing so will cancel changes made to the schedule and create the Orphan Records that interfere with the system performance.</p> <p>Click the <b>OK</b> button to go back and correctly save the Assign Work Schedule data.</p> 
33.	<p>Click the <b>Apply Button</b> to Apply Assign Work Schedule changes.</p> 
34.	<p>Click the <b>OK Button</b> to return to the Assign Work Schedule Main Page.</p> 
35.	<p>Click the <b>Save Button</b> to the Save Assign Work Schedule data.</p> 
36.	<p><b>End of Procedure.</b></p>