

How to assign an employee schedule in PeopleSoft

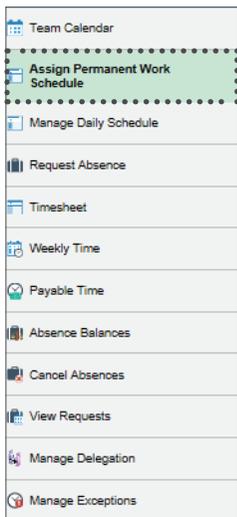
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From the Manager Self Service home page, select **'Team Time and Leave'**



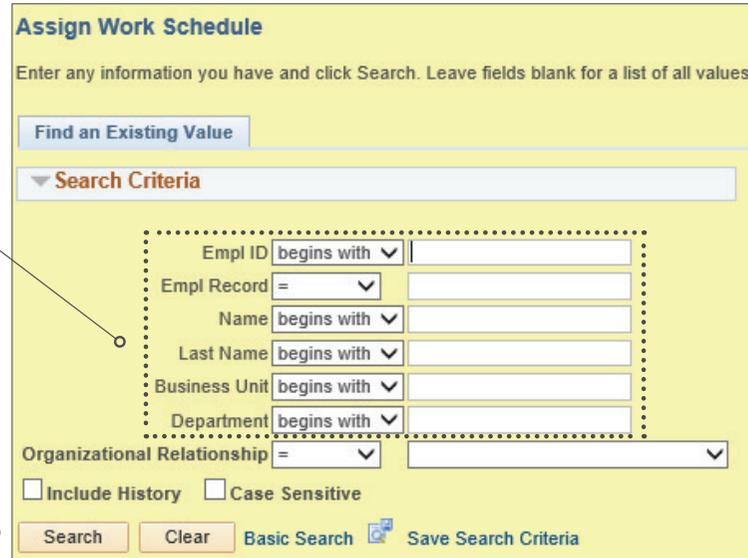
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From the **'Team Time and Leave'** menu, select **'Assign Permanent Work Schedule'** to make permanent and ongoing changes to your employee's schedule.



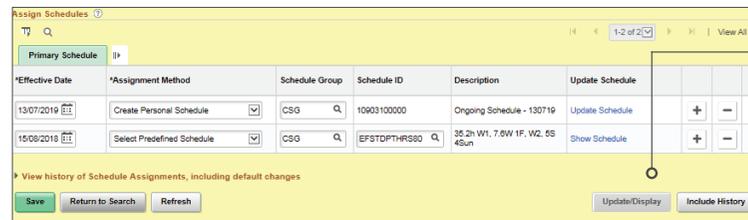
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Search for your employee using their employee ID, or first name and last name then select **'Search'**

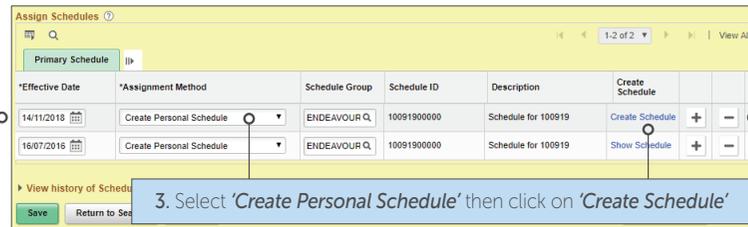


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Click **'Update/Display'**



2. Set the effective date (start date) of the schedule which must always be the pay fortnight start date (Saturday).



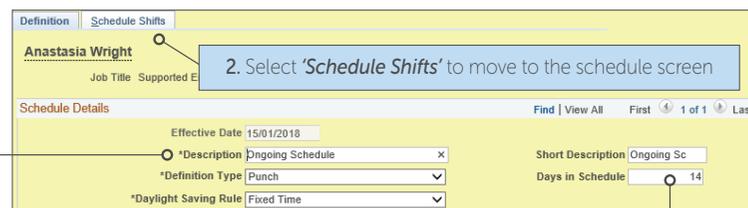
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1. To add a new schedule use the **+** symbol (Using the **-** will delete a schedule)

3. Select **'Create Personal Schedule'** then click on **'Create Schedule'**

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1. Check there is a description (e.g. **'Ongoing Schedule'**) and the days are listed as 14.



2. Select **'Schedule Shifts'** to move to the schedule screen

The **'Schedule Shifts'** section is where you make permanent changes to your employee's schedule.

Access PeopleSoft from any device at:
<https://efhris.com.au>

Need help?
 Contact People Experience:
 Phone **07 3900 5460**
PeopleExperience@endeavour.com.au

How to assign an employee schedule in PeopleSoft

BEFORE YOU START STEP 7

- Tick and click 'Select All'
- Click 'Clear Shifts'
- Tick and click 'Deselect All'
- Shift ID in all rows will reset to 'OFF'
- To enter in your employee's start, end and break times for each shift, go to the correct row for the shift, delete the word 'OFF', press the 'Tab' key on your keyboard, and the row will populate with empty boxes so you can fill in the times.

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Each row in the schedule reflects one day in the schedule, commencing with the effective date as Day 1

Anastasia Wright Empl ID 107596
Job Title Supported Employee Empl Record 0

Effective Date 11/01/2018
Description Ongoing Schedule
Taskgroup

Total Hours 14.60
Show Calendar

Personalize | Find | View 7 | First 1-14 of 14 Last

Shift Time	Day	Workday ID	Shift ID	Off Shift	In	Break	In	Transfer	Out	Time Zone	Sched Hrs
	1				9:00:00	12:00:00PM	12:30:00		4:36:00		7.10
	2		OFF								0.00
	3				9:00:00	1:00:00PM	1:30:00		5:00:00		7.50
	4										0.00
	5										0.00
	6										0.00
	7										0.00
	8										0.00
	9										0.00
	10										0.00
	11										0.00
	12										0.00
	13										0.00
	14										0.00

Working with Shift Details
 Select All Deselect All

Days in Schedule 14

When you open the 'Schedule Shifts' screen, you may see 7 rows (days) or 14 rows (days), but you can click on 'View 14' or 'View 7' to toggle back and forth

Enter the start time (In), break start (Break) and end (In) times, and the shift end time (Out)

If the employee is not scheduled to work on a specific day in the schedule, enter 'OFF' under 'Shift ID'. The Off Shift box for that row will then be ticked.

You can enter the times using 24 hour format or 12 hour format, for example: 18:30:00 or 6:30:00PM

If your employee works more than one shift in a day, you can add more rows using the + buttons, or 'Copy' and 'Paste' rows using the buttons below.

DON'T UPDATE THIS COLUMN
The 'Sched Hrs' column will automatically calculate the total hours scheduled – you can also click on 'Refresh' to update the hours.

Once all shifts are entered in the schedule click on 'Apply' and then 'OK'. This will then take you back to the 'Assign Work Schedule' page.

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IMPORTANT
Make sure to click 'Save' on this screen to save all changes and save the schedule you have assigned to this employee.

Assign Schedules Personalize | Find | View All

Primary Schedule Alternate Schedule

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description
11/01/2018	Create Personal Schedule	ENDEAVOUR	10759600000	Ongoing Schedule

View history of Schedule Assignments, including default changes

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FAQs

How to assign an employee schedule in PeopleSoft

What is the difference between 'Assign Permanent Work Schedule' and 'Manage Daily Schedules'?

'Assign Permanent Work Schedule' is for permanent changes to the employee's schedule. 'Manage Daily Schedules' is for one-off or temporary changes.

Why is it so important to have an accurate employee schedule in PeopleSoft?

If you have employees who must complete timesheets each fortnight, it is important they have a standard schedule set up in PeopleSoft for a number of reasons:

- When people submit a leave request, they can only apply for leave on days that they are scheduled to work. If their schedule is set up incorrectly, they will not be able to submit their leave correctly.
- Employees may not be paid correctly for public holidays that fall on days they are not scheduled to work.
- If a schedule is set up with incorrect days or hours of work, they may be paid unnecessary allowances, penalty rates or overtime, which will ultimately be costed back to your location and business unit.
- If a schedule is incorrect, it may also impact on leave accruals for the employee.

My employee works different rosters each fortnight. Am I supposed to update their schedule every fortnight?

Yes, if their roster changes. This is because it may impact overtime payments, leave requests, and public holiday payments.

How do I enter a split shift?

Split shifts on the same day need to be entered on separate rows in the schedule, using the + button.

How do I enter a shift that is worked at one location for a segment of the shift, then another location for another segment?

The same way you would enter a split shift.

What if the employee actually works less hours than is outlined in their schedule?

This means they may be underpaid as per their agreed/contracted hours, and may also mean they accrue leave they haven't earned.

What if the employee works more hours than is outlined in their schedule?

They may be eligible for extra allowances, penalty rates or overtime rates.

How do I enter an overnight shift that crosses from one day to the next?

Enter the shift start date and time as usual, then end the shift at 11:59PM. For the next day in the schedule, the shift then starts again at 12:00AM and finishes at their end time adjusted by one (1) minute (e.g. 3:31AM).

Do I have to enter break times?

Yes. Break times must be entered for any shifts longer than 5 hours.