Example:
- Employee wants to change from standard schedule to 4 10’s
- Supervisor approves
- Leave Manager to Create

Scroll down to Schedules

Create the new schedule by clicking new

Create new schedule indicating hours worked each day. Tip: If leave manager for multiple departments start name with DP code. Schedules must be created and used in the corresponding department.
Next Step: Assign the Created Schedule

Head to Mytime Dashboard -> Tools

Then Schedule Assignments

Assigned Schedules

View the schedules assigned to departments and personnel within the organization(s) you manage leave.

- To assign a schedule, click the button below.
- To remove an assigned schedule, click the icon,
  - remove the 'active' check box and click Update.
  - If the active check box is greyed out, enter a 'Work End' date, click Update, then return to the assigned schedule and remove the 'active' check box and click Update.

Find the Employee

End the old schedule assignment by first clicking on the I with a circle around it

Assigned Schedules

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  - If the active check box is greyed out, enter a 'Work End' date, click Update, then return to the assigned schedule and remove the 'active' check box and click Update.
Then open record

Then enter the week end date. This week will be the week prior to the start of the new schedule. New schedules usually start on a Monday unless it is a weekend worker. In this example, the first day worked on the new schedule will be Monday 2/24/2020.

Next Step: Assign the Created Schedule

Head to Mytime Dashboard-> Tools
Then Schedule Assignments

Then Click on new

Assigned Schedules

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Enter the previously created schedule, the DP code, and start week. Be sure to use a schedule created for the correct DP code.

Be sure to use the correct year and submit. Exceptions are used for missing, first week, or last week in position schedule assignments. Missing is any non-submitted timesheet 7 weeks ago or older.

This error means the old schedule assignment was never ended.