

Managing Schedule Changes from MSS Fluid Pages

The Managing Schedule page allows you to update employee schedules as necessary. You are also able to immediately verify that the updates have been made by navigating to the employee's Timesheet.

Step	Action									
1	Select Manager Self Service from the dropdown.									
	From the Manager Self Service Dashboard select the Timekeeping tile									
	LTT	~1	lanager Self Service							
2	Approve Payable Time Imake eping Imake eping Open a second window from Timekeeping page by selecting the New Window link. Image to the test of test of the test of te									
	C Report Time									
	Weekly Time Entry	Employee Selection Employee Selection Criteria		Get Employees						
	Weekly Time Summary	Selection Criterion	Selection Criterion Value		Clear Criteria					
	Payable Time	Time Reporter Group		Q	Save Criteria					
	Leave / Comp Time	Employee ID		Q						
	Manage Exceptions	Empl Record		Q						
	Manager Search Options	Last Name		Q						
	Manage Schedules	First Name		۹						
		Business Unit		Q						
3	Using Window One (Timekeeping Tile) search for and select the employee whose schedule you need to change.									

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	Report Time	▼ Employee Selection									
	Weekly Time Entry	Employee Selection Criteria	Employee Selection Criteria								
	Weekly Time Summary	Selection Criterion	Selection Criterion Va	lue	Cle	ar Criteria					
	Payable Time	Time Reporter Group		Q	Sa	ve Criteria					
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		Business Unit		۹							
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	Manager Search Options	Schedule Detail Demographics	II•		Sunday	Monday					
	Manage Schedules	elect Last Name First Name	me Employee ID	Empl Record Job Title	04/11/21	04/12/21					
	1				OFF	<u>6 Hours</u>					
		D Mullen Melissa	10008161	0 Police Lieutenan	t						
	Update the scheel	Actions- Job Title Police Lieutenar	select Save at	the bottom of							
	🗞 Timesheet 🗸 🗸	dule as needed and	select Save at	the bottom of	f the page.						
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	🗞 Timesheet 🗸 🗸	dule as needed and	select Save at nt	the bottom of Employment	f the page. Record Number 0 Default Taskgroup UM_E						
	Timesheet	Actions- Job Title Police Lieutenar Actions- Finistructions Refresh Schedule	select Save at	the bottom of Employment	f the page. Record Number 0 Default Taskgroup UM_E						
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7	Confirm the Save by clicking OK.							
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	✓ Manager Set Service ✓ Manager Set Service UMass Timekeeping							
	Schedule Detail for 04/11/2021							
	Report Time Save Confirmation							
	The Save was successful.							
	Weekly Time Summary							
	O Payable Time							
	I Leave / Comp Time							
	G Manage Exceptions							
	Manager Search Options							
	Manage Schedules							
8	Once you confirm (SAVE) the change you are brought back to the original search page							
	If you want to make another schedule change for that same employee, scroll to the							
	bottom of the page.							
	If you want to make another schedule change on a different employee change the							
	employee search criteria and continue.							
9.	To verify that the schedule change has been performed, click the second window and							
1	select the employee for whom you have just made the schedule change.							
	∠ Manager Sett Service UMass Timekeeping							
	Timesheet Enter Time							
	Enter Time Select Employee 1ro							
	Time Summary							
	Name Exceptions Hours to be Approved							
	Sr Fin Applications Analyst							
	Weekly Time Entry 10042181 0 Budget and Financial Planning							
	🔞 Weekly Time Summary							
	Payable Time							
	I Leave / Comp Time							
10	Let Timesheet							
	I1 April - 24 April 2021 Finter Time Biweekly Pay Period							
	Scheduled 75.00 Reported 7.5 Hours							
	View Legend Submit							
	Report Time Week 1 of 2 Scheduled 37.50 (Reported 0.00 Hours							
	*Time Reporting Code / Time http:// 11-Sunday 12-Monday 13-Tuesday 14-Wednesday 15-Thursday 16-Friday 17-Saturday							
	Weekly Time Summary							
	Scheduled 75 Reported 0 Reported							
	👔 Leave / Comp Time 🗸 📲							
	C Manage Eventions							
	Comments Comments							
	In this example the day off was switched (Sunday and Monday)l							
	The this chample the day on was switched (Juliuay and Wohlday)							