

## How Do I Change an Employee's Schedule?

### Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Team Time** tile.
4. On the **Team Time** page, click **Assign Work Schedule** in the menu listing.

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14. Click the **Return** button to return to the **Schedule Calendar** page.
15. Click the **Cancel** button to return to the **Assign Work Schedule** page.

#### **Add a New Schedule**

16. Click the **Plus (+)** icon associated with the current schedule row.
17. Click the **Choose a date (Calendar)** icon and select the date for the change to take effect. NOTE: In most instances, the changes should take effect at the beginning of the next pay period.

#### **Assign the Default Schedule**

18. Click the drop down icon associated with the **Assignment Method** field and choose **Use Default Schedule** from the listing.
19. Skip to **step 28**.

#### **Assign a Predefined Schedule**

20. Click the drop down icon associated with the **Assignment Method** field and choose **Select Predefined Schedule** from the listing.
21. Click the **Look Up** icon associated with the **Schedule ID** field.
22. On the **Look Up Schedule** page, click the **Look Up** icon associated with the **Schedule ID** field.

31. Validate the **Work Days** and **Schedule Hours** of the new schedule.
32. On the **Schedule Calendar** page, click the **Shift**

