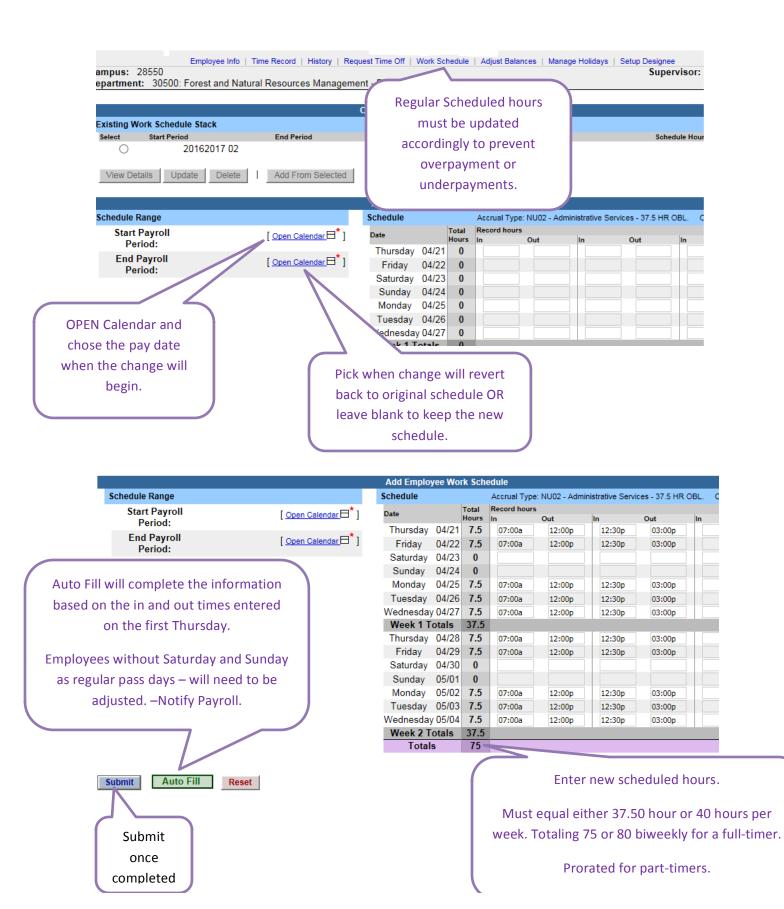
SUPERVISOR access to update Employees Regular Schedule hours worked.

If working evenings/nights notify Payroll or changing from nights to days.



NOTES:

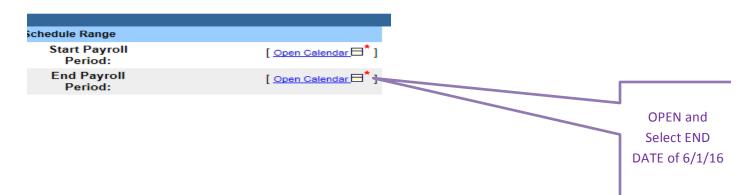
Regular Schedules are required to be updated when an employee's schedule is permanently changed or for a period of time.

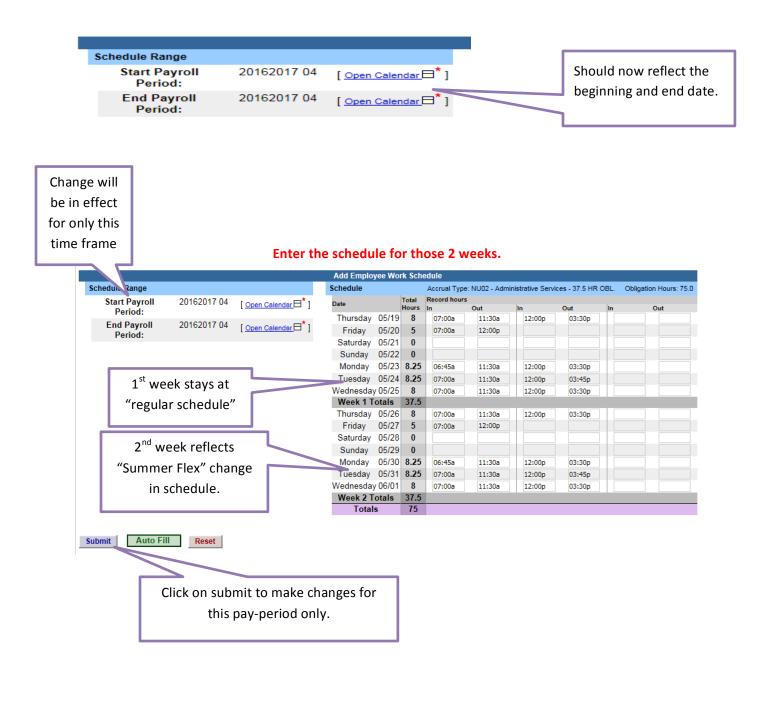
For Example: "Office Hours on Fridays beginning May 27, through August 19, 2016" (Compressed Work Week) http://www.esf.edu/au/2016/16-1.pdf CSEA EMPLOYEES:

The affected work week is Thursday through Wednesday. Therefore, the dates for the first work week of the *compressed* schedule for these employees will be Thursday, May 26th through Wednesday, June 1st (note: May 27th is the first ½ day Friday of *compressed* office hours, any additional hours should not begin before Thursday, May 26th). The dates for the last work week of the *compressed* schedule will be Thursday, August 18th through Wednesday, August 24th (note: August 19th is the last ½ day Friday of compressed office hours, any additional hours should be concluded by Wednesday, August 24th).

Payroli Calendar												
elect	Payroll Year 🖕	Payroll Number _‡	Payroll Cycle _{\$}	Status	Begin Date	End Date	Check Date	Fiscal Full Year _‡	SOP Number	SOP Date	Close Date	Transmission Date
0	20152016	20	А	R	2015-12-17	2015-12-30	2016-01-13	20152016	1514P	2015-12-25	2015-12-28	2015-12-28
0	20152016	21	А	R	2015-12-31	2016-01-13	2016-01-27	20152016	1515P	2016-01-08	2016-01-12	2016-01-11
0	20152016	22	А	R	2016-01-14	2016-01-27	2016-02-10	20152016	1516P	2016-01-22	2016-01-27	2016-01-26
0	20152016	23	А	R	2016-01-28	2016-02-10	2016-02-24	20152016	1517P	2016-02-05	2016-02-09	2016-02-08
0	20152016	24	А	R	2016-02-11	2016-02-24	2016-03-09	20152016	1518P	2016-02-19	2016-02-24	2016-02-23
0	20152016	25	А	R	2016-02-25	2016-03-09	2016-03-23	20152016	1519P	2016-03-04	2016-03-09	2016-03-08
	-06 20152016 1520P 2016-03-18 2016-03-22 2016-03-21 Chose the begin date of pay period change will take effect. -20 20152016 1521P 2016-04-01 2016-04-06 2016-04-05										2016-03-21	
Ľ												
			e	nect.			-04	20152016	1522P	2016-04-15	2016-04-19	2016-04-18
-18 2								20152016	1523P	2016-04-29	2016-05-04	2016-05-03
С	20162017	03	А	С	2010	2016-05-18	2016-06-01	20152016	1524P	2016-05-13	2016-05-18	2016-05-17
۲	20162017	04	А	F	2016-05-19	2016-06-01	2016-06-15	20152016	1525P	2016-05-27	2016-06-01	2016-05-31
0	20162017	05	А	F	2016-06-02	2016-06-15	2016-06-29	20152016	1526P	2016-06-10	2016-06-15	2016-06-14
0	20162017	06	А	F	2016-06-16	2016-06-29	2016-07-13	20152016	1527P	2016-06-24	2016-06-28	2016-06-27
т	Then click on submit.											

Because the change in of SUMMER HOURS are in the 2nd week of the pay-period we need to enter an end date of 6/1/2016





<u>г</u>			Now fo	or the r	emaining of	SUMMER FL	_EX		
)		CHOOSE eginning of Next		-					
Э	Beginning C			F	2016-05-19	2016-06-01	2016-06-15	20152016	1525P
ig)	20162017	05	А	F	2016-06-02	2016-06-15	2016-06-29	20152016	1526P
С	20162017	06	А	F	2016-06-16	2016-06-29	2016-07-13	20152016	1527P
	20162017	07	Α	F	2016-06-30	2016-07-13	2016-07-27	20162017	1601P

	CI	noose END Summer	of Pay pe Flex Ends						
C	<u> </u>	20102011	00		F	916-07-28	2016-08-10	2016-08-24	20162017
0	D	20162017	10	А	F	2016-08-11	2016-08-24	2016-09-07	20162017
0)	20162017	11	А	F	2016-08-25	2016-09-07	2016-09-21	20162017
0)	20162017	12	А	F	2016-09-08	2016-09-21	2016-10-05	20162017

			Add Employ	yee Wo	rk Sche	edule			
Schedule Range		Schedule			Accrual Type: NU02 - Administrative Services - 37.5 HR 0				
Start Payroll	20162017 05	[Open Calendar 🖯	Date		Total	Record hours			
Period:					Hours	In	Out	In	Out
End Payroll	20162017 10	[Open Calendar 🖯 *]	Thursday			07:00a	12:00p	12:30p	04:00p
Period:			Friday	06/03	5	07:00a	12:00p		
			Saturday	06/04	0				
			Sunday	06/05	0				
			Monday	06/06	8	07:30a	12:00p	12:30p	04:00p
			Tuesday	06/07	8	07:30a	12:00p	12:30p	04:00p
		Wednesday	/ 06/08	8	07:30a	12:00p	12:30p	04:00p	
			Week 1 T	otals	37.5				
This schedule to righ	Thursday	06/09	8.5	07:00a	12:00p	12:30p	04:00p		
C C			Friday	06/10	5	07:00a	12:00p		
rom pay period #5 –	pay period #1()	Saturday	06/11	0				
			Sunday	06/12	0				
(Beginning 6/2/2016	- 8/24/2016)		Monday	06/13	8	07:30a	12:00p	12:30p	04:00p
	-, ,,		Tuesday	06/14	8	07:30a	12:00p	12:30p	04:00p
			Wednesday	06/15	8	07:30a	12:00p	12:30p	04:00p
			Week 2 T	otals	37.5			· · ·	
			Total	s	75				

