

DHSS Job Aid: Assigning/Updating/Removing Employees Permanent Schedule

1.	Employees will follow the proper division proce	edure for changing their schedule.
	Once it has been finalized and approved the sch	edule needs to be updated in eSTAR.
	Upon an employee's termination or retirement	nt, the assigned permanent schedule must be
	removed.	
2.	On the dashboard, select Schedules \rightarrow Assign S	Schedules.
	🕥 Time Entry	12 Schedules
	S My Timesheet	My Calendar
	Edit Employee Time	Employee Calendars
	8 Edit Time for Groups	My Time Off
	Approve Time Sheets	5 Review Time Off Requests
		Assign Schedules
		Manage Group Schedules
	Reports	Ny Swap Requests
		Review Swap Requests
	View Reports	۲
	Rew Analytics Report	
	View Analytics	
		Settings
		Ce Settings
		My Contact Preferences
	Employees	Manage Delegations
	C. Maintain My Employees	
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3.	The Schedule Maintenance window appears. From Assign Schedule Templates .	the]	Per	ma	nen	t Ch	ang	ges :	section, o	choose
	Choose an Action:									
	Permanent Changes									
	Assign Schedule Cycles									
	Assign Schedule Templates									
	Temporary Changes									
	Assign Schedule Templates									
4.	If the effective date for this schedule change is outsid "As of Current Period" in the upper left hand cor Select the effective date. This will update the Va	le of ner.	f the	e cu	rren	it per	iod	, cli	ick the b	ox next to
	Select the effective date. This will update the va	inu i	Jan	- 10	ango					
		i	device		e tive O					
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	Employees Active On	+ 1	26	27	28	29 30	31	1	u/Manag	
	As of Current Period	+ 0	2	3	4	5 6	7	8	/Facility	
	Assignments	(Te	sday				
		+ 0	maa,	10,20	SU LOU	STUDE	iaov et	ALC: N	i/Facility	





DHSS_eStar@delaware.gov

Employees Active On	Permaner	nt Schedule Template Assignme] [🗣 Change Filter] 😭 Current fi	ale Template Assignment Inge Filter					of 2	
As of Current Period Assignments 5060 (23)	Name		Schedule Generation	Manager Override	Schedule Template	Effective Date	Valid Date I	Range	
5060 (23)			Source Schedule Template		None		09/06/2015	09/19/2015	
			Schedule Template Schedule	V	P 37.5 M-F 8:00 - 4:30 60 L		09/06/2015	09/19/2015	
			Template Schedule Template		None		09/06/2015	09/19/2015	
			Schedule Template		None		09/06/2015	09/19/2015	
			Schedule Template Schedule	V V	S Mon-Fri 7.5		09/06/2015	09/19/2015	
			Schedule Template	V	P 37.5 M-F 7:30 - 3:30, 30 r		09/06/2015	09/19/2015	
			Schedule Template		None		09/06/2015	09/19/2015	
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			Template Schedule Template		None		09/06/2015	09/19/2015	
			Schedule Template		None		09/06/2015	09/19/2015	
Save, 2 Reset. A Back	Change Filter	arrent filter: none						Page	1 of 2 🕨
Save Reset. Back	Change Filter	Schedule Generation Source	Manager Override	Sci	hedule Template	Effective	e Date	Page Valid Da	1 of 2
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8.	Enter the date on which to begin or end the schedule in the Effective Date field. The date must fall within the period defined in the Valid Date Range field.											
	Best practice											
	Assigining and up	dating a sche	dule: A	lways select the	e first Sund	day in the pay p	eriod.					
	Removing a Scheudle: This will be provided by Human Resources.											
	Save Reset Back Change Filter. Current filter: none											
	Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	Valid Date Range						
		Schedule Template	V	P 37.5 M-F 6:00 - 2:00, 30 i	09/06/2015	09/06/2015 - 09/19/2015						
		Schedule Template		P 37.5 M-F 8:00 - 4:30 60 L		September 2015 🔻 🕨						
		Schedule Template	V	S Mon-Fri 7.5		S M T W T F S						
		Schedule Template		None		6 7 8 9 10 11 12						
		Schedule Template		None		13 <u>14</u> 15 16 17 18 19 20 21 22 23 24 25 26						
		Schedule Template	\checkmark	S Mon-Fri 7.5	27 28 29 30	27 28 29 30 1 2 3 4 5 6 7 8 9 10						
		Schedule Template	V	P 37.5 M-F 7:30 - 3:30, 30 r		Today						
		Schedule Template	V	P 37.5 M-F 7:30 - 3:30, 30 r		09/06/2015 - 09/19/2015						
9.	After completing your sci Click the save ico Click the reset ico Click the back ico changes.	hedule templa on to save you on to clear yo on to return to	ate assig r chang ur chan o the Sc Back	gnments: es. ges and start ag hedule Mainte ? Change Filter s	ain. nance win Current fil	dow without sa	wing your					