
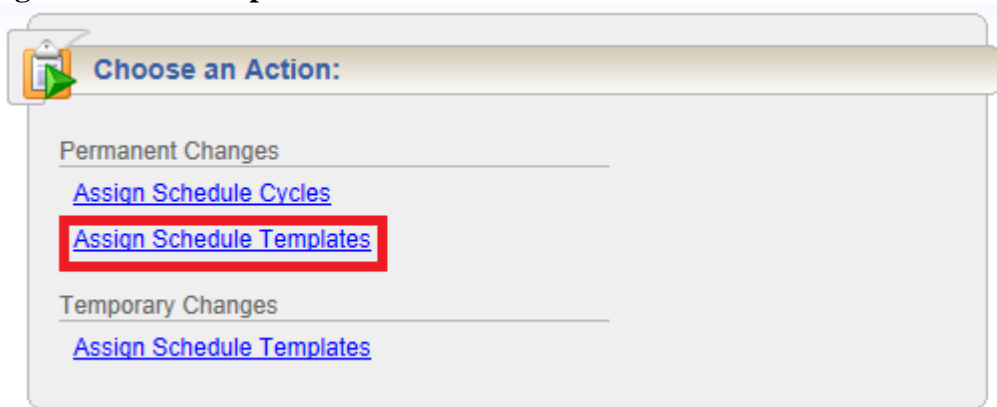


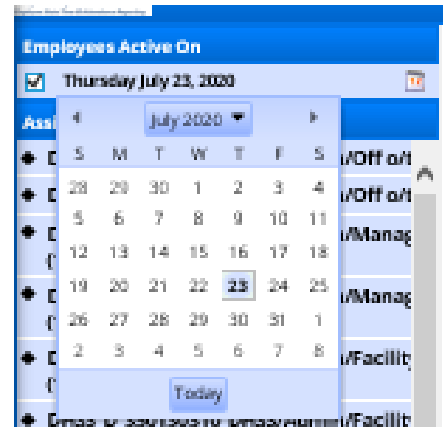
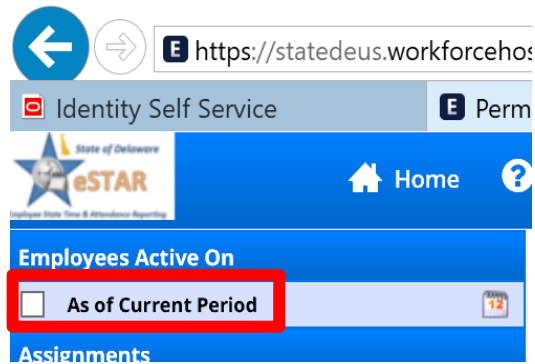
DHSS Job Aid: Assigning/Updating/Removing Employees Permanent Schedule

1.	<p>Employees will follow the proper division procedure for changing their schedule. Once it has been finalized and approved the schedule needs to be updated in eSTAR. Upon an employee’s termination or retirement, the assigned permanent schedule must be removed.</p>
2.	<p>On the dashboard, select Schedules → Assign Schedules.</p>  <p>The screenshot shows the eSTAR dashboard with several menu categories: Time Entry, Reports, Employees, Schedules, and Settings. The 'Schedules' menu is expanded, and the 'Assign Schedules' option is highlighted with a red rectangular box. Other options in the 'Schedules' menu include My Calendar, Employee Calendars, My Time Off, Review Time Off Requests, Manage Group Schedules, My Swap Requests, and Review Swap Requests. The 'Settings' menu includes My Contact Preferences and Manage Delegations.</p>

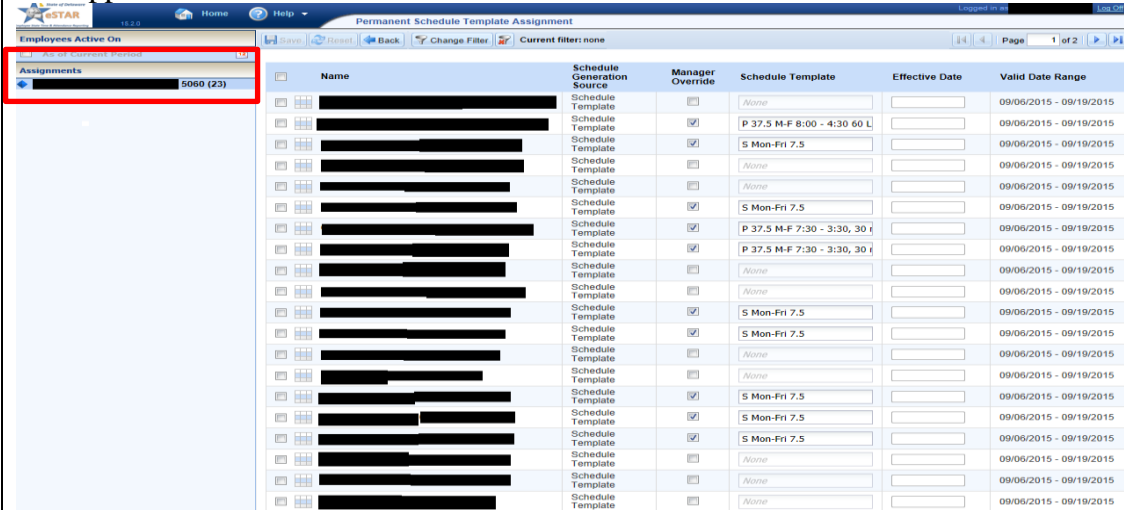
3. The **Schedule Maintenance** window appears. From the **Permanent Changes** section, choose **Assign Schedule Templates**.



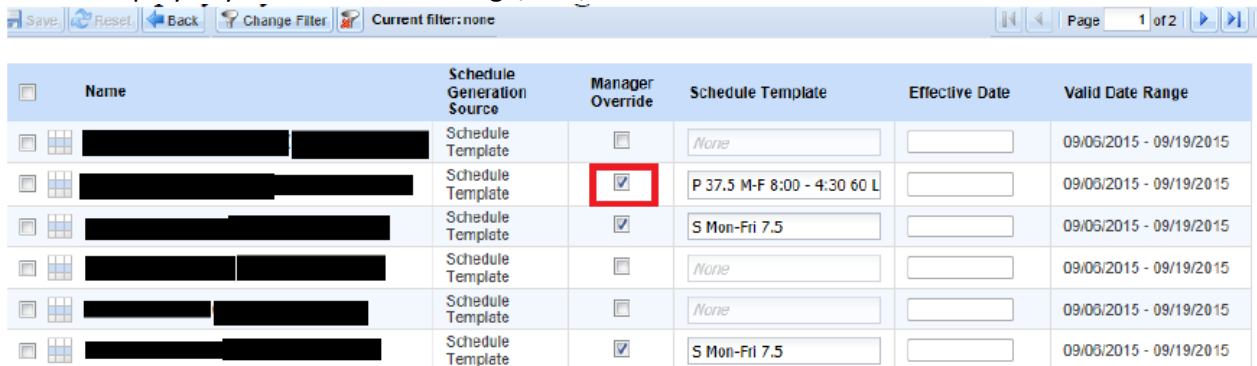
4. If the effective date for this schedule change is outside of the current period, click the box next to “As of Current Period” in the upper left hand corner. Select the effective date. This will update the Valid Date Range.



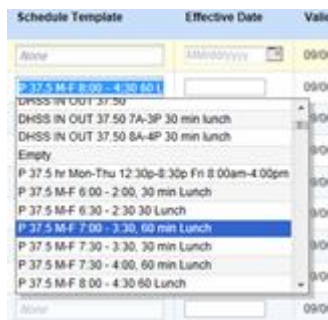
5. On the left side select your **assignment**, the names of your employees will appear.



6. Select the **Manager Override** checkbox to make the **Schedule Template** field active for the employee you would like to assign/edit/remove.



7. By clicking on the **Schedule Template** a drop down list will appear. Select the schedule template you want to assign. There is a **Schedule Chart** on the DHSS intranet to identify the proper schedule name.



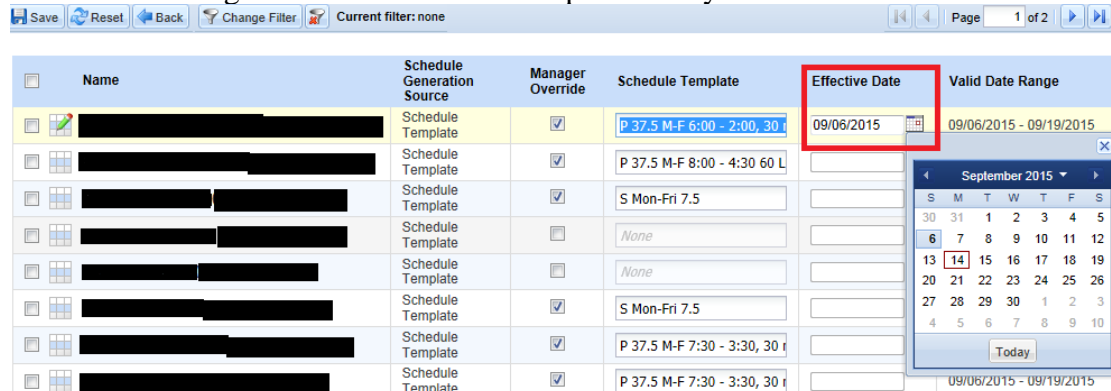
For terminated or retired employees, you enter 'None.'

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

Assigning and updating a schedule: Always select the first Sunday in the pay period.

Removing a Schedule: This will be provided by Human Resources.



Save Reset Back Change Filter Current filter: none Page 1 of 2

Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	Valid Date Range
[Redacted]	Schedule Template	<input checked="" type="checkbox"/>	P 37.5 M-F 6:00 - 2:00, 30	09/06/2015	09/06/2015 - 09/19/2015
[Redacted]	Schedule Template	<input checked="" type="checkbox"/>	P 37.5 M-F 8:00 - 4:30 60 L		
[Redacted]	Schedule Template	<input checked="" type="checkbox"/>	S Mon-Fri 7.5		
[Redacted]	Schedule Template	<input type="checkbox"/>	None		
[Redacted]	Schedule Template	<input type="checkbox"/>	None		
[Redacted]	Schedule Template	<input checked="" type="checkbox"/>	S Mon-Fri 7.5		
[Redacted]	Schedule Template	<input checked="" type="checkbox"/>	P 37.5 M-F 7:30 - 3:30, 30		
[Redacted]	Schedule Template	<input checked="" type="checkbox"/>	P 37.5 M-F 7:30 - 3:30, 30		

September 2015

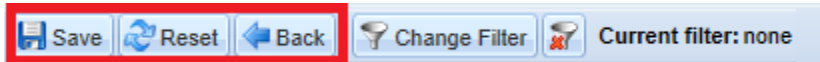
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

09/06/2015 - 09/19/2015

9. After completing your schedule template assignments:

- Click the **save** icon to save your changes.
- Click the **reset** icon to clear your changes and start again.
- Click the **back** icon to return to the **Schedule Maintenance** window without saving your changes.



Save Reset Back Change Filter Current filter: none