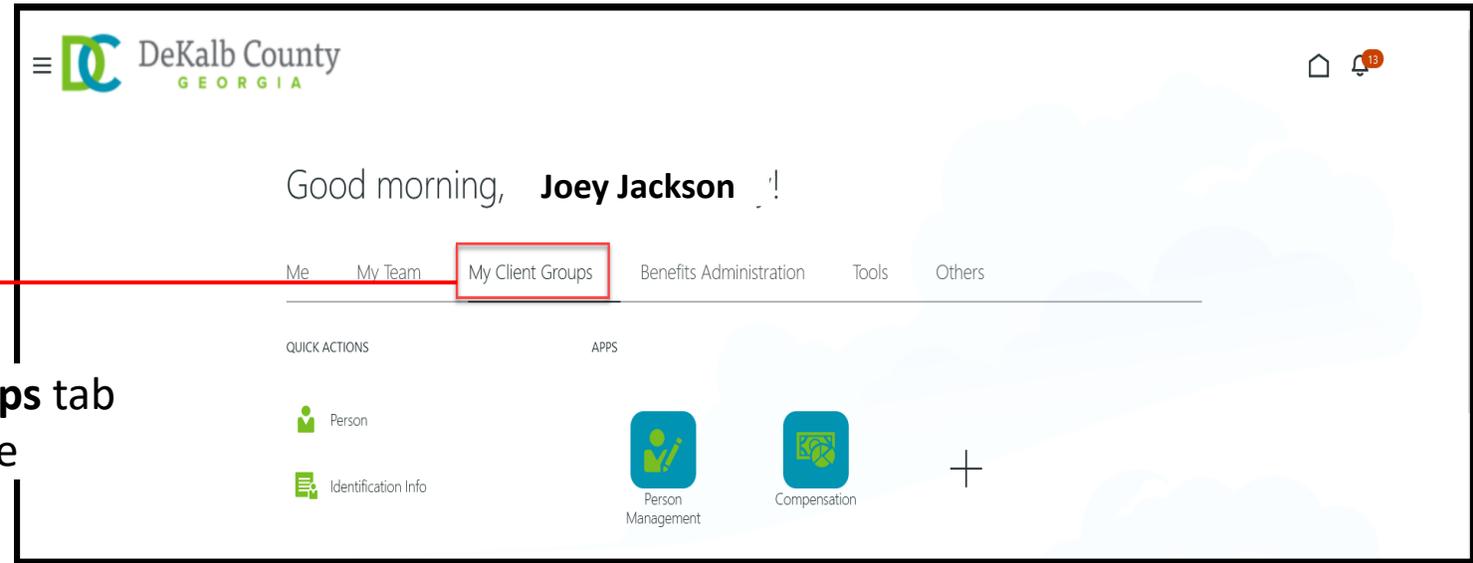


Manage Work Schedule Assignment

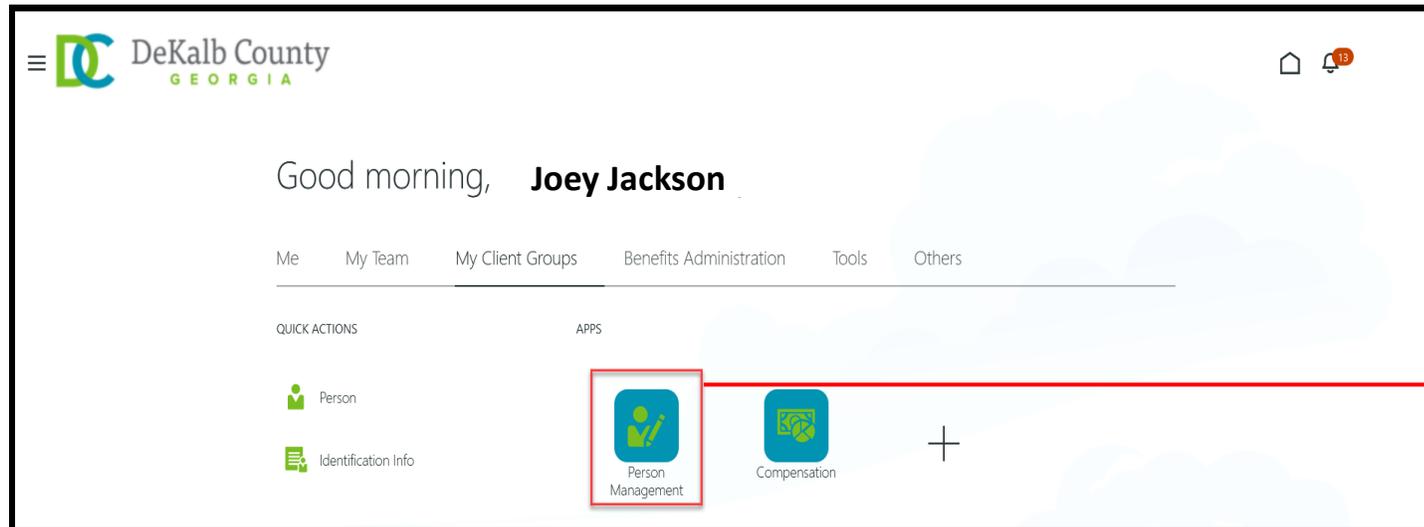
1

Select the **My Client Groups** tab from the CV360 homepage



2

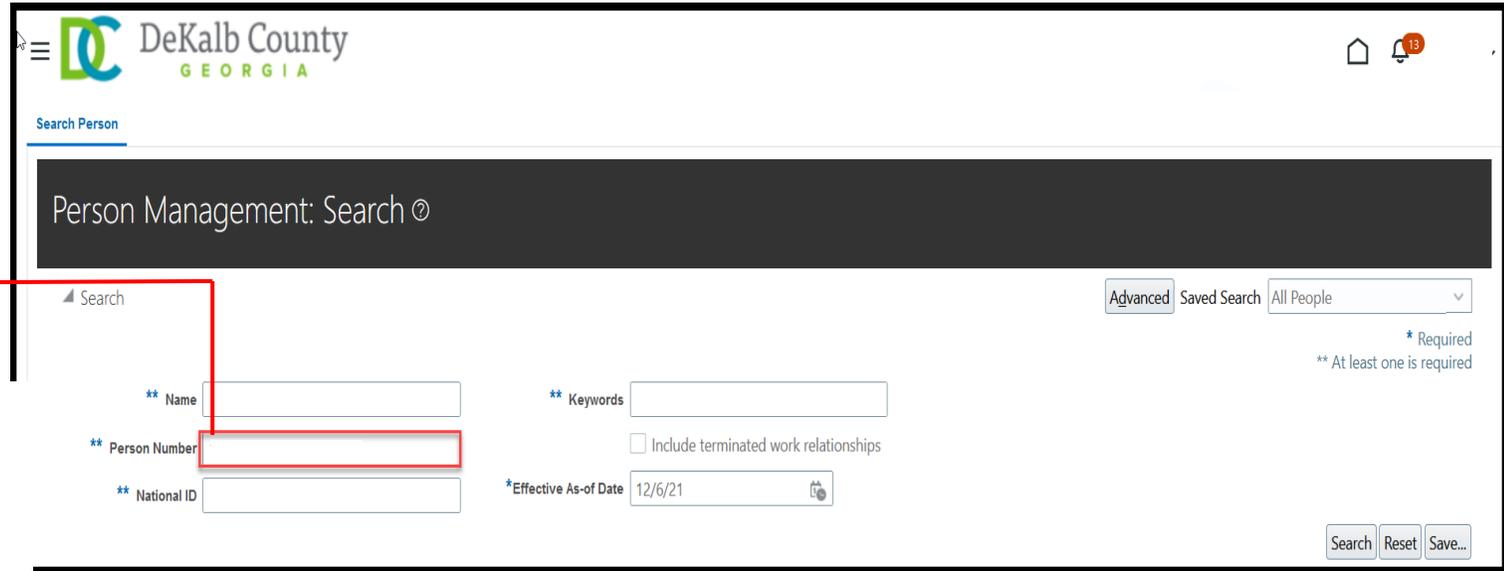
Select the **Person Management** tile within the Apps area



Manage Work Schedule Assignment

3

From the **Person Management: Search** page, key in the **Name** or **Employee Number** of the Employee



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Person Number

** National ID

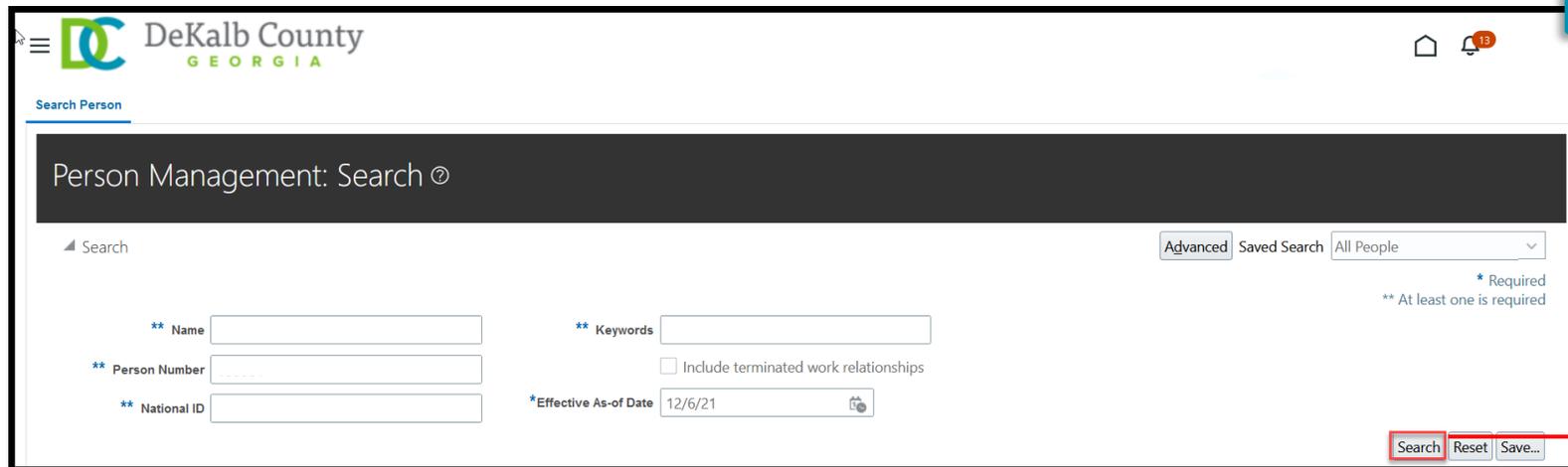
** Keywords

Include terminated work relationships

*Effective As-of Date 12/6/21

* Required
** At least one is required

Search Reset Save...



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Person Number

** National ID

** Keywords

Include terminated work relationships

*Effective As-of Date 12/6/21

* Required
** At least one is required

Search Reset Save...



*Employees may be searched by **Name, Person Number, or by Keywords***

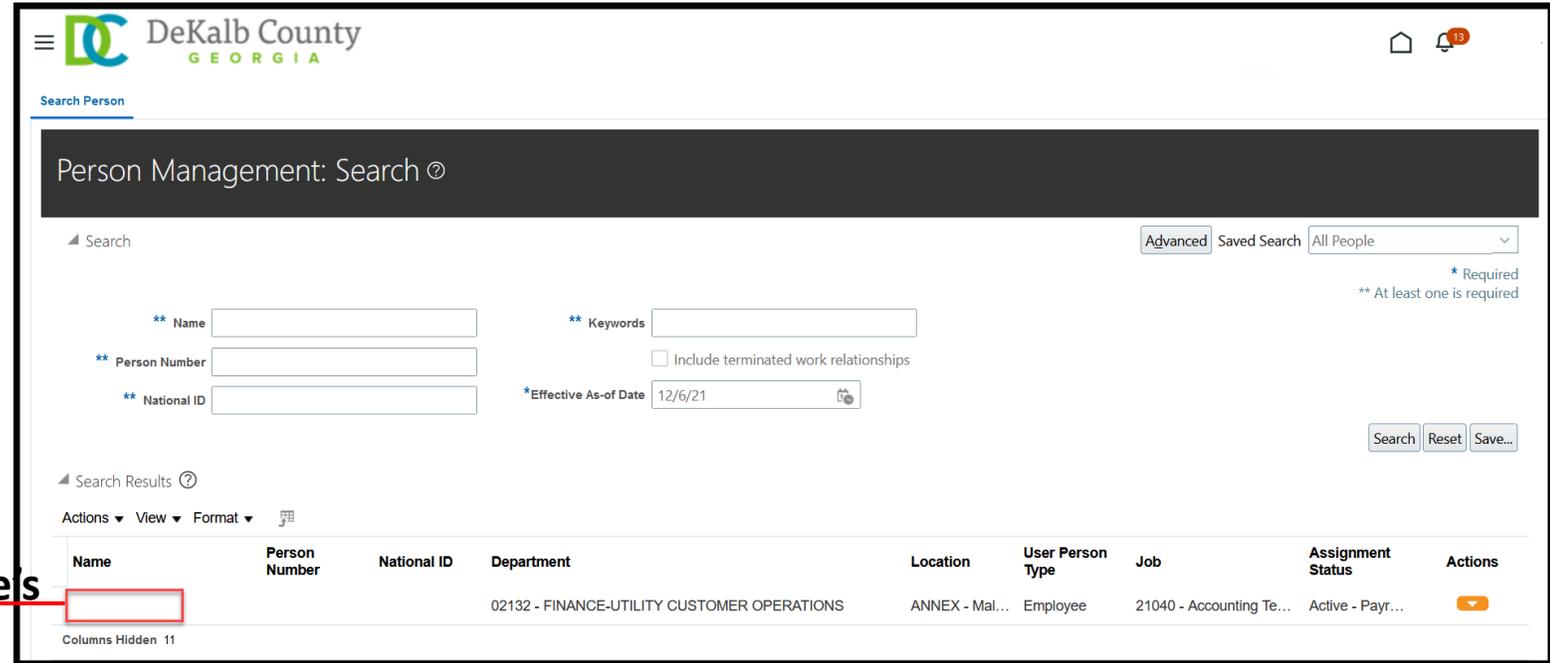
4

Select the **Search** button

Manage Work Schedule Assignment

5

From the **Search Results** section, select the **Employee's Name** link



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name ** Keywords

** Person Number Include terminated work relationships

** National ID *Effective As-of Date 12/6/21

Search Reset Save...

Search Results

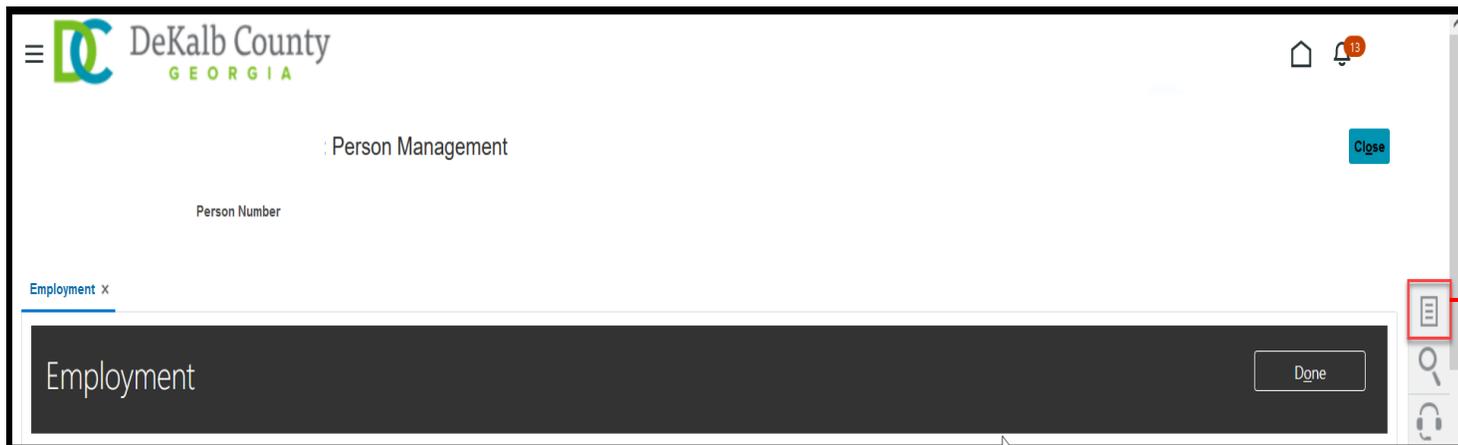
Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
[Red Box]			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11

6

From the Employment page, select the **Panel Drawer** icon



DeKalb County GEORGIA

Person Management

Person Number

Close

Employment x

Employment

Done

Panel Drawer icon

Manage Work Schedule Assignment

Person Management

Person Number



Select Work Schedule Assignment
in the Absence Work Area

- Compare

Absences

- Absence Cases
- Absence Records
- **Work Schedule Assignment**

Payroll

- View Payslip

Compensation

- Change Salary
- Individual Compensation
- View Total Compensation Statement

Personal and Employment

- Person
- Allocate Checklists
- Employment
- Seniority Dates
- Work Relationship
- Talent Profile
- Document Records
- Document Delivery Preferences
- Person Identifiers for External Applications

Employment

Work Relationship ?

Legal Employer DeKalb County GA

Country United States

Worker Type Employee

Hire Date

Assignment: 99015 - Administrative Specialist ?

Action Synchronization From Position

Effective Start Date

Action Reason

Effective End Date



*Payroll Coordinators may receive a scheduling error message when entering leave on behalf of an employee. If the **CV360** schedule doesn't match the **Kronos Schedule**, Coordinators may adjust the schedule in CV360*

Manage Work Schedule Assignment

: Person Management

Person Number



Payroll Coordinators may view the employee's **current Work Schedule** on the **Schedule Assignment** page.

If the current Work Schedule Assignment is inaccurate, The End Date must be changed to the Effective End Date minus 1 business day before adding an updated Schedule Assignment.

The current Work Schedule Assignment must be saved for historical reporting.

Close

Cancel

Employment x Absence Records x **Work Schedule Assignment** x

Schedule Assignment

Hide

Assignment Number E063581

Department 08105 - SANITATION - ADMINISTRATION

Location SAN-ADMIN - Sanitation Administration

Schedules

View Format + X View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
1/8/22 	12/31/31 	Sanitation 8a - 430p Sat Sun Off 	1/8/22	12/31/31		Yes 

Manage Work Schedule Assignment



Schedule Assignment [?](#)

Actions Printable Page Review Save Submit Cancel

Hide

Assignment Number E063581

Job 99015 - Administrative Specialist

Department 08105 - SANITATION - ADMINISTRATION

Location SAN-ADMIN - Sanitation Administration

Schedules

View

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
1/8/22	2/4/22	Sanitation 8a - 430p Sat Sun Off	1/8/22	12/31/31		Yes



Change the current **Schedule Assignment End Date** to the Effective End date -1 business day

Manage Work Schedule Assignment



Add a new row to select a **new Schedule Assignment** for the employee. Select the **Plus** symbol.

Schedule Assignment ? Actions Printable Page Review Save Submit Cancel

▲ Hide

Assignment Number E063581 Job 99015 - Administrative Specialist
Department 08105 - SANITATION - ADMINISTRATION Location SAN-ADMIN - Sanitation Administration

▲ Schedules

View ▼ Format ▼ + × View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
2/9/22	m/d/yy	<input type="text"/>				<input type="text"/>
1/8/2022	2/4/2022	Sanitation 8a - 430p Sat Sun Off	1/8/22	12/31/31		Yes <input type="text"/>

Manage Work Schedule Assignment



***Kronos** shares schedule and absence information with CV360. All available schedules should reflect in Oracle. The **Kronos Schedule** and **CV360 Schedule** must match.*

Schedule Assignment

▲ Hide
Assignment Number E063
Department 0810
Job 99015 - Administrative Specialist
on SAN-ADMIN - Sanitation Administration

▲ Schedules
View ▼ Format ▼ + X View

Start Date	End Date	Schedule	Effective from Date	Effective to Date	Category	Primary
2/9/22	2/29/28	[Dropdown]				[Dropdown]
1/8/2022	2/4/2022	Sanitation 8a - 430p Sat Sun Off	1/8/22	12/31/31		Yes

- Parks 830a - 430p Sat Sun Off
- Plan 730a - 4p Sat Sun Off
- Police 10p - 8a Fri Sat Sun Off
- Police 1p - 11p Fri Sat Sun Off
- Police 1p - 9p Sat Sun Off
- Police 2p - 1030p Mon Tue Off
- Police 2P - 10P Fri Sat Off
- Police 2p - 12a Fri Sat Sun Off
- Police 6a - 2p Sun Mon Off
- Police 6a - 4p Mon Tue Wed Off
- Search...

Manage Work Schedule Assignment



Schedule Assignment

[Review](#) [Save](#) [Submit](#) [Cancel](#)

Hide

Assignment Number E063

Department 0810

Schedules

View Format + X View

Start Date	End Date		Effective from Date	Effective to Date	Category	Primary
2/9/22	2/29/28	Search...				
1/8/2022	2/4/2022	Sanitation 8a - 430p Sat Sun Off	1/8/22	12/31/31		Yes

10

Select the Search hyperlink to select a new Work Schedule Assignment for the employee.

Manage Work Schedule Assignment

Person Management Close

Person Number

Employment x Work Schedule Assignment x

Schedule Assignment ?

Hide

Assignment Number E063581
Department 08105 - SANITATION - ADMINISTRATION

Schedules

View ▼ Format ▼ + × View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
2/9/22	2/29/28					
1/8/2022	2/4/2022	Sanitation 8a - 430p Sat Sun Off	1/8/22	12/31/31		Yes

Search and Select: Schedule ×

Search Advanced

** At least one is required

**** Name**

**** Type**

**** Category**

**** Effective from Date** m/d/yy

**** Effective to Date** m/d/yy

Search Reset

Name

No rows to display

OK Cancel

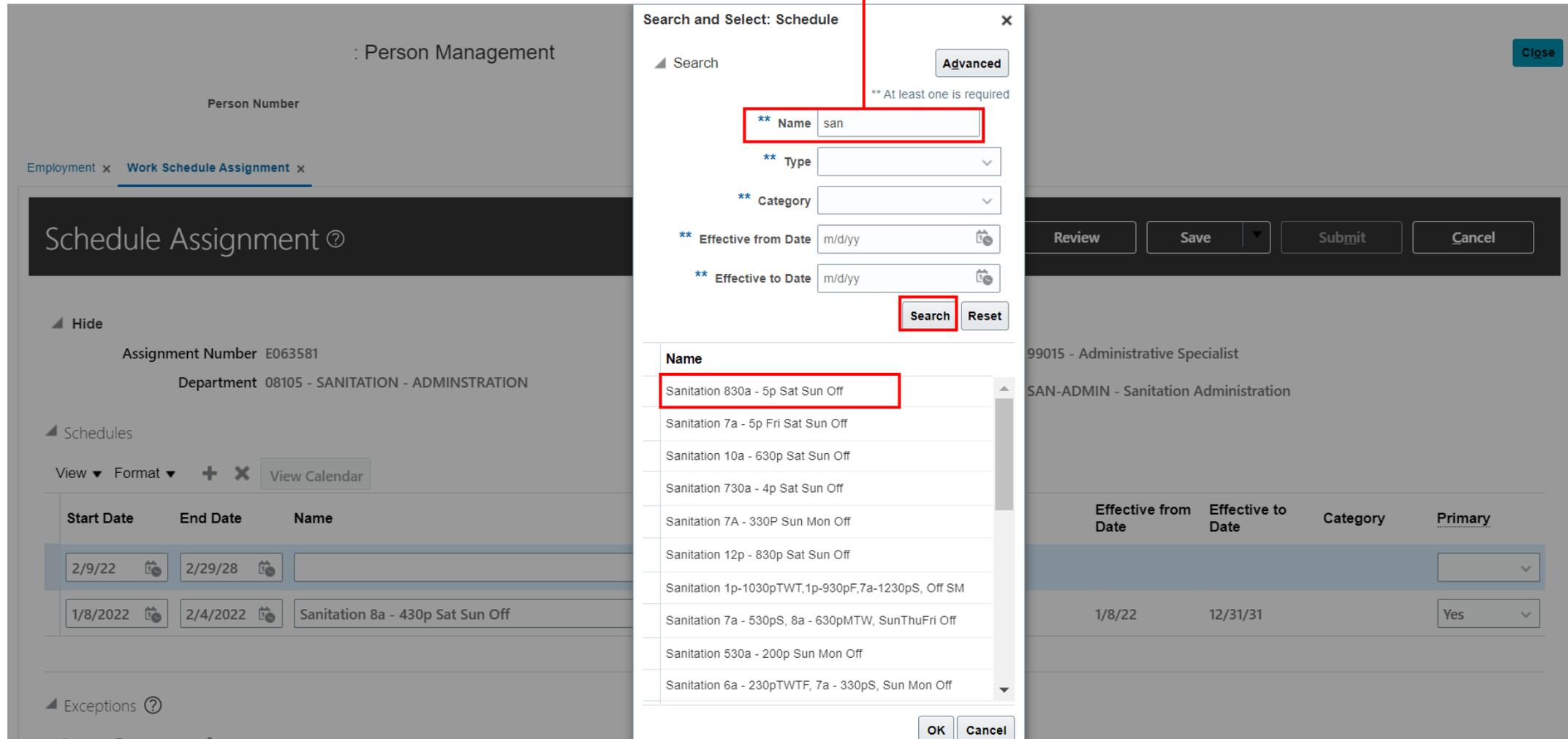
11

Search the **Department Name** within the Name field.

Manage Work Schedule Assignment

12

Enter the applicable **Department Name or Abbreviation** in the **Name** field and select Search. View the search results and select the appropriate **Work Schedule Assignment**.



The screenshot displays the 'Manage Work Schedule Assignment' interface. A modal window titled 'Search and Select: Schedule' is open, showing search criteria and results. The 'Name' field contains 'san' and is highlighted with a red box. The 'Search' button is also highlighted with a red box. Below the search criteria, a list of schedule assignments is shown, with the first item, 'Sanitation 830a - 5p Sat Sun Off', highlighted with a red box. The background interface shows the 'Work Schedule Assignment' section for a person, with fields for 'Assignment Number' (E063581) and 'Department' (08105 - SANITATION - ADMINISTRATION). A table of schedule assignments is visible, with columns for 'Start Date', 'End Date', and 'Name'. The table contains two rows of data.

Start Date	End Date	Name
2/9/22	2/29/28	
1/8/2022	2/4/2022	Sanitation 8a - 430p Sat Sun Off

Name
Sanitation 830a - 5p Sat Sun Off
Sanitation 7a - 5p Fri Sat Sun Off
Sanitation 10a - 630p Sat Sun Off
Sanitation 730a - 4p Sat Sun Off
Sanitation 7A - 330P Sun Mon Off
Sanitation 12p - 830p Sat Sun Off
Sanitation 1p-1030pTWT,1p-930pF,7a-1230pS, Off SM
Sanitation 7a - 530pS, 8a - 630pMTW, SunThuFri Off
Sanitation 530a - 200p Sun Mon Off
Sanitation 6a - 230pTWTF, 7a - 330pS, Sun Mon Off

Effective from Date	Effective to Date	Category	Primary
1/8/22	12/31/31		Yes

Manage Work Schedule Assignment



Ensure the new **Work Schedule Assignment** is correct, as CV360 will send the new schedule information to Kronos.

Schedule Assignment ?

Actions | Printable Page | Review | Save | Submit | Cancel

Hide

Assignment Number E063581 Job 99015 - Administrative Specialist
Department 08105 - SANITATION - ADMINISTRATION Location SAN-ADMIN - Sanitation Administration

Schedules

View ▼ Format ▼ + X View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
2/9/22	12/31/31	Sanitation 830a - 5p Sat Sun Off	1/8/22	12/31/31		Yes
1/8/2022	2/4/2022	Sanitation 8a - 430p Sat Sun Off	1/8/22	12/31/31		No

13

Select the **Primary** drop down list on the new **Work Schedule Assignment** and select Yes.

Manage Work Schedule Assignment



14

Select the **Review** button to review your proposed changes.

Schedule Assignment ?

Actions ▼

Printable Page

Review

Save ▼

Submit

Cancel

▲ Hide

Assignment Number E063581

Job 99015 - Administrative Specialist

Department 08105 - SANITATION - ADMINISTRATION

Location SAN-ADMIN - Sanitation Administration

▲ Schedules

View ▼ Format ▼ + X View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
2/9/22	12/31/31	Sanitation 830a - 5p Sat Sun Off ▼	1/8/22	12/31/31		Yes ▼
1/8/2022	2/4/2022	Sanitation 8a - 430p Sat Sun Off ▼	1/8/22	12/31/31		No ▼

Manage Work Schedule Assignment



15

Select the **Submit** button to route your proposed Work Schedule Assignment change for approval.

Schedule Assignment:Review ?

[Printable Page](#) [Back](#) [Save](#) [Submit](#) [Cancel](#)

▲ Hide

Assignment Number E063581

Job 99015 - Administrative Specialist

Department 08105 - SANITATION - ADMINISTRATION

Location SAN-ADMIN - Sanitation Administration

▲ Changed Schedule and Exception

View ▼ [Detach](#)

Schedule Name	Type	Attribute	Current Value	Proposed Value
▲ Sanitation 8a - 430p Sat Sun Off				
	Schedule			
		Name	Sanitation 8a - 430p Sat Sun Off	Sanitation 8a - 430p Sat Sun Off
		Effective Start Date	1/8/22	1/8/22
		Effective End Date	12/31/31	12/31/31
		Category		
		Start Date	1/8/22	1/8/22
		End Date	12/31/31	2/4/22
		Primary	Y	N

Manage Work Schedule Assignment



Schedule Assignment:Review ?

Printable Page

Back

Save

Submit

Cancel

Hide

Assignment Number E063581

Job 99015 - Administrative Specialist

Department 08105 - SANITATION - ADMINISTRATION

16

Select Yes to confirm the Work Schedule Assignment change.

Changed Schedule and Exception

View ▾ Detach

Schedule Name	Type	Attribute	Current Value	Proposed Value
Sanitation 8a - 430p Sat Sun Off	Schedule	Name		Sanitation 8a - 430p Sat Sun Off
		Effective Start Date	1/8/22	1/8/22
		Effective End Date	12/31/31	12/31/31
		Category		
		Start Date	1/8/22	1/8/22
		End Date	12/31/31	2/4/22
		Primary	Y	N

Warning

The request will be submitted. Do you want to continue? (HRC-1035163)

Manage Work Schedule Assignment

Employment x Work Schedule Assignment x

Schedule Assignment:Review ?

Printable Page Back Save Submit Cancel

Hide

Assignment Number E063581 Job 99015 - Administrative Specialist
Department 08105 - SANITATION - ADMINISTRATION Location SAN-ADMIN - Sanitation Administration

Changed Schedule and Exception

View ▾ Detach

Schedule Name	Type	Attribute	Proposed Value
No data to display.			

Approvers

Confirmation X

The request was submitted.

OK

17

Select OK to confirm the request.