

Payroll Coordinator

**Update Work
Schedule
Assignment**



CloudVergent 360

Payroll Coordinators

Update Work Schedule Assignment

Make sure to use either Chrome or Firefox as your browser

My Client Groups > Person Management > Search for the employee



Update Work Schedule Assignment

Person Management: Search

Note: My Client Groups > Person Management > Search for the employee

Search and Select the employee for *Schedule Assignment Change*

Advanced | Saved Search | All People

* Required
** At least one is required

** Person Number Include terminated work relationships

** National ID *Effective As-of Date 2/1/22

Search | Reset | Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
Elsberry, Daisy	064524		01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	CAMP-CIR - ...	Employee	16030 - Systems Anal...	Active - Payr...	

Columns hidden: 11

1

Daisy Elsberry: Person Management

Person Number 064524

Employment x

Employment

Work Relationship

2 **Click on the file cabinet and select *Work Schedule Assignment***

- Compare
- Absences
 - Absence Cases
 - Absence Records
 - Work Schedule Assignment
- Payroll
 - View Payslip
- Compensation
 - Change Salary
 - Individual Compensation
 - View Total Compensation Statement

Update Work Schedule Assignment



Employment x Work Schedule Assignment x

Schedule Assignment

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

3

Verify the current *schedule assignment*.
Select Add "+" to add a blank row with the *Start Date* defaulted to today's date.

► Show

◄ Schedules

View ▾ Format ▾ View Calendar

Start Date	End	Add Row	Name	Effective from Date	Effective to Date	Category	Primary
1/8/22	12/31/31	<input type="button" value="+"/>	8a - 4p Sat Sun Off	1/8/22	12/31/31		Yes

◄ 8a - 4p Sat Sun Off: Exceptions ?

View ▾ Format ▾

Type	Name	Start Date	End Date	Availability
No data to display.				

Update Work Schedule Assignment



Employment x Work Schedule Assignment x

Schedule Assignment ⓘ

Actions ▾ Printable Page Review Save ▾ Submit Cancel

► Show

▾ Schedules

View ▾ Format ▾ + x View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
2/1/22	m/d/yy		▾			▾
1/8/2022	12/31/203	8a - 4p Sat Sun Off	1/8/22			Yes

▾ Exceptions ⓘ

View ▾ Format ▾ +

Type	Name	Date	End Date	Availability
No data to display.				

Select the dropdown to select the appropriate Work Schedule Assignment.



Update Work Schedule Assignment



Employment x Work Schedule Assignment x

Schedule Assignment

Actions Printable Page Review Save Submit Cancel

Hide

Assignment Number E064524 Job 16030 - Systems Analyst
Department 01605 - DEPARTMENT OF INFORMATION TECHNOLOGY Location CAMP-CIR - Camp Circle

Schedules

View Format + X View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
2/1/22	m/d/yy					
1/8/2022	12/31/203	Parks 830a - 430p Sat Sun Off	1/8/22	12/31/31		Yes
		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 6a - 2p Sun Mon Off				
		1045a - 715p Sat Sun Off				
		745a - 415p Sat Sun Off				

Exceptions

View Format +

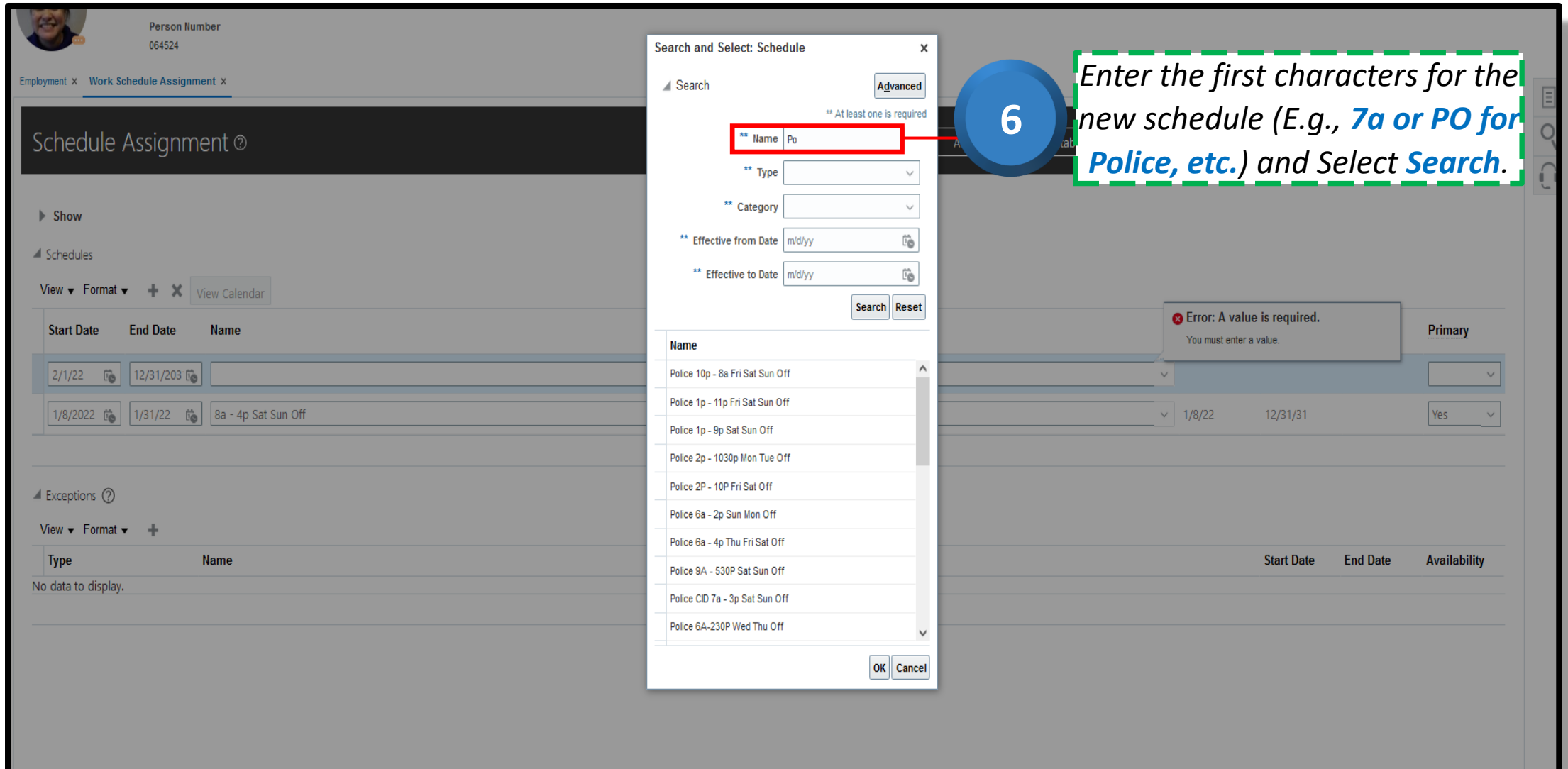
Type N

No data to display.

Search

4 Select Search

Update Work Schedule Assignment



The screenshot shows the 'Update Work Schedule Assignment' page for a person with ID 064524. A modal window titled 'Search and Select: Schedule' is open, allowing the user to search for a new schedule. The modal includes a search bar with the text 'Po' entered, and a list of schedule options. A blue circle with the number '6' is positioned next to the search bar. A red box highlights the search input field. A green dashed box contains the instruction: 'Enter the first characters for the new schedule (E.g., 7a or PO for Police, etc.) and Select Search.' An error message is visible on the right side of the page: 'Error: A value is required. You must enter a value.'

6

Enter the first characters for the new schedule (E.g., 7a or PO for Police, etc.) and Select Search.

Search and Select: Schedule

Search **Advanced**

** At least one is required

** Name

** Type

** Category

** Effective from Date

** Effective to Date

Search **Reset**

Name

- 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 6a - 2p Sun Mon Off
- Police 6a - 4p Thu Fri Sat Off
- Police 9A - 530P Sat Sun Off
- Police CID 7a - 3p Sat Sun Off
- Police 6A-230P Wed Thu Off

OK **Cancel**

Error: A value is required.
You must enter a value.

Start Date	End Date	Name	Primary
2/1/22	12/31/203		
1/8/2022	1/31/22	8a - 4p Sat Sun Off	

Type	Name	Start Date	End Date	Availability
		1/8/22	12/31/31	Yes

No data to display.

Update Work Schedule Assignment

Employment x Work Schedule Assignment x

Schedule Assignment ②

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

Hide

Assignment Number E064524 Job 16030 - Systems Analyst
Department 01605 - DEPARTMENT OF INFORMATION TECHNOLOGY Location CAMP-CIR - Camp Circle

Schedules

View | Format | + | x | View Calendar

Start Date	End Date	Name
2/1/22	12/31/31	7a - 530p Fri Sat Sun Off
1/8/2022	2/31/2031	8a - 4p Sat Sun Off

7

Select the end date for the old row to today's date - 1

Note: The dates (*Start Date and End Date*) are dependent when the schedule is applicable.

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

Start Date	End Date	Availability
------------	----------	--------------

Calendar view showing January 2022 with date 31 highlighted.

Update Work Schedule Assignment

Employment x Work Schedule Assignment x

Schedule Assignment ?

Actions Printable Page Review Save Submit Cancel

Hide

Assignment Number E064524
Department 01605 - DEPARTMENT OF INFORMATION TECHNOLOGY
Location CAMP-CIR - Camp Circle

Schedules

View Format + X View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
2/1/22	12/31/31	7a - 530p Fri Sat Sun Off		1/8/22	12/31/31	
1/8/2022	1/31/22	8a - 4p Sat Sun Off		1/8/22	12/31/31	Yes

7 Validate the Correct **Start and End Date**, and new **Schedule Assignment** is set to **Primary**.

Update Work Schedule Assignment

Employment x Work Schedule Assignment x

Schedule Assignment ?

7 *Select the Review Button*

Actions Printable Page **Review** Save Submit Cancel

▲ Hide

Assignment Number E064524 Job 16030 - Systems Analyst
Department 01605 - DEPARTMENT OF INFORMATION TECHNOLOGY Location CAMP-CIR - Camp Circle

▲ Schedules

View Format + X View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
2/1/22	12/31/31	7a - 530p Fri Sat Sun Off	1/8/22	12/31/31		
1/8/2022	1/31/22	8a - 4p Sat Sun Off	1/8/22	12/31/31		Yes

Update Work Schedule Assignment

7

Schedule Assignment:Review @

Printable Page Back Save **Submit** Cancel

*Review and Select the **Submit** button to Auto Approve the Schedule Assignment Change.*

Show

Changed Schedule and Exception

View Detach

Schedule Name	Type	Attribute	Current Value	Proposed Value
8a - 4p Sat Sun Off	Schedule			
		Name	8a - 4p Sat Sun Off	8a - 4p 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	1/31/22
		Primary	Y	Y
7a - 530p Fri Sat Sun Off	Schedule			
		Name		7a - 530p Fri Sat Sun Off
		Effective Start Date		1/8/22
		Effective End Date		12/31/31
		Category		
		Start Date		2/1/22
		End Date		12/31/31
		Primary		

Update Work Schedule Assignment



Employment x Work Schedule Assignment x

Schedule Assignment:Review ☺

Printable Page Back Save Submit Cancel

Show

Changed Schedule and Exception

View Detach

Schedule Name	Type	Attribute	Current Value	Proposed Value
8a - 4p Sat Sun Off	Schedule	Name	8a - 4p Sat Sun Off	8a - 4p Sat Sun Off
		Effective Start Date	1/8/22	1/8/22
		Effective End Date	12/31/31	12/31/31
		Category		Y
		Start Date		2/1/22
		End Date		12/31/31
		Primary		
7a - 530p Fri Sat Sun Off	Schedule	Name		7a - 530p Fri Sat Sun Off
		Effective Start Date		1/8/22
		Effective End Date		12/31/31
		Category		
		Start Date		2/1/22
		End Date		12/31/31
		Primary		

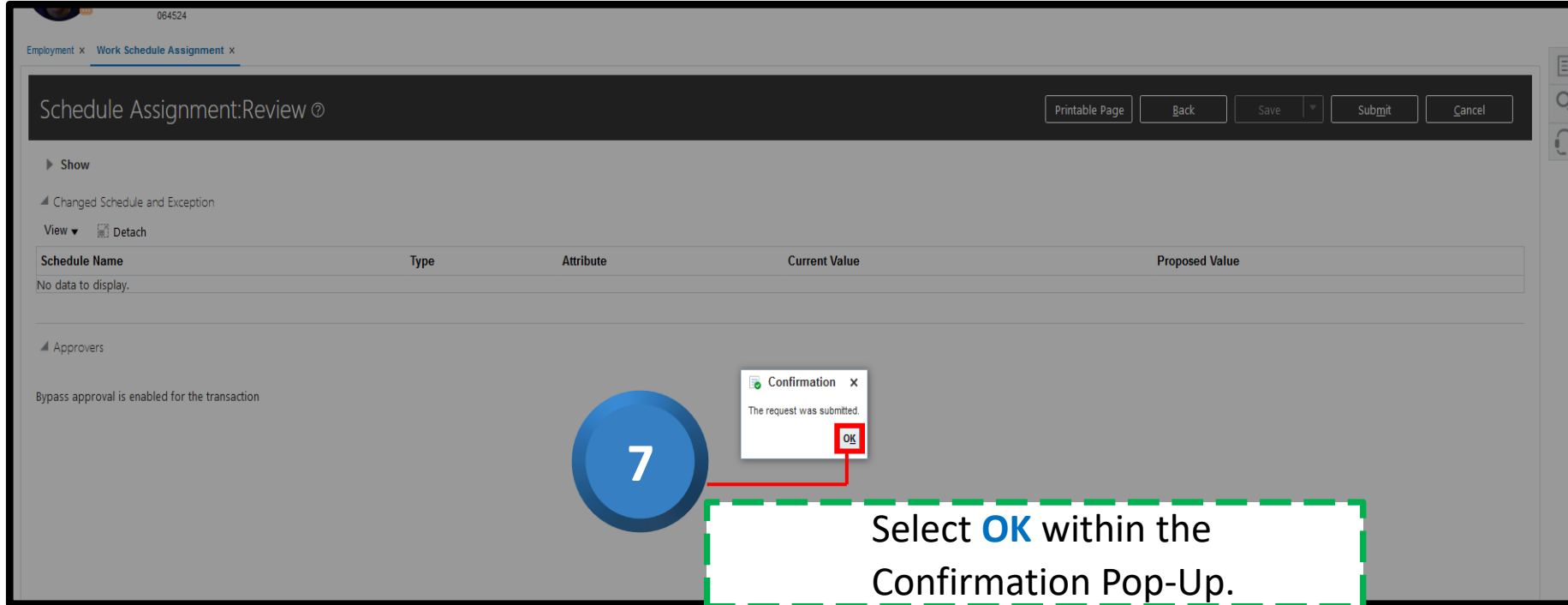
Warning

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

7

Select the **Yes** button.

Update Work Schedule Assignment



064524

Employment x Work Schedule Assignment x

Schedule Assignment:Review ©

Printable Page Back Save Submit Cancel

Show

Changed Schedule and Exception

View Detach

Schedule Name	Type	Attribute	Current Value	Proposed Value
No data to display.				

Approvers

Bypass approval is enabled for the transaction

Confirmation x

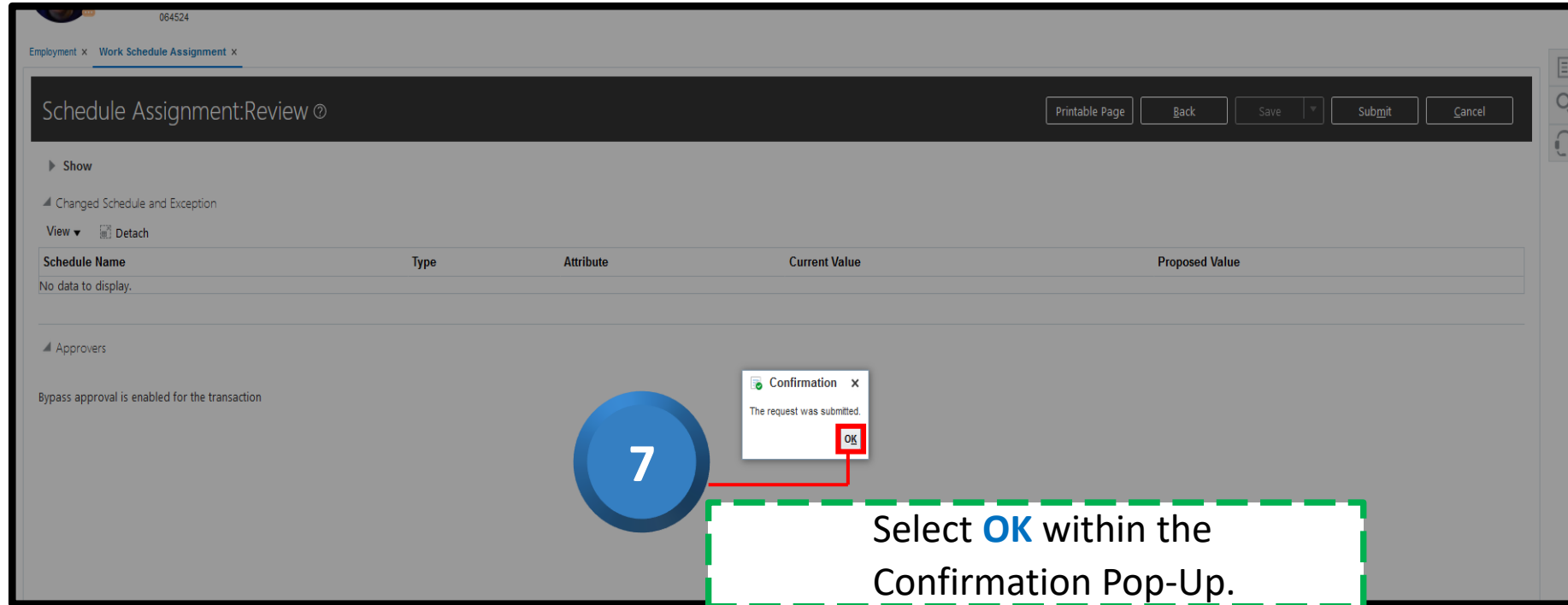
The request was submitted.

OK

7

Select **OK** within the Confirmation Pop-Up.

Update Work Schedule Assignment



064524

Employment x Work Schedule Assignment x

Schedule Assignment:Review ©

Printable Page Back Save Submit Cancel

Show

Changed Schedule and Exception

View Detach

Schedule Name	Type	Attribute	Current Value	Proposed Value
No data to display.				

Approvers

Bypass approval is enabled for the transaction

Confirmation x

The request was submitted.

OK

7

Select **OK** within the Confirmation Pop-Up.

Update Work Schedule Assignment

Note: To validate the Schedule Assignment Change, navigate back to the [Work Schedule Assignment](#) page and confirm the new Schedule is set to **Primary**.

Employment x Work Schedule Assignment x

Schedule Assignment ?

Actions Printable Page Review Save Submit Cancel

Show

Schedules

View Format + X View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
1/8/22	1/31/22	8a - 4p Sat Sun Off	1/8/22	12/31/31		Yes
2/1/22	12/31/31	7a - 530p Fri Sat Sun Off	1/8/22	12/31/31		

Payroll Coordinators Summary

You have reached the end of the Payroll Coordinators course. You should now be able to:

For additional information on the topics covered in this course, please consider using the following resources:

- DeKalb POC:
 - Katherine Furlong | kdfurlong@dekalbcountyga.gov