

# Manage Work Schedule Assignment

## Lesson Objective:

Upon completion of the Manage Work Schedule Assignment lesson, you will be able to:

### Objective

- Update and assign an accurate Work Schedule for an employee.



Payroll Coordinators may need to update an employee's Work Schedule in CV360 when the CV360 schedule does not match the Kronos schedule, which can cause scheduling errors during leave entry.

The current Work Schedule must be ended correctly (Effective End Date – 1 business day) to preserve historical records before adding a new schedule assignment.

The Kronos Schedule and CV360 Schedule must match, as both systems exchange schedule and absence data, and all valid schedules should appear in Oracle.

The new Work Schedule Assignment must be marked as Primary, reviewed, and submitted for approval; CV360 will send the updated schedule information back to Kronos.

# Focus



- Understand how to view and modify employee work schedules to ensure alignment with CV360 and Kronos.
- Learn the importance of adjusting end dates and preserving historical schedule information for reporting.
- Gain clarity on selecting and assigning the correct new schedule based on department or location.

# Navigation

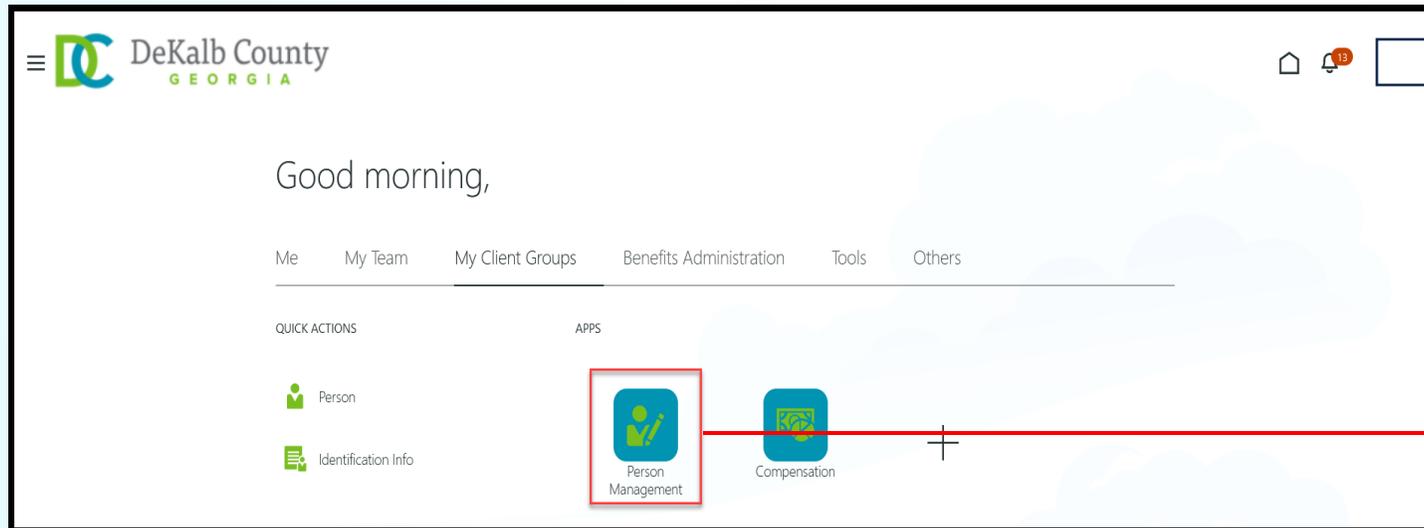
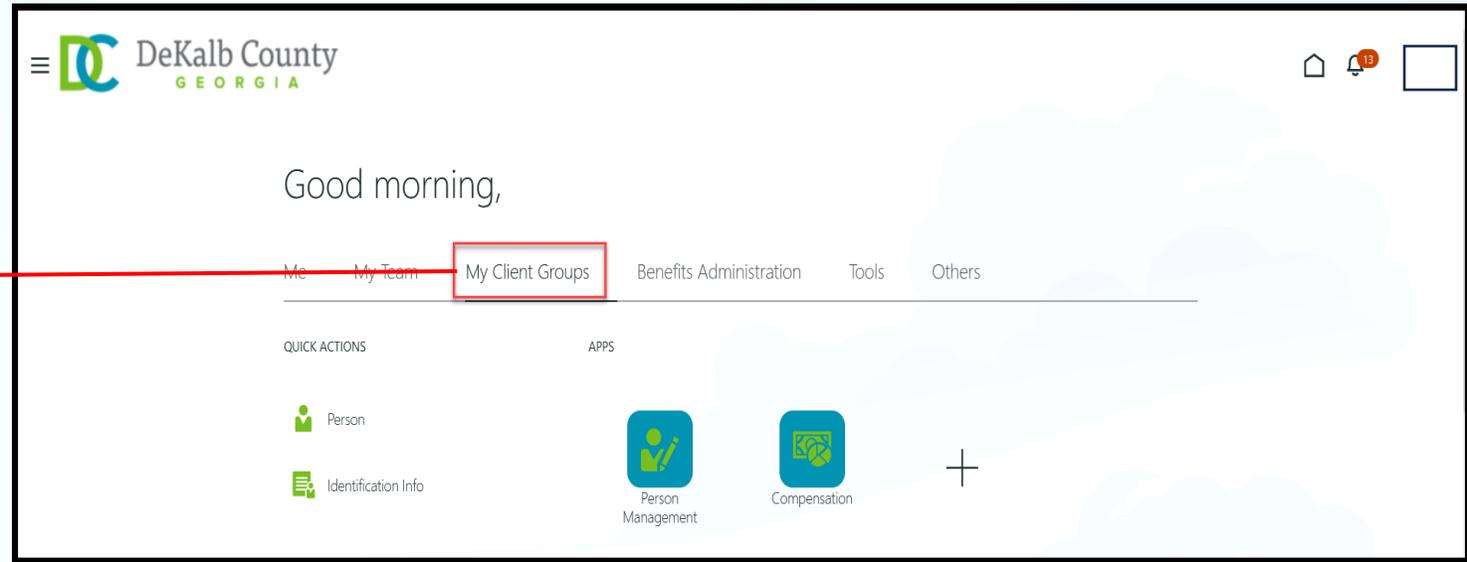


**My Client Groups →**  
**Person Management →**  
**Search →**  
**Panel Drawer →**  
**Work Schedule Assignment (Absences group)**

# Manage Work Schedule Assignment

1

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



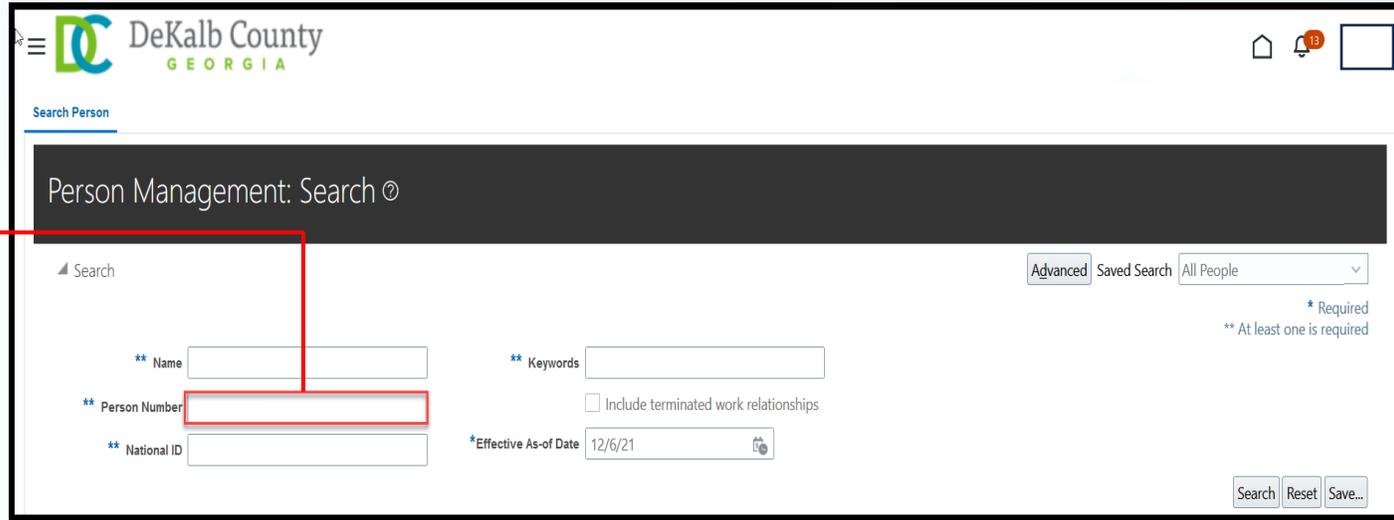
2

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 Person Number of the Employee



DeKalb County GEORGIA

Search Person

Person Management: Search @

Search

Advanced Saved Search All People

\*\* Name

\*\* Keywords

\*\* Person Number

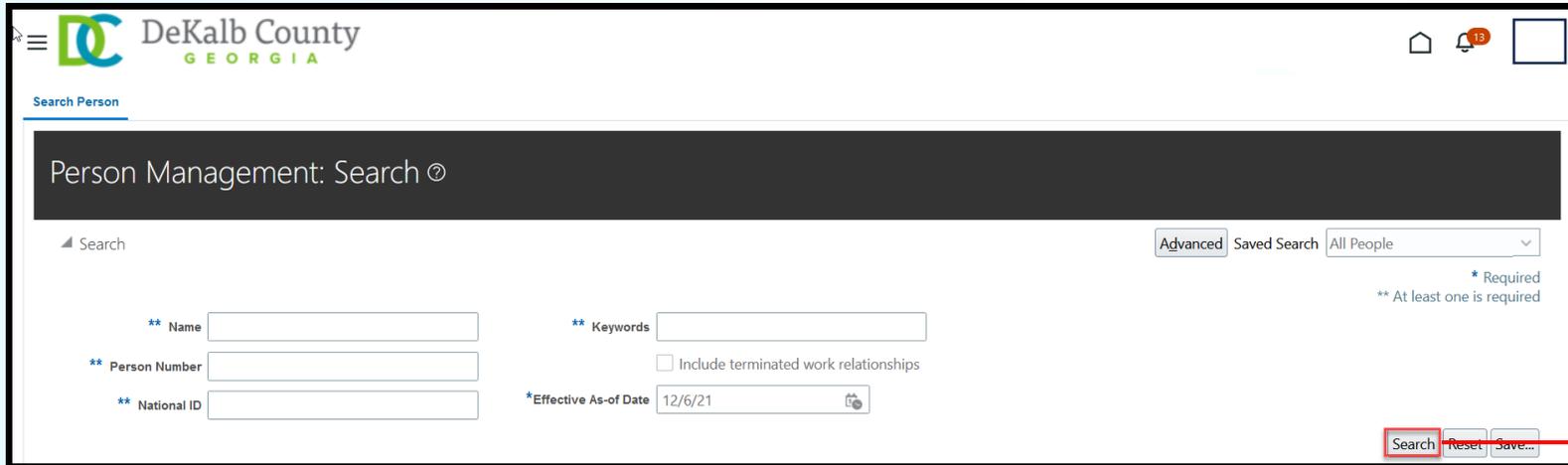
\*\* National ID

\* Effective As-of Date 12/6/21

Include terminated work relationships

\* Required  
\*\* At least one is required

Search Reset Save...



DeKalb County GEORGIA

Search Person

Person Management: Search @

Search

Advanced Saved Search All People

\*\* Name

\*\* Keywords

\*\* Person Number

\*\* National ID

\* Effective As-of Date 12/6/21

Include terminated work relationships

\* Required  
\*\* At least one is required

Search Reset Save...

Search by **Name, Person Number, National ID** or **Keywords**

4

Select the Search button

# Troubleshooting



Ensure the search criteria (Name, Person Number, or National ID) are entered correctly. Inaccurate or incomplete input may result in no records being displayed.

# Manage Work Schedule Assignment

From the Search Results section, select employee's name link



Person Management: Search 

Search Advanced Saved Search All People 

**\*\* Name**

**\*\* Person Number**

**\*\* National ID**

**\*\* Keywords**

Include terminated work relationships

**\* Effective As-of Date**  

\* Required  
\*\* At least one is required

Search Reset Save...

Search Results 

Actions  View  Format  

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
Lakethia Mccray	<input type="text"/>		03220 - SHERIFF'S ...	SO-JJTO - S...	Employee	32130 - Detention Serg...	Active - Payr...	

 DeKalb County  
GEORGIA

 LM Lakethia Mccray: Person Management Close

Person Number

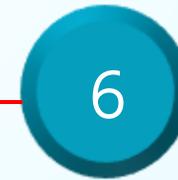
Employment 

Employment Done



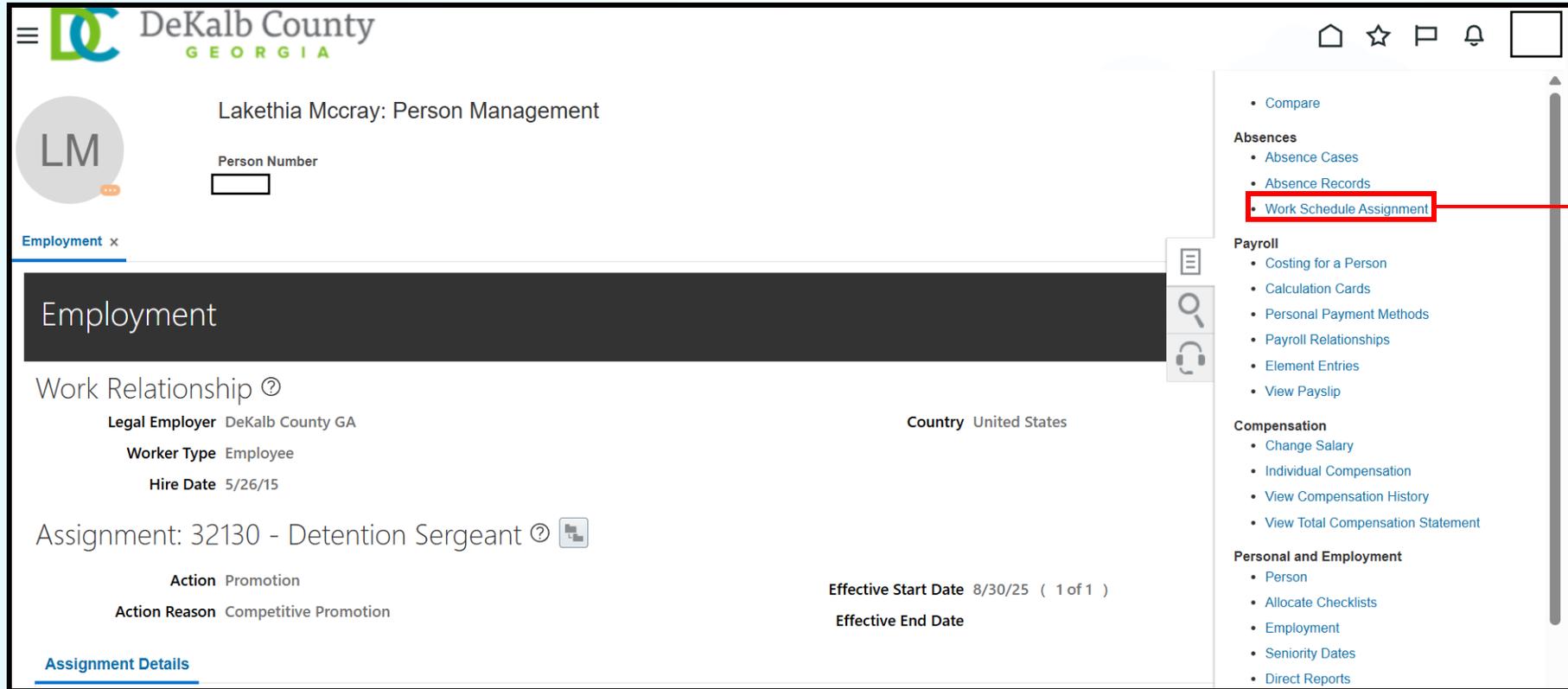






From the Employment page, select the Panel Drawer icon

# Manage Work Schedule Assignment



The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County Georgia logo. Below it is the user profile for Lakethia Mccray, with a 'Person Management' link and a 'Person Number' input field. The main content area is titled 'Employment' and shows details for a 'Work Relationship' with DeKalb County GA, including 'Worker Type: Employee', 'Hire Date: 5/26/15', and 'Assignment: 32130 - Detention Sergeant'. The 'Action' is 'Promotion' and the 'Action Reason' is 'Competitive Promotion'. The 'Effective Start Date' is 8/30/25 (1 of 1) and the 'Effective End Date' is blank. On the right side, a panel drawer is open, showing a list of navigation options. The 'Absences' section is expanded, and the 'Work Schedule Assignment' link is highlighted with a red box. A red line connects this link to a blue circle containing the number 7.

7

Once the Panel Drawer opens, select the **Work Schedule Assignment** link from the **Absences** section



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.

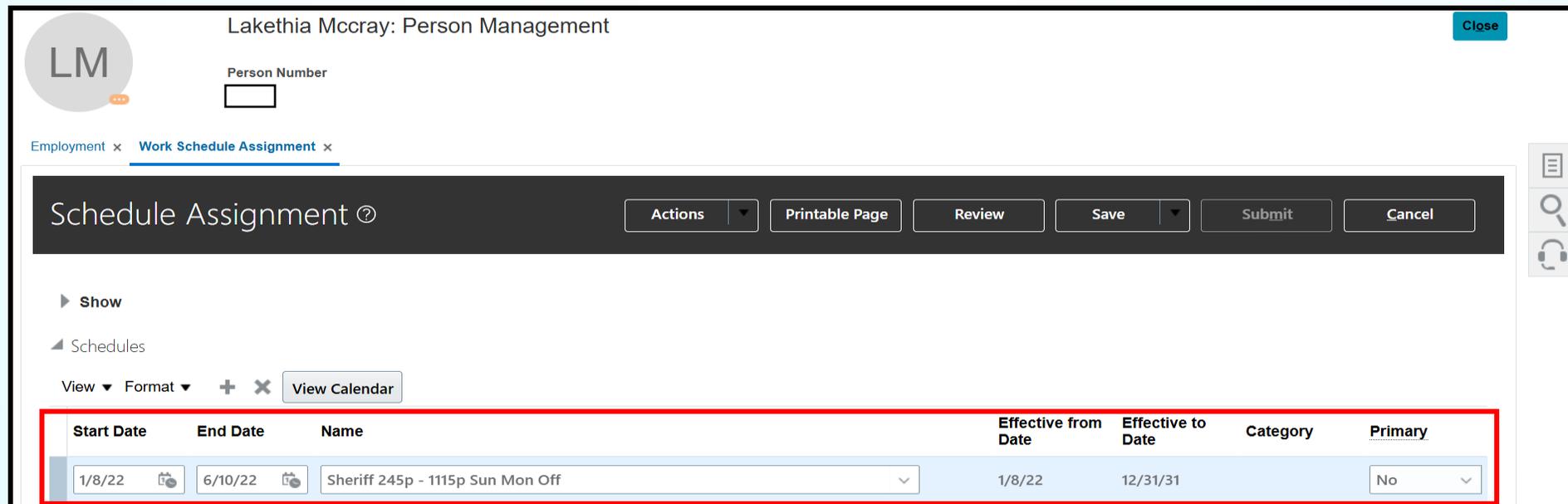
# Manage Work Schedule Assignment



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.



Lakethia Mccray: Person Management Close

Person Number

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	6/10/22	Sheriff 245p - 1115p Sun Mon Off <span>▼</span>	1/8/22	12/31/31		No <span>▼</span>

# Manage Work Schedule Assignment



Employment x Work Schedule Assignment x

## Schedule Assignment ?

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

Hide

Assignment Number  Job 32130 - Detention Sergeant

Department 03220 - SHERIFF'S OFFICE - JAIL Location SO-JJTO - SO-Jail Training Officer

Schedules

View Format + X View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
1/8/22	6/10/22	Sheriff 245p - 1115p Sun Mon Off	1/8/22	12/31/31	No	No
6/11/22	9/16/22	Sheriff 11P - 7A Thu Fri Off	1/8/22	12/31/31	No	No
9/17/22	8/18/23	Sheriff 645a - 315p Sat Sun Off	1/8/22	12/31/31	No	No
8/19/23	12/31/30	Sheriff 645p-7aSa,645p-645aWTF, 2 Wk Rotate T2	5/27/23	12/31/31	Yes	Yes



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

# Manage Work Schedule Assignment

9

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

Employment x Work Schedule Assignment x

## Schedule Assignment ?

Actions Printable Page Review Save Submit Cancel

Hide

Assignment Number  Job 32130 - Detention Sergeant

Department 03220 - SHERIFF'S OFFICE - JAIL Location SO-JJTO - SO-Jail Training Officer

Schedules

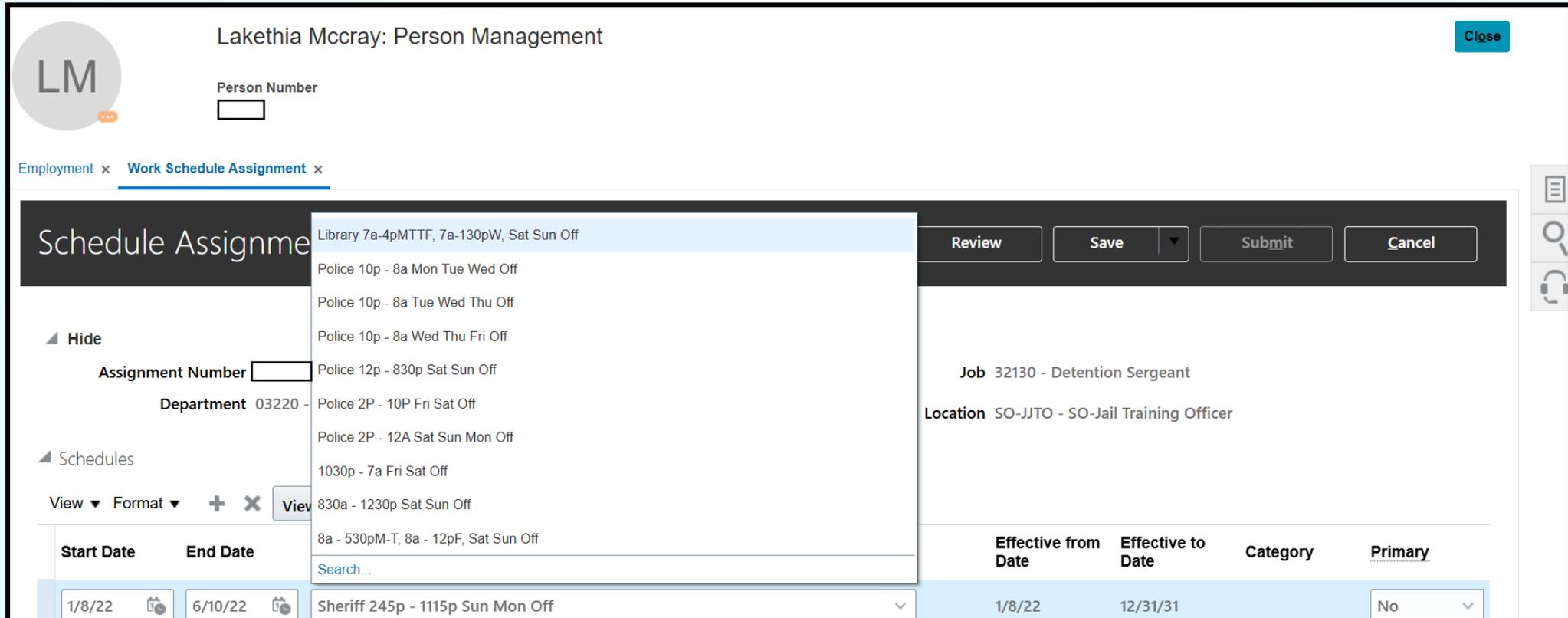
View Format + X View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
1/8/22	6/10/22	Sheriff 245p - 1115p Sun Mon Off	1/8/22	12/31/31		No
6/11/22	9/16/22	Sheriff 11P - 7A Thu Fri Off	1/8/22	12/31/31		No
9/17/22	8/18/23	Sheriff 645a - 315p Sat Sun Off	1/8/22	12/31/31		No
8/19/23	12/31/30	Sheriff 645p-7aSa,645p-645aWTF, 2 Wk Rotate T2	5/27/23	12/31/31		Yes

# Manage Work Schedule Assignment



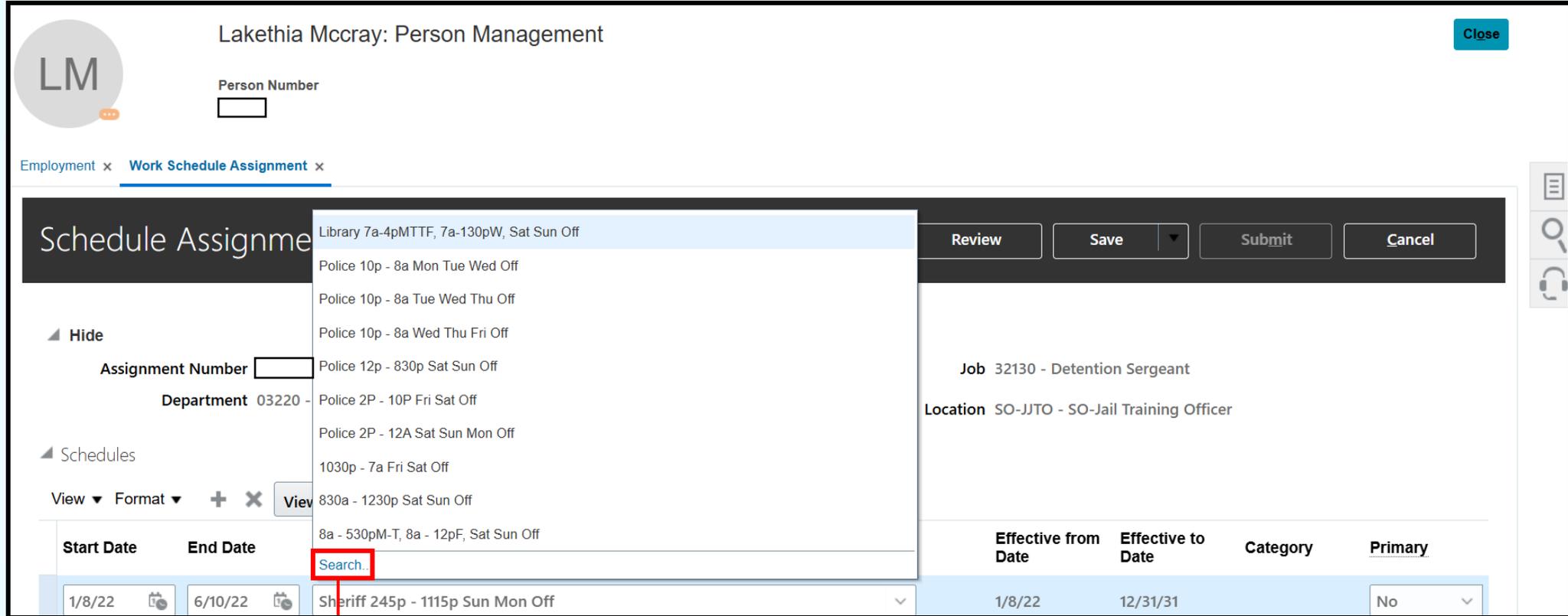
**Kronos** shares schedule and absence information with CV360. The **Kronos Schedule** and **CV360 Schedule** must match.



The screenshot shows the 'Person Management' page for Lakethia Mccray. The user's initials 'LM' are visible in a circular profile picture. The page title is 'Lakethia Mccray: Person Management' with a 'Close' button in the top right. Below the title, there is a 'Person Number' input field. The breadcrumb trail shows 'Employment' and 'Work Schedule Assignment'. The main content area is titled 'Schedule Assignment' and features a search dropdown menu with various schedule options. The dropdown is currently open, showing a list of schedules such as 'Library 7a-4pMTTF, 7a-130pW, Sat Sun Off', 'Police 10p - 8a Mon Tue Wed Off', 'Police 10p - 8a Tue Wed Thu Off', 'Police 10p - 8a Wed Thu Fri Off', 'Police 12p - 830p Sat Sun Off', 'Police 2P - 10P Fri Sat Off', 'Police 2P - 12A Sat Sun Mon Off', '1030p - 7a Fri Sat Off', '830a - 1230p Sat Sun Off', '8a - 530pM-T, 8a - 12pF, Sat Sun Off', and 'Sheriff 245p - 1115p Sun Mon Off'. The dropdown also includes a 'Search...' field. To the right of the dropdown, there are buttons for 'Review', 'Save', 'Submit', and 'Cancel'. Below the dropdown, the 'Job' is identified as '32130 - Detention Sergeant' and the 'Location' as 'SO-JJTO - SO-Jail Training Officer'. At the bottom, there is a table with columns for 'Effective from Date', 'Effective to Date', 'Category', and 'Primary'. The table contains one row with the following data: Effective from Date: 1/8/22, Effective to Date: 12/31/31, Category: (empty), and Primary: No.

Effective from Date	Effective to Date	Category	Primary
1/8/22	12/31/31		No

# Manage Work Schedule Assignment



Lakethia Mccray: Person Management

Person Number

Employment x Work Schedule Assignment x

### Schedule Assignment

Library 7a-4pMTTF, 7a-130pW, Sat Sun Off

Police 10p - 8a Mon Tue Wed Off

Police 10p - 8a Tue Wed Thu Off

Police 10p - 8a Wed Thu Fri Off

Police 12p - 830p Sat Sun Off

Police 2P - 10P Fri Sat Off

Police 2P - 12A Sat Sun Mon Off

1030p - 7a Fri Sat Off

830a - 1230p Sat Sun Off

8a - 530pM-T, 8a - 12pF, Sat Sun Off

[Search](#)

Sheriff 245p - 1115p Sun Mon Off

Review Save Submit Cancel

Job 32130 - Detention Sergeant

Location SO-JJTO - SO-Jail Training Officer

Effective from Date	Effective to Date	Category	Primary
1/8/22	12/31/31		No

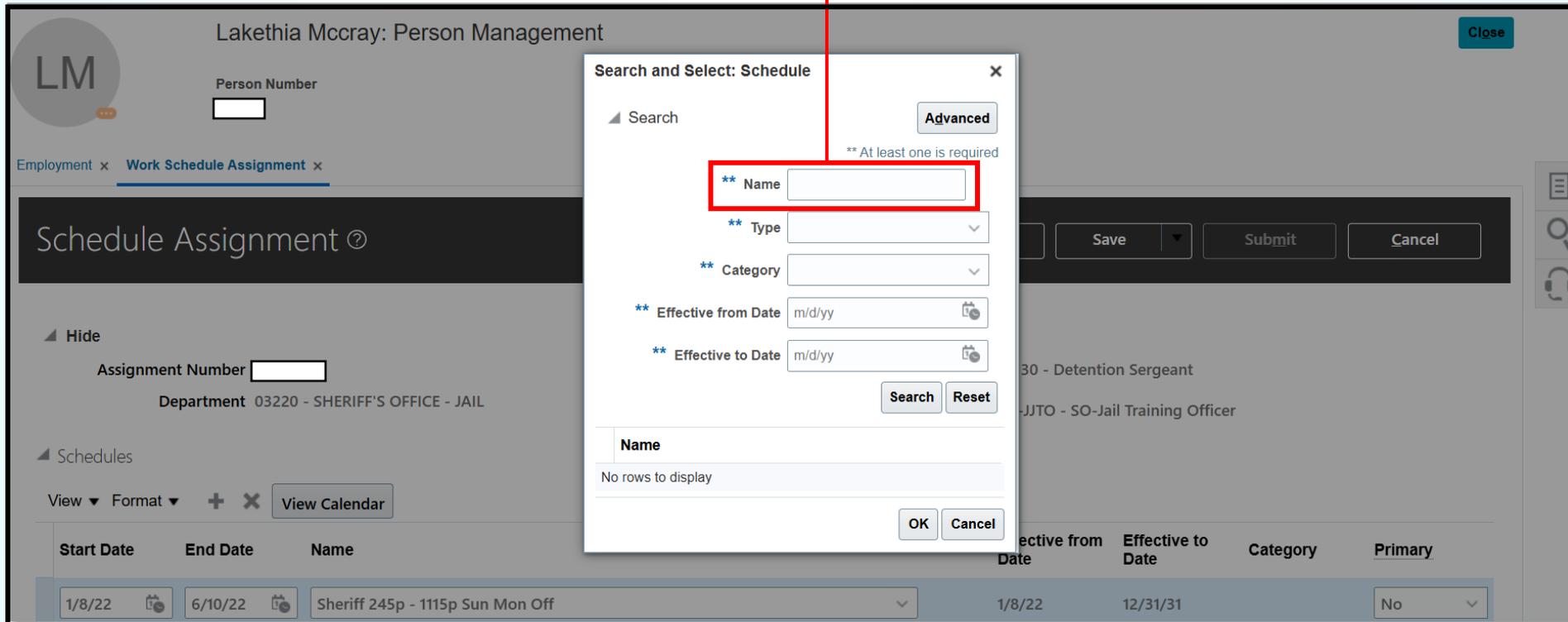


Select the Search hyperlink to select a new Work Schedule Assignment for the employee.

# Manage Work Schedule Assignment

11

Search the Department Name within the Name field.



Lakethia Mccray: Person Management

Person Number

Employment x **Work Schedule Assignment** x

## Schedule Assignment

Hide

Assignment Number

Department 03220 - SHERIFF'S OFFICE - JAIL

Schedules

View Format + X View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
1/8/22	6/10/22	Sheriff 245p - 1115p Sun Mon Off	1/8/22	12/31/31	No	No

**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

# Manage Work Schedule Assignment

Search and Select: Schedule

Search Advanced

**\*\* Name**  \*\* At least one is required

**\*\* Type**

**\*\* Category**

**\*\* Effective from Date**

**\*\* Effective to Date**

Search Reset

Name
Sanitation 630a - 3p Sat Sun Off
Sanitation 6a-230p TWTHF, 8a-430p S, Sun Mon Off
Sanitation 7a-330pS, 9a-530pTWTF Sun Mon Off
San Holiday 730am - 8hrs
San Holiday 530am - 8hrs
San Holiday 730am - 10hrs
Sanitation 930a - 6p Sat Sun Off
Sanitation 9a-530pMTWF, 8a-430pS, Off Thu Sun
Sanitation 9a - 730p Off Sat Sun Mon
Sanitation 830a-5pMTWT, 7a-330pF Off Sat Sun

OK Cancel

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.

13

Click on Ok

# Manage Work Schedule Assignment



Employment x Work Schedule Assignment x

## Schedule Assignment

Actions ▾ Printable Page Review Save ▾ Submit Cancel

▲ Hide

Assignment Number  Job 32130 - Detention Sergeant

Department 03220 - SHERIFF'S OFFICE - JAIL Location SO-JJTO - SO-Jail Training Officer

▲ 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 630a - 3p Sat Sun Off ▾	1/8/22	12/31/31		Yes ▾

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

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



# Manage Work Schedule Assignment

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



Employment x Work Schedule Assignment x

## Schedule Assignment ?

Actions ▾ Printable Page **Review** Save ▾ Submit Cancel

▲ Hide

Assignment Number  Job 32130 - Detention Sergeant

Department 03220 - SHERIFF'S OFFICE - JAIL Location SO-JJTO - SO-Jail Training Officer

▲ 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 630a - 3p Sat Sun Off ▾	1/8/22	12/31/31		Yes ▾



You can't assign a schedule of the same category and with an overlapping date range more than once. (PER-1530569)

The following schedules have the same category with overlapping date ranges:  
Sanitation 630a - 3p Sat Sun Off, Sheriff 11P - 7A Thu Fri Off, Sheriff 645a - 315p Sat Sun Off, Sheriff 645p-7aSa,645p-645aWTF, 2 Wk Rotate T2.

# Manage Work Schedule Assignment

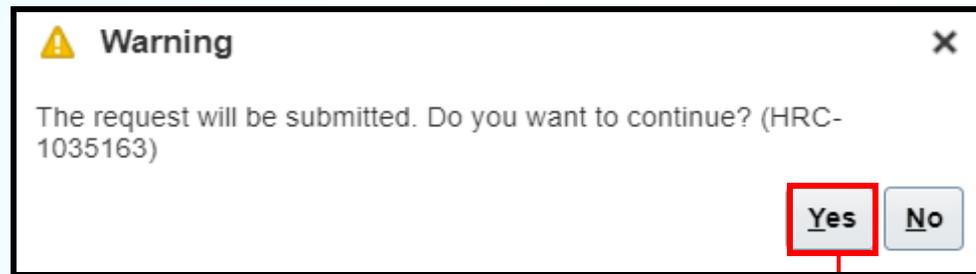
Select the **Submit** button to route your proposed Work Schedule Assignment change for approval.



Schedule Assignment:Review ⓘ

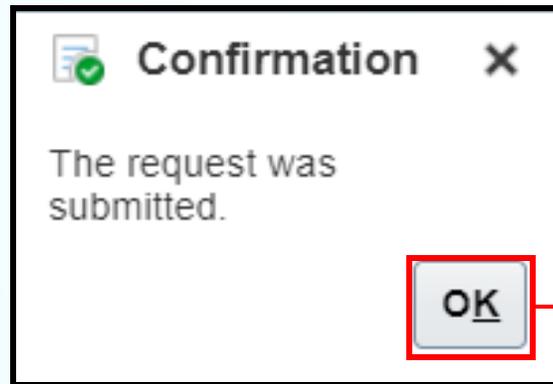
Printable Page Back Save ▾ **Submit** Cancel

# Manage Work Schedule Assignment



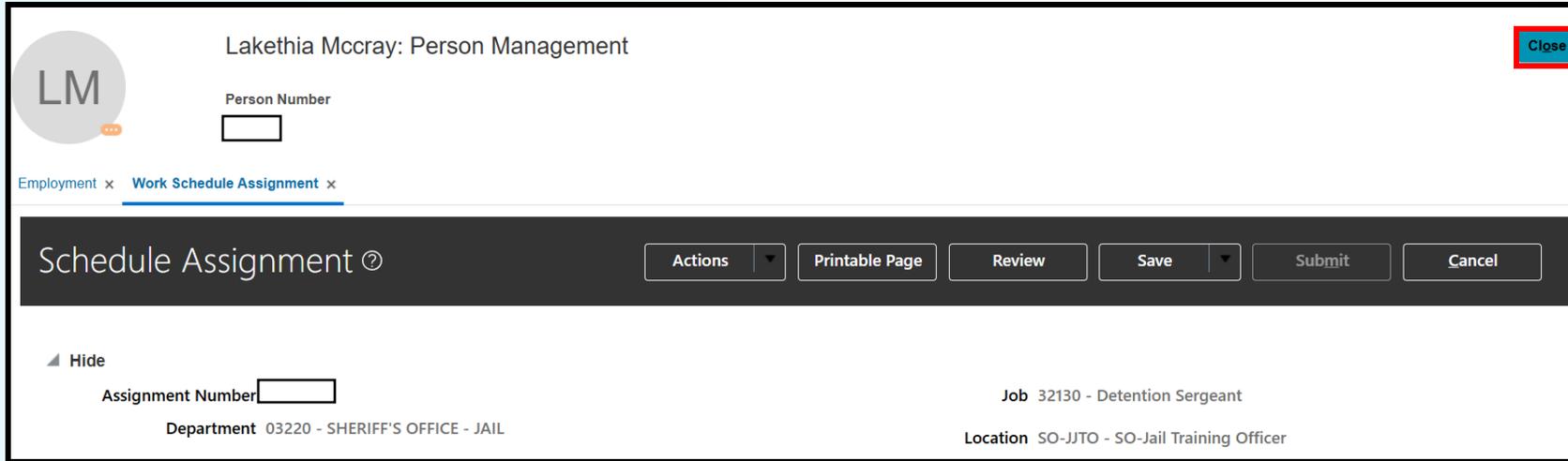
Select Yes to confirm the Work Schedule Assignment change.

# Manage Work Schedule Assignment



Select OK to confirm the request.

# Manage Work Schedule Assignment



19

After reviewing the Work Schedule Assignment details, select the **Close** button



If you are not taken directly back to the Person Search page after selecting the **Close** button, a Warning Message may appear. If it does, select the **Yes** button to return to the Person Search page.

# Conclusion



- This lesson guided you through reviewing existing schedules and updating them when mismatches occur between systems.
- You learned how to adjust the end date of the current schedule and add a new schedule assignment accurately.
- You also gained insight into the importance of selecting the correct primary schedule to support proper timekeeping.
- Remember to close the record correctly and confirm Warning Messages when returning to the Person Search page.