

Employee Schedule Changes

Setting a Primary Schedule

The purpose of a primary schedule is to change the standard schedule for a specific time period. It is often used during absences, PLC days or a change in summer hours.

Select an employee. You don't have to open their timecard. Click on "Schedules" in the white bar.

The screenshot shows the Genies system interface. At the top, there is a navigation bar with the following items: Timecard | Schedules | People | Accruals | Attendance | Leave | View Jobs. Below this, the user is logged in as 'Genie SUPERUSER'. There are search fields for 'Position to' and 'Time Period', along with a 'Go' button and a 'Current F' dropdown. Below the navigation bar, there is a table with columns: Actions, Timecard, People, Comments, OT Equalization, Accruals, and Atten. The table contains the following data:

Name	Badge Number	Employee Number	Last Punch Date	Missing Punch
TEST FOR IT ONLY	111111111	111111	7/13/15	
TEST, SAMPLE	123456789	123456	10/30/15	
TEST, LUNCH	222222222	222222	7/01/14	
TEST, DRIVER	555555555	555555	10/15/15	

Once the schedule opens, click on “**edit**”. Then scroll using the right arrow to the date that needs a schedule change.

Schedules

Name & ID/Badge TEST, SAMPLE 123456 / 123456789

[Return](#) [Edit](#)

Schedule Code L02 LUNCH 11:45a - 1:30p

	Saturday 11/21/15	Sunday 11/22/15	Monday 11/23/15	Tuesday 11/24/15	Wednesday 11/25/15	Thursday 11/26/15	Friday 11/27/15
Schedule Type			Standard	Standard	Standard	Standard	Standard
Begin Shift			1145A	1145A	1145A	145A	1145A
Begin Meal							
End Meal							
End Shift			130P	130P	130P	130P	130P
Daily Rule							
Pay Code							
Leave Hours							

Click in the “begin shift” box under the date that needs a change. Type in the new time and enter an “end shift” time. Make sure the format does not have a colon. Do this for any day for the week displayed on the screen. The hours/minutes entered should not exceed their regular scheduled hours. Click on “**save**” **before** moving to the next week if more changes are needed.

Timecard | Schedules | People | Accruals | Attendance | Leave | View Jobs

Schedules Name & ID/Badge TEST, SAMPLE 123456 / 123456789

Save Return Select Actions

Schedule Code L02 LUNCH 11:45a - 1:30p Schedules First

Templates 1: Available 2: Available 3: Available 4: Available 5: Available 6: Available


	Saturday 12/05/15	Sunday 12/06/15	Monday 12/07/15	Tuesday 12/08/15	Wednesday 12/09/15	Thursday 12/10/15	Friday 12/11/15
Begin Shift			11a				
Begin Meal							
End Meal							
End Shift			1215p				
Daily Rule							
Pay Code							
Leave Hours							


Changing Employee Schedules

If the in punch time has a **red** E, L or U to the right of it, the schedule needs to be adjusted. Note the in & out punch times.

From the employee timecard, click “[Schedules](#)”.

Timecard | **Schedules** | People | Accruals | Attendance | Leave | View Jobs

Timecard  **Go** Name & ID/Badge TEST YOUNG 999230 / 999230023 Time Period 11/21/15 1200A - 12/04/15 1159P

Position to date  **Go**

Return	Select	Actions	New	View	Punch	Options									
							Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours
<input type="checkbox"/>	<input type="checkbox"/>						Monday	11/23/15							3.00
<input type="checkbox"/>	<input type="checkbox"/>						Tuesday	11/24/15							3.00
<input type="checkbox"/>	<input type="checkbox"/>						Wednesday	11/25/15							3.00
<input type="checkbox"/>	<input type="checkbox"/>						Thursday	11/26/15							3.00
<input type="checkbox"/>	<input type="checkbox"/>						Friday	11/27/15							3.00
<input type="checkbox"/>	<input type="checkbox"/>						Monday	11/30/15	930A	L 1230P	L 3.00			3.00	3.00
<input type="checkbox"/>	<input type="checkbox"/>						Tuesday	12/01/15	830A					3.00	3.00
<input type="checkbox"/>	<input type="checkbox"/>						Wednesday	12/02/15	1030A	L 130P	L 3.00			3.00	3.00
<input type="checkbox"/>	<input type="checkbox"/>						Thursday	12/03/15	830A					3.00	3.00
<input type="checkbox"/>	<input type="checkbox"/>						Friday	12/04/15	825A		?				3.00

Click [edit](#).

Schedules

Name & ID/Badge TEST YOUNG 999230 / 999230023

Return Edit							
Schedule Code	O04 1815 - OL Aide - 8:3						
	Saturday 11/21/15	Sunday 11/22/15	Monday 11/23/15	Tuesday 11/24/15	Wednesday 11/25/15	Thursday 11/26/15	Friday 11/27/15
Schedule Type			Standard	Standard	Standard	Standard	Standard
Begin Shift			830A	830A	830A	830A	830A
Begin Meal							
End Meal							
End Shift			1130A	1130A	1130A	1130A	1130A
Daily Rule							
Pay Code							
Leave Hours							

Use the arrows to get to the date needing adjustment. Under the date needing adjusting, enter in “begin shift” the in time (as close to the actual in-punch time, considering rounding rules) and in the “end shift” the out time. The hours/minutes entered should not exceed their regular scheduled hours. The format should not have a colon (930a).

Save.

Schedules

Name & ID/Badge TEST YOUNG 999230 / 999230023

Save Return Select ▾ Actions ▾

Schedule Code 004 1815 - OL Aide - 8:3 Schedules ◀ First ▾ ▶

Templates 1: 745A-1045A 2: Available 3: Available 4: Available 5: Available 6: Available

	Saturday 11/28/15	Sunday 11/29/15	Monday 11/30/15	Tuesday 12/01/15	Wednesday 12/02/15	Thursday 12/03/15	Friday 12/04/15
Begin Shift			930a				
Begin Meal							
End Meal							
End Shift			1230p				
Daily Rule							
Pay Code							
Leave Hours							
Schedules							
Transfers							

Click "Timecard" at the top left of the page to return to the timecard view.

Timecard | Schedules | People | Accruals | Attendance | Leave | View Jobs

Schedules

Name & ID/Badge TEST YOUNG 999230 / 999230023

Save Return Select Actions

Schedule Code 004 1815 - OL Aide - 8:3 Schedules ◀ First ▶

Templates 1: 745A-1045A 2: Available 3: Available 4: Available 5: Available 6: Available

	Saturday 11/28/15	Sunday 11/29/15	Monday 11/30/15	Tuesday 12/01/15	Wednesday 12/02/15	Thursday 12/03/15	Friday 12/04/15
Begin Shift			930A				
Begin Meal							
End Meal							
End Shift			1230P				
Daily Rule							
Pay Code							
Leave Hours							
Schedules							
Transfers							

Notice the in and out punch on 11/30/15 no longer have a red L.

Timecard

Name & ID/Badge TEST YOUNG 999230 / 999230023

Position to date 

Time Period 11/21/15 1200A - 12/04/15 1159P

Return	Select	Actions	New	View	Punch	Options			
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours
<input type="checkbox"/>	Monday	11/23/15							3.00
<input type="checkbox"/>	Tuesday	11/24/15							3.00
<input type="checkbox"/>	Wednesday	11/25/15							3.00
<input type="checkbox"/>	Thursday	11/26/15							3.00
<input type="checkbox"/>	Friday	11/27/15							3.00
<input type="checkbox"/>	Monday	11/30/15	930A	1230P	3.00			3.00	3.00
<input type="checkbox"/>	Tuesday	12/01/15	830A	1130A	3.00			3.00	3.00
<input type="checkbox"/>	Wednesday	12/02/15	1030A L	130P L	3.00			3.00	3.00
<input type="checkbox"/>	Thursday	12/03/15	830A	1130A	3.00			3.00	3.00
<input type="checkbox"/>	Friday	12/04/15	825A		?				3.00