How to manage a work schedule:
This job aid outlines how a TL Admin will assign a work schedule. TL Admin will have access to enter and/or adjust timesheets on behalf of all employees.

**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop down arrow and select <strong>My Workplace</strong> from the list.</td>
<td><img src="image1" alt="Step 1 Screenshot" /></td>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the Manage Enrollment drop-down arrow.
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Time and Labor – Back Office
Manage & Assign Work Schedule

Step 4: Click the Assign Work Schedule option from the list.

Step 5: To manage the work schedule for a specific employee, begin by finding a specific employee. Enter their USCID in the Employee ID field. As you begin entering the ID, employee names populate below.

Step 6: Click Search to display the employee results.
Step 7: Click the USCID for the applicable EMPL record.
Step 8: Review the data on the Assign Work Schedule page.

The Effective Date is the date that the schedule will be effective.

The Schedule ID field outlines the schedule the employee’s current schedule.

Schedules that start with FS and CS will need to be assigned by the Payroll Department. The assign schedule program will not automatically update these schedules.

The Rotation ID field appears populated when the Schedule ID that is assigned is a rotational schedule. The system will automatically flip schedules at the end of each rotation.

Step 9: Click the Show Schedule link to view daily schedule breakdown.
The Schedule Calendar page shows all relevant details for the current shift including:
- Schedule ID
- Rotation ID
- Workgroup
- Day
- Date
- Shift ID
- Scheduled Hours

You can view the work schedule for the previous period, the next period, and you can compare rotations.

**Step 10:** Scroll to the bottom of the Schedule Calendar page and click the **OK** button to return to the Assign Work Schedule page.
**Step 11:** To update the employees assigned work schedule, click the **Add a Row +** button.
Step 12: Enter an effective date for the change in work schedule. In this scenario we entered 6/13/2021 which is a Sunday and the start of a new work week.

Step 13: Click the Schedule ID lookup button.

Step 14: In the Schedule ID lookup, type P28 in the Description field to display only the 28 day police officer schedules.

Step 15: Click the Search button.

Step 16: From the search results, select the new team. Click the P28_COLA_T3 link.
Step 17: Click the **Save** button to update the officer’s work schedule to team 3.

You have successfully learned how to manage work schedules for an employee on a rotation schedule.