

Changing an Employee's Hours

Scope

This procedure covers changing an employee's working hours, weekly schedule, full-time/part-time status, and work shift in **Manager Self-Service**.

This procedure does not cover the promotion/demotion of an employee. Refer to [Submitting a Promotion/Demotion in MSS \[PROHRI25\]](#).

Policy

Except for New Hire and Termination Transactions, all **Manager Self-Service** transactions must have a pay period begin date for the effective date.

Changes in **Manager Self-Service** that cannot be completed can now be saved for later by selecting the [save for later] button. Many MSS tasks are update tasks. There is also a cancel button on each panel of every update task. If you do not wish to save for later, be sure to use the cancel button to discard the transaction (closing the window does not cancel the transaction).

Distribution

Manager Self-Service User

Ownership

The HRIS Director [bgriffin@Ithaca.edu] is responsible for ensuring that this document is necessary and that it reflects actual practice.

Activity Preface

This activity is performed whenever you want to modify an employee's working hours.

When a record change is submitted through Manager Self-Service, the information goes through a workflow for approval. There is a time-delay as the transaction is processed. When it has gone completely through the workflow, you will receive an email notification.

Refer to [An Overview of the MSS Approval Process \[REFHRI01\]](#) for details on the MSS Workflow.

The job title Manager refers to:

- Manager Self-Service User

Manager

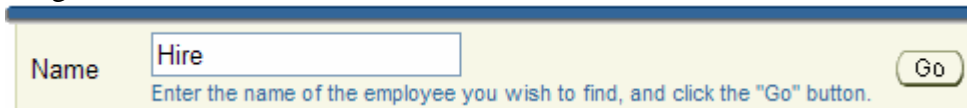
1. Access Manager Self-Service

Refer to [Accessing Manager Self-Service \[NAVHRI04\]](#)

2. Select “Change Assignment”


If you are not presented with a hierarchical view of “My Employees”, goto task #3. Otherwise, goto task #4.

3. Search for the employee that is leaving by entering the last name of the employee who has resigned and click on the “Go” button.




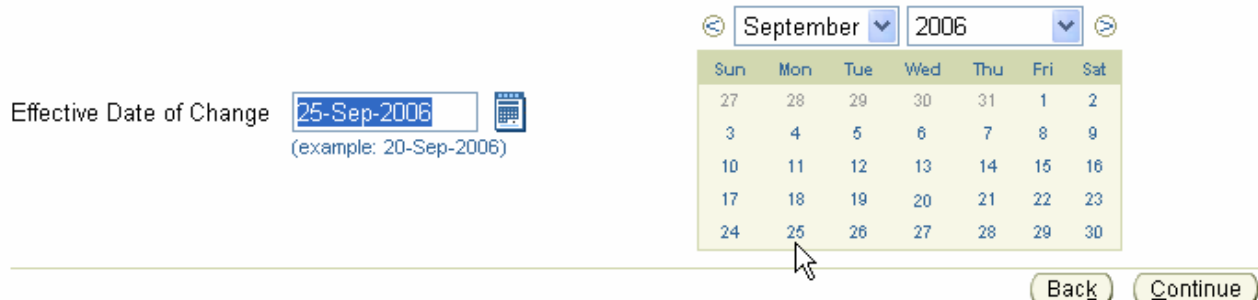
A search bar with a text input field containing the word "Hire". To the right of the input field is a "Go" button. Below the input field, there is a small instruction: "Enter the name of the employee you wish to find, and click the 'Go' button."


4. Click the Action icon  for the employee whose hours are changing.

Focus Name	Assignment Number	Position	Department	Click button below to continue
▼ Bonita Griffin Another Hire	900033163	HRINF.EEO5NER1.Temp.00	HR Information	

5. Enter effective date for transaction



- Select month and year from the drop down list on top of the calendar.
- Click on the correct day within the calendar and then click 



Effective Date of Change 
(example: 20-Sep-2006)



September 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30


 

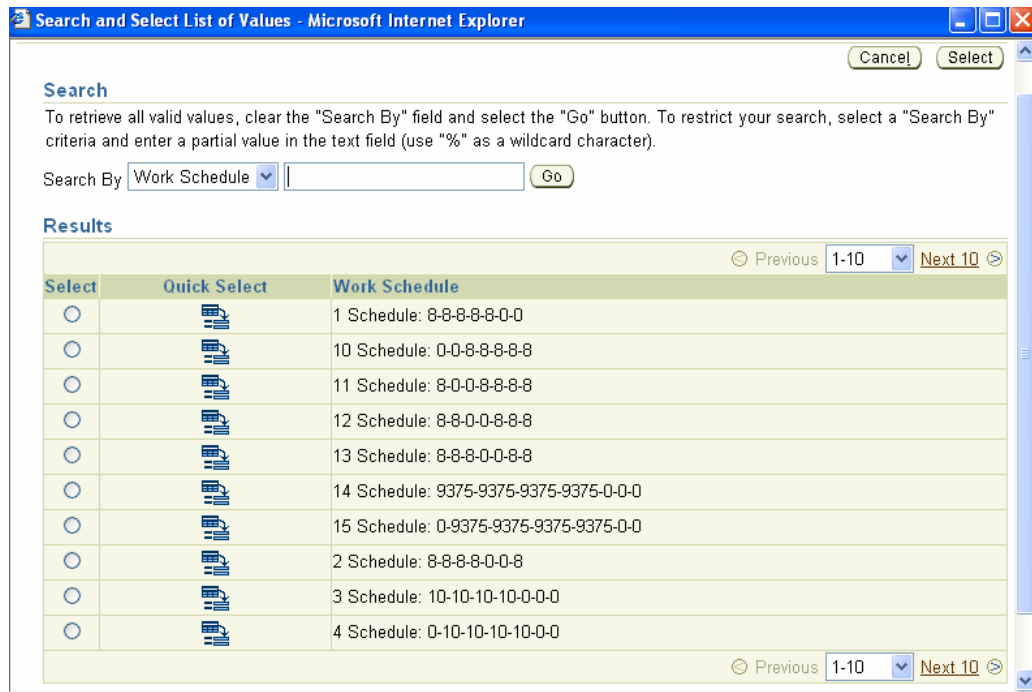
This is the date that the change in hours (or schedule) takes effect. Note: Since Parnassus tracks and processes future-dated transactions, you can enter the change of hours as soon as the information becomes available to you.


Important: The date that you use **MUST** be a Pay Period Begin Date. Refer to the Biweekly payroll schedule for Pay Period Begin Dates and the MSS Cutoff Schedule for respective cutoff dates for submitting the transaction. For help with understanding the MSS Cutoff Schedule, refer to [An Overview of the MSS Cutoff Schedule \[REFHRI02\]](#).

6. This page is for changing the Assignment of the employee. If there are no desired changes on this page, click .
7. This page is for changing the Location of the employee. If there are no desired changes on this page, click .
8. This page is where a manager would change the work schedule of the employee
 - Timecard required

Non-Exempt (or Biweekly pay schedule) employees require a timecard. Exempt (or Semimonthly pay schedule) employees do not require a timecard.
 - Work Schedule

To select a different work schedule, click on the flashlight . To retrieve all valid values, clear the "Search By" field and select the "Go" button.





Click the Quick Select Icon  next to the new work schedule to select it.

Remember, each number represents a day in a Monday through Sunday work week. Zeros are days off, and the other numbers represent hours worked on that particular day. For example: "750-750-0-0-750-750-750" is a 37.5 hour work week where the employee works 7.5 hours per day and has Wednesdays and Thursdays off.

- Shift

For employees with shift differential pay, select the shift that the employee works. For all others, select "Day".

To select a different shift, click . To retrieve all valid values, clear the "Search By" field and select the "Go" button. Once the select window has popped up, you should then click the quick select icon  next to the new shift.

- Work Hours

This is the number of hours per the Frequency (below). Frequency for Ithaca College is always "week", so this is the number of hours per week. For fulltime employees, add the number of hours per day from the work schedule above to come up with a total number of hours per week. A typical IC workweek is either 37.5 hours per week or 40 hours per week.

- Frequency

This is the range that the work hours (above) fall into. The calculation is work hours per frequency. For example: 37.5 work hours per week (frequency). The only frequency that Ithaca College uses is weekly, so you do not have to change it from "Week".


- Normal Start Time/End Time

These are the times that the shift begins and ends. The time is in military time; that is, 8:00 AM appears as 08:00, and 5:00 PM appears as 17:00. Noon is 12:00, and midnight is 00:00.

- Enter or Change Assignment Category

Remember, Regular designates employees who are in ongoing positions, and Temporary designates employees who have a period of employment with a definite end date.

9. Check the accuracy of the information you entered and then click .

10. The next page is where one would change the Pay Rate of the employee. If no changes on this page are necessary, click  to go to the Review page.

11. Review your changes.

- Check to be sure that all the appropriate changes are registered. Any field that has been changed will be marked by a blue dot.
- If any changes are incorrect or incomplete, use the [Back] button to return to the proper page to make corrections. Then, continue forward as before.

12. Additional Information, Attachments

It is extremely important to attach a copy of the employee communication. The transaction is verified against employee communication to ensure accuracy.

This electronic communication can be an email notification, an electronic version of a paper letter, or a transcribed copy of a paper letter. This information helps to clarify and ensure accuracy of the transaction and becomes a permanent part of the employment record.

13. Add comments to the Approver on the Review page.

Here you can add comments to the record which will only be viewed by the parties in the workflow approval process. Add approval comments to provide additional information to aid in the workflow approval process, such as when an employee's wages should be charged to an account that is not the default (primary) account for salaries in that department.

This comment will not be attached to the employee's permanent record; rather, it will be attached to the workflow and will assist those who approve the transaction. Comments will help the transaction to move through the workflow faster.

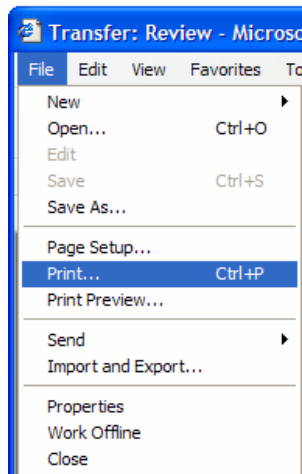
14. Print the Review page for your records if you desire.

This step is optional.

- Click the Printable Page button to print the page.

[Printable Page](#)

This will open a new window from which you should select File and Print from the tool bar.



15. Close the new window after you have printed your review page.

16. Click [Submit](#) to submit the transaction.

17. Click the "Home" link to return to the Main Menu when you are finished or Click "Log Out" to properly disconnect from Parnassus

End of activity.

