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| **Office of the Controller Job Aid** |
| **Responsible Unit** | **Payroll** | *August 3rd, 2023* |
| **Title** | *Work Schedules* |

**Work Schedules (Default Schedule vs Actual Schedule)**

Department Payroll Reps create and maintain schedules in eUMB in a systematic way to communicate work expectations, adherence, and reconcile actual work.

* All regular and CII Exempts (EFYs), Non-Exempt (NFYs), and Faculty employees must have a schedule.
* HR-Service Center sets up default schedule (M-F, 8 hours/day) for all new hires.
* Various schedules can be found from breadcrumbs:



* All non-exempt employees’ pay is based on scheduled hours and comp rate in Job record.
	+ Incorrect schedule may result in incorrect pay.
	+ If scheduled days and actual days do not match pay will be adjusted in the following pay period when timesheet is approved and loaded.
* Department payroll reps must verify employee’s schedule.
	+ Use query to review employee schedule: UMB\_TL\_ASSIGNED\_SCHEDULES
	+ Change employee’s work schedule if necessary.
		- Main Menu > Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule
* When an employee requested working an alternate Work Schedule the default schedule must be updated to avoid incorrect pay (NFYs), and reflect actual schedule on employee’s timesheet (EFYs and Faculty)
* There are hundreds of schedules in eUMB. But if you cannot find the schedule you need, contact OOTC-PS to create one.
* Rules of setting up new schedule
	+ Effective date of the schedule must be the first day (Sundays) of the following pay period – do not backdate or use current date.
	+ Do not override the existing schedule – always add a new row for a new schedule.

**Note:** Employees who are on alternate Work Schedule should go back to regular schedule on their last work week because system calculates last week pay based on 8 hours/day (prorated if FTE is less than 1), 5 days/week.