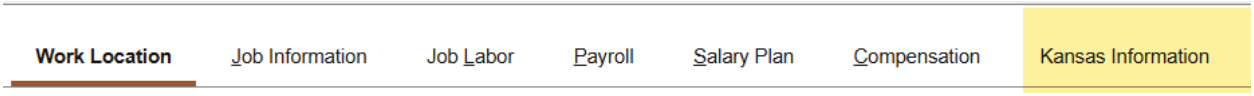
Work Schedule Instructions

Reminder: For all hires and rehires, the work schedule effective date needs to match the hire/rehire date. If the hire/rehire is future dated and saved in job data, the work schedule will not show, even if one has been entered. You can view them on the '**View Assign Work Schedule'** page to ensure it has been entered correctly; there is no need to add another row.

To create a work schedule for an employee, click on the **Kansas Information tab** in Job Data.



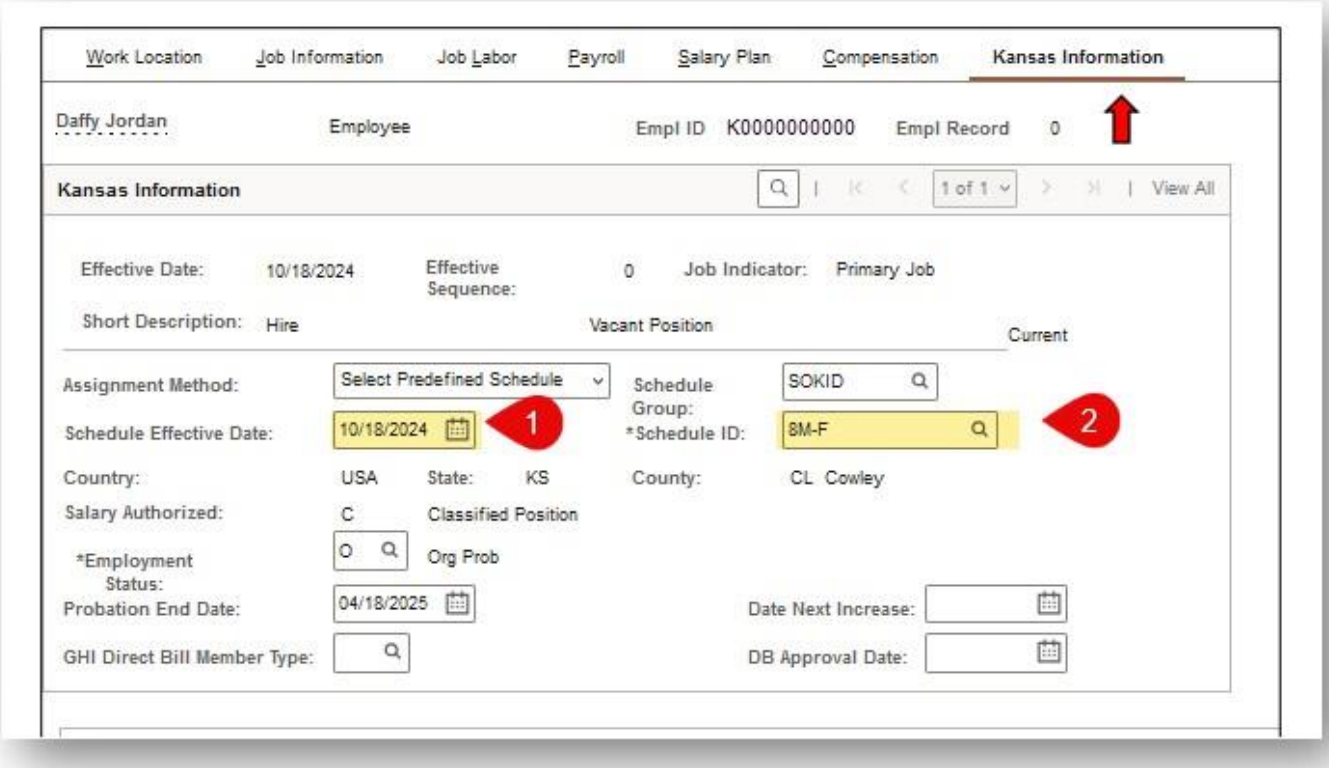
Assignment Method defaults in as 'Select Predefined Schedule' and does not need to be updated. **Schedule Group** defaults in as SOKID and does not need to be updated.

The **Schedule Effective Date:**

- Needs to be the same as the Hire/Rehire date.
- If the schedule is changing for an employee that is promoted/transferred/demoted it should be the same as the effective date of the Action/Reason Code Row.

Update the effective date first, then enter the new schedule ID.

To enter the employee's **Schedule ID**, you can use the magnifying glass to search all available schedule IDs. (Most commonly used schedules are **8M-F** or for non-benefits positions **BLANK_OPT1)**.



By following these steps, the system will be able to keep the history of the employee's work schedule.