



# Managing Schedules (Java only)

## Schedules

This process is not intended to replace the submission of schedule changes to the Mctime Office. Schedules are **VERY IMPORTANT** in assuring that employees are assigned the correct Pay Rule. A Pay Rule defines how overtime and holiday benefits are applied so that the employee is paid correctly.

**Note:** If there is a **Red Box** around the date, it means the employee did not work their assigned schedule. For approved changes in pay periods where holidays are impacted, an ad-hoc schedule change must be performed.

Mon 8/10	Tue 8/11
8.0	
8.0	0.0

**Note:** Ad-hoc scheduling changes only apply to the adjusted pay period. Ad-hoc schedule changes should only be made for schedule changes in one pay period. More permanent schedule changes (for two or more pay periods) must be submitted using the schedule change forms available on the website.

## Performing Edits to a Schedule

- To access an employee's schedule from their timecard, click on the Schedule launch button.



- The employee's scheduled shift hours for the pay period will display. The start and stop times may not be accurate but the total duration should reflect what the employee is normally scheduled to work. The chart below illustrates a few examples of how Actual Shift times might be reflected in Mctime to display an 8 hour duration.

Duration	Mctime Schedule to Populate Duration	Possible Actual Times for Shift Schedule Hours
8	8 am – 4 pm	8 am – 4 pm (with a paid lunch) 8:am – 4:30 pm (unpaid lunch) 9:am – 5:30 pm 1 pm – 9:30 pm 4 pm – 12:00 am





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## Adding a Shift to an Unscheduled Day

1. Click in the appropriate **Date** cell to add a shift.
2. Type the shift start time, hyphen, and the shift end time. (Remember to include am or pm).
3. Press the **Tab** key.
4. Click **Save**.

Timecard | Schedule | People | Reports

**SCHEDULE EDITOR**  
Loaded: 7:02PM

Show: Previously Selected Employee(s) [Edit]  
Time Period: 8/09/2015 - 8/22/2015, Range of Dates [Refresh]

BY EMPLOYEE | BY GROUP

Save | Actions | Shift | Pay Code | Accrual Amount | View

Name	1/	Expected PP Hrs	Totals	Sun 8/09	Mon 8/10	Tue 8/11	Wed 8/12	Thu 8/13
BAREFOOT, LAUR...		80.0	80.00		8a - 4p	8a - 4p	8a - 4p	8a - 4p

## Deleting a Shift from a Scheduled Day

1. Select the shift to delete and click in the appropriate **Date** cell.
2. From the Menu, select **Shift > Delete**.
3. Click **Save**.

BY EMPLOYEE | BY GROUP

Save | Actions | Shift | Pay Code | Accrual Amount | View

Shift menu options: Add ->, Edit ->, Delete (circled), Add Pattern ->, Edit Pattern ->

Name	1/	Expected PP Hrs	Totals	Sun 8/09	Mon 8/10
BAREFOOT, LAUR...		80.0	80.00		8a - 4p

**Note:** Shift changes or shift swaps should not be performed for employees that work on a compressed schedule. For employees below Grade 25, shift swaps must occur in the same week. Such changes should not result in the calculation of excess hours or payment of overtime.

