
Changing an Employee's Schedule

Last Updated: February 2024



Use this job aid as a guide for changing an employee's schedule.

Important: If an employee is enrolled in a default schedule and the employee's workgroup is subsequently changed, the default schedule will automatically be updated to the default schedule of the new workgroup. A warning message will be displayed on the Maintain Time Reporter page suggesting that the user verify the updated schedule assignment.

Note: Upon hire, employees are automatically enrolled in a default schedule based on the Workgroup the employees are assigned to. Use the following steps to change the employee's default schedule assignment.

Employees in agencies reporting time in Kronos will not use default schedules and a schedule beginning with 'KR' must be assigned.



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Part A – Changing the schedule – Agencies reporting time in Core-CT

Part B – Changing the schedule – Kronos time reporting Agencies

Part A focuses on steps that need to be completed on the Assign Work Schedule page for Agencies reporting time in Core-CT.			
	Step	Step Details	Core-CT Module

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<input type="checkbox"/>	<p>Change Schedule – Agencies reporting time in Core-CT</p>	<ol style="list-style-type: none"> 1. Navigate to: <i>Nav Bar > Menu > Core CT-HRMS > Time and Labor > Enroll Time Reporter > Assign Work Schedule</i> 2. Add the employee information into the appropriate search field and click “Search” 3. Click on the <input type="button" value="+"/> button to Add a Row 4. Effective Date: Date when new Time Reporting begins 5. Assignment Method: Choose Use Default Schedule* to use default schedule for the Workgroup or Assignment Method: Choose Select Predefined Schedule to enter a different schedule 6. Click Save <p>Important: The effective date of the Schedule should be a Friday.</p> <p>Important: Schedules should be changed for the current or a future pay period.</p> <p>Important: To enroll employees in the default schedule for the workgroup choose Use Default Schedule in the Assignment Method field. To enroll employees in a schedule other than the default choose Select Predefined Schedule in the Assignment Method field. The default schedules are listed at the end of this document.</p> <p>Important: The schedule populates the Timesheet page.</p>	<p>TL</p>
		<p>Important: Exception Time Reporters can be assigned to any schedule.</p> <p>Important: Positive Time Reporters must be assigned to use the default schedule. If changing from exception to positive time reporter, please verify that the Assignment Method is set to Use Default Schedule.</p> <p>Important: The Show Schedule link can be used to preview the selected schedule before saving it.</p> <p>Important: Log a ticket with the Time and Labor team if a schedule needs to be changed retroactively. A team member will evaluate whether the change will impact the employee’s pay.</p> <p>*Default schedules are listed in Part C</p>	

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Part B focuses on steps that need to be completed on the Assign Work Schedule page for Agencies reporting time in Kronos.

	Step	Step Details	Core-CT Module
<input type="checkbox"/>	Change Schedule – Kronos Time Reporting Agencies	<ol style="list-style-type: none"> 1. Navigate to: <i>Nav Bar > Menu > Core CT- HRMS > Time and Labor > Enroll Time Reporter > Assign Work Schedule</i> 2. Add the employee information into the appropriate search field and click “Search” 3. Click on the button to Add a Row 4. Effective Date: Next Friday 5. Assignment Method: Choose Select Predefined Schedule 6. Schedule Group: Share 7. Schedule ID: Select schedules that begin with ‘KR’ only. <p>Important: The maximum effective date entered on the Assign Work Schedule page will be sent to Kronos regardless of the effective date entered, even if date is in the future.</p> <p>Important: The Show Schedule link can be used to preview the selected schedule before saving it.</p> <p>Important: All Kronos employees must be positive time reporters.</p>	TL

Part C – List of Workgroups with Default Schedule

Workgroup	Schedule	Workgroup	Schedule	Workgroup	Schedule	Workgroup	Schedule
01ESTDAPPN	FS400S801B	1199ECO40A	FS350S701D	18ESTDAPPN	FS350S701D	57ESTDDCJ	FS375S0I1C
01ESTDGEN	FS400S801B	1199ECONAN	FS350S701D	18ESTDSDE	FS350S701D	57PSTDDCJ	ZERO_HOURS
01PSTDAPPN	ZERO_HOURS	1199ECONG	FS350S701D	18PSTDAPPN	ZERO_HOURS	59ESTDDHE	FS400S801B
01PSTDGEN	ZERO_HOURS	1199EST40	FS350S701D	18PSTDSD	ZERO_HOURS	59PSTDHE	ZERO_HOURS
02ECONDOC	FS400S801B	1199EST40A	FS350S701D	19ESTDCCC	FS350S701D	60ESTDCOS	FS400S801B
02ECONDPS	FS400S801B	1199ESTDAN	FS350S701D	19PSTDCCC	ZERO_HOURS	60PSTDOS	ZERO_HOURS
02ESTDAPPN	FS400S801B	1199ESTDG	FS350S701D	20ESTDCCC	FS400S801B	62ESTDINN1	FS400S801B
02ESTDGEN	FS400S801B	1199PCO40	ZERO_HOURS	20PSTDCCC	ZERO_HOURS	62ESTDINN2	FS375S0I1C
02PSTDAPPN	ZERO_HOURS	1199PCO40A	ZERO_HOURS	21ESTCSUA	FS350S701D	62ESTDINN3	FS362S0J1C
02PSTDGEN	ZERO_HOURS	1199PCONAN	ZERO_HOURS	21ESTDCSU	FS350S701D	62PSTDINN1	ZERO_HOURS
03ESTDAPPN	FS400S801B	1199PCONG	ZERO_HOURS	21PSTCSUA	ZERO_HOURS	62PSTDINN2	ZERO_HOURS
03ESTDGEN	FS400S801B	1199PST40	ZERO_HOURS	21PSTDOSU	ZERO_HOURS	62PSTDINN3	ZERO_HOURS
03PSTDAPPN	ZERO_HOURS	1199PST40A	ZERO_HOURS	22ESTCSUA	FS350S701D	63ESTDGEN	FS400S801B
03PSTDGEN	ZERO_HOURS	1199PSTDAN	ZERO_HOURS	22ESTDCSU	FS350S701D	63PSTDGEN	ZERO_HOURS
04ESTDAPPN	FS400S801B	1199PSTDG	ZERO_HOURS	22PSTCSUA	ZERO_HOURS	64ESTDCLC	FS350S701D
04ESTDGEN	FS400S801B	12ESTDAPPN	FS400S801B	22PSTDOSU	ZERO_HOURS	64PSTDCLC	ZERO_HOURS

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04PSTDAPPN	ZERO_HOURS	12ESTDDCF	FS400S801B	23ESTCSUA	FS400S801B	66ECONESB	FS400S801B
04PSTDGEN	ZERO_HOURS	12ESTDGEN	FS400S801B	23ESTDCSU	FS400S801B	66ESTDESB	FS400S801B
05ESTEDPS	FS400S801B	12PSTDAPPN	ZERO_HOURS	23PSTCSUA	ZERO_HOURS	66PCONESB	ZERO_HOURS
06ECONAPPN	FS375S011C	12PSTDDCF	ZERO_HOURS	23PSTDCSU	ZERO_HOURS	66PSTDESB	ZERO_HOURS
06ECONGEN	FS375S011C	12PSTDGEN	ZERO_HOURS	24ESTDHFA	FS375S011C	67ECONDOC	FS400S801B
06ESTDAPPN	FS375S011C	13ESTDAPPN	FS350S701D	24PSTDHFA	ZERO_HOURS	67ESTDDOC	FS400S801B
06ESTDGEN	FS375S011C	13ESTDGEN	FS350S701D	25ESTDCCC	FS350S701D	70ESTDDCJ	FS400S801B
06PCONAPPN	ZERO_HOURS	13PSTDAPPN	ZERO_HOURS	25PSTDCCC	ZERO_HOURS	70PSTDITD	ZERO_HOURS
06PCONGEN	ZERO_HOURS	13PSTDGEN	ZERO_HOURS	26ESTDCCC	FS400S801B	71ESTDDCJ	FS400S801B
06PSTDAPPN	ZERO_HOURS	14ESTDAPPN	FS350S701D	26PSTDCCC	ZERO_HOURS	72ESTDPDS	FS350S701D
06PSTD DOT	ZERO_HOURS	14ESTDGEN	FS350S701D	27ESTDDHE	FS400S801B	73ESTDPDS	FS350S701D
06PSTDGEN	ZERO_HOURS	14PSTDAPPN	ZERO_HOURS	27PSTDHE	ZERO_HOURS	74ESTDDCJ	FS350S701D
07ECONAPPN	FS400S801B	14PSTDGEN	ZERO_HOURS	42ESTDPDS	FS400S801B	75ESTDPDS	FS400S801B
07ECONGEN	FS400S801B	15ESTDAPPN	FS350S701D	42PSTD PDS	ZERO_HOURS	75PSTD PDS	ZERO_HOURS
07ESTDAPPN	FS400S801B	15ESTDGEN	FS350S701D	43ESTDPDS	FS400S801B	76ESTDPDS	FS350S701D
07ESTDGEN	FS400S801B	15PSTDAPPN	ZERO_HOURS	43PSTD PDS	ZERO_HOURS	77ESTDAPA	FS400S801B
07PCONAPPN	ZERO_HOURS	15PSTDGEN	ZERO_HOURS	46ESTDCCC	FS350S701D	77PSTDAPA	ZERO_HOURS
07PCONGEN	ZERO_HOURS	15PSTDOT1	ZERO_HOURS	46PSTDCCC	ZERO_HOURS	78ESTDCCC	FS350S701D
07PSTDAPPN	ZERO_HOURS	15PSTDOT2	ZERO_HOURS	47ESTDCOS	FS400S801B	78PSTDCCC	ZERO_HOURS
07PSTDGEN	ZERO_HOURS	15PSTDOT3	ZERO_HOURS	47PSTD COS	ZERO_HOURS	79ESTDPDS	FS400S801B
08ECONDOC	FS362S011C	16ESTDAPPN	FS400S801B	50ESTDCCC	FS400S801B	NONRESALN1	ZERO_HOURS
08ESTDBOP	FS400S801B	16ESTDGEN	FS400S801B	50PSTDCCC	ZERO_HOURS	NONRESALN2	ZERO_HOURS
08ESTDDOC	FS362S011C	16PSTDAPPN	ZERO_HOURS	53ESTDDCJ	FS400S801B	NONRESALN3	ZERO_HOURS
09ESTDAPPN	FS400S801B	16PSTDGEN	ZERO_HOURS	54ESTDDCJ	FS350S701D	NONRESALN4	ZERO_HOURS
09ESTDGEN	FS400S801B	17ESTDAPPN	FS350S701D	55ESTDCCC	FS350S701D	NONRESALN5	ZERO_HOURS
09PSTDAPPN	ZERO_HOURS	17ESTDSDE	FS350S701D	55PSTDCCC	ZERO_HOURS	NONRESALN6	ZERO_HOURS
09PSTDGEN	ZERO_HOURS	17PSTDAPPN	ZERO_HOURS	56ESTDCDA	FS350S701D	NONRESALN7	ZERO_HOURS
1199ECO40	FS350S701D	17PSTD SDE	ZERO_HOURS	56PSTD CDA	ZERO_HOURS		

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	FS375S01C 09ESTDAPPN FS400S801B SCHEDULE_ID	FS400S801B 1199PCONAN WORKGROUP SCHEDULE_ID WORKGROUP SCHEDULE_ID	ZERO_HOURS WORKGROUP SCHEDULE_ID
06ESTDAPPN			
16ESTDAPPN			
WORKGROUP			
16ESTDGEN		FS400S801B 27PSTDDHE	ZERO_HOURS
59PSTDDHE		ZERO_HOURS 72PSTDPTUA	ZERO_HOURS
16PSTDAPPN		ZERO_HOURS 29ESTDEXMA	FS350S701D
59PSTDDHEA		ZERO_HOURS 73ESTDPDS	FS350S701D
16PSTDGEN		ZERO_HOURS 29ESTDNEXA	FS350S701D
60ESTAPPN		FS400S801B 73ESTDPDSA	FS350S701D
17ESTDAPPN		FS350S701D 29ESTDNURA	FS350S701D
60ESTDCOS		FS400S801B 73PSTDPDS	ZERO_HOURS
17ESTDSDE		FS350S701D 300ESSMR8	FS400S801B
60PSTDCOS		ZERO_HOURS 73PSTDPDSA	ZERO_HOURS
17PSTDAPPN		ZERO_HOURS 301ESSMR7	FS350S701D
62EINN1AP		FS400S801B 74ESTDDCJ	FS350S701D
17PSTDSDE		ZERO_HOURS 302ESSMR75	FS375S01C
62EINN4AP		FS350S701D 75ESTDPDS	FS400S801B
18ESTDAPPN		FS350S701D 303ESSM725	FS362S0J1C
62ESTDINN1		FS400S801B 75ESTDPDSA	FS400S801B
18ESTDSDE		FS350S701D 42ESTDPDS	FS400S801B
62ESTDINN2		FS375S01C 75PSTDPDS	ZERO_HOURS
18PSTDAPPN		ZERO_HOURS 42ESTDPDSA	FS400S801B
62ESTDINN3		FS362S0J1C 75PSTDPDSA	ZERO_HOURS
18PSTDSDE		ZERO_HOURS 42PSTDPDS	ZERO_HOURS
62PINN1AP		ZERO_HOURS 76ESTDPDS	FS350S701D
19ESTCCCA		FS350S701D 42PSTDPDSA	ZERO_HOURS
62PINN4AP		ZERO_HOURS 77ESTDAPA	FS400S801B
19ESTDCCC		FS350S701D 43ESTDPDS	FS400S801B
62PSTDINN1		ZERO_HOURS 77ESTDAPAA	FS400S801B
19PSTCCCA		ZERO_HOURS 43ESTDPDSA	FS400S801B
62PSTDINN2		ZERO_HOURS 77PSTDAPA	ZERO_HOURS
19PSTDCCC		ZERO_HOURS 43PSTDPDS	ZERO_HOURS
62PSTDINN3		ZERO_HOURS 77PSTDAPAA	ZERO_HOURS
200ESWC8		FS400S801B 43PSTDPDSA	ZERO_HOURS
63ESTDAPPN		FS400S801B 78ESTCCCA	FS350S701D
201ESWC750		FS375S01C 46ESTDCCC	FS350S701D 63ESTDGEN
		FS400S801B 79PSTDPDSA	ZERO_HOURS
202ESWC725		FS362S0J1C 46PSTCCCA	ZERO_HOURS 63PSTDAPPN
		ZERO_HOURS 82ECPA1AP	FS400S801B
203ESWC7		FS350S701D 46PSTDCCC	ZERO_HOURS 63PSTDGEN
		ZERO_HOURS 82ESTDCA1	FS400S801B
20ESTCCCA		FS400S801B 46STCCCA	FS350S701D 64ESTCLCA
		FS400S801B 82PCPA1AP	ZERO_HOURS
20ESTDCCC		FS400S801B 47ESTAPPN	FS400S801B 66PSTDESB
		ZERO_HOURS 82PSTDCA1	ZERO_HOURS
20PSTCCCA		ZERO_HOURS 47ESTDCOS	FS400S801B 67ECONDOC
		FS400S801B NONRESALN1	ZERO_HOURS
20PSTDCCC		ZERO_HOURS 47PSTDCOS	ZERO_HOURS 67ECONDOCA
		FS400S801B NONRESALN2	ZERO_HOURS
21ESTCSUA	FS350S701D 50ESTCCCA	FS400S801B 67ESDOCNMA	FS400S801B NONRESALN3
			ZERO_HOURS

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21ESTDCSU	FS350S701D 50ESTCSUA	FS400S801B 67ESTDDOC	FS400S801B NONRESALN4	ZERO_HOURS
21PSTCSUA	ZERO_HOURS 50ESTDCCC	FS400S801B 67ESTDDOCA	FS400S801B NONRESALN5	ZERO_HOURS
21PSTDCSU	ZERO_HOURS 50ESTDCSU	FS400S801B 67ESTDOCNM	FS400S801B NONRESALN6	ZERO_HOURS
22ESTCSUA	FS350S701D 50PSTCCCA	ZERO_HOURS 67PCONDOC	ZERO_HOURS NONRESALN7	ZERO_HOURS
23ESTCSUA	FS400S801B 50PSTCSUA	ZERO_HOURS 67PSTDDOC	ZERO_HOURS NONRSALN1A	ZERO_HOURS
23ESTDCSU	FS400S801B 50PSTDCCC	ZERO_HOURS 68ECONDPS	FS400S801B NONRSALN6A	ZERO_HOURS
23PSTCSUA	ZERO_HOURS 50PSTDCSU	ZERO_HOURS 68PCONDPS	ZERO_HOURS NRAUCDPS	ZERO_HOURS
23PSTDCSU	ZERO_HOURS 53ESTDDCJ	FS400S801B 68PCONDPSA	ZERO_HOURS NRAUCSTUTR	ZERO_HOURS
24ESTDHFA	FS375S01C 53ESTDDCJA	FS400S801B 70ESTDDCJ	FS400S801B NRAUCTCH	ZERO_HOURS
24ESTHFAAP	FS375S01C 54ESTDDCJ	FS400S801B 70PSTDITD	ZERO_HOURS	
24PSTDHFA	ZERO_HOURS 55ESTCCCA	FS350S701D 71ESTDDCJ	FS400S801B	
24PSTHFAAP	ZERO_HOURS 55ESTDCCC	FS350S701D 72ESTDPDS	FS400S801B	
25ESTDCCC	FS350S701D 55PSTCCCA	ZERO_HOURS 64ESTDCLC	FS400S801B	
25PSTCCCA	ZERO_HOURS 55PSTDCCC	ZERO_HOURS 64PSTCLCA	ZERO_HOURS	
25PSTDCCC	ZERO_HOURS 56ECDA7AP	FS350S701D 64PSTDCLC	ZERO_HOURS	
25STCCCA	FS350S701D 56ECDA8AP	FS400S801B 66ECONESB	FS400S801B	
26ESTCCCA	FS400S801B 56ESTDCDA	FS350S701D 66ESTDESB	FS400S801B	
26ESTDCCC	FS400S801B 56PCDA7AP	ZERO_HOURS 66PCONESB	ZERO_HOURS	
22ESTDCSU	FS350S701D 56PCDA8AP	ZERO_HOURS 72ESTDPDSA	FS400S801B	
22PSTCSUA	ZERO_HOURS 56PSTDCCA	ZERO_HOURS 72ESTDPTU	FS375S01C	
22PSTDCSU	ZERO_HOURS 57ESTDDCJ	FS375S01C 72ESTDPTUA	FS375S01C	
26PSTCCCA	ZERO_HOURS 57PSTDCCJ	ZERO_HOURS 72PSTDPS	ZERO_HOURS	
26PSTDCCC	ZERO_HOURS 59ESTDDHE	FS400S801B 72PSTDPSA	ZERO_HOURS	27ESTDDHE FS400S801B
59ESTDDHEA	FS400S801B 72PSTDPTU	ZERO_HOURS		