

Changing an Employee's Schedule

Last Updated: December 2020



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

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.


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.

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 |
| <input type="checkbox"/> | Change Schedule – Agencies reporting time in Core-CT | <ol style="list-style-type: none"> Navigate to: <i>Main Menu > Core CT-HRMS > Time and Labor > Enroll Time Reporters > Assign Work Schedule</i> Click on the  button to Add a Row Effective Date: Date when new Time Reporting begins 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 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> | TL |

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| | | <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"/> | <p>Change Schedule – Kronos Time Reporting Agencies</p> | <ol style="list-style-type: none"> 1. Navigate to: <i>Main Menu > Core CT-HRMS > Time and Labor > Enroll Time Reporters > Assign Work Schedule</i> 2. Click on the button to Add a Row 3. Effective Date: Next Friday 4. Assignment Method: Choose Select Predefined Schedule 5. Schedule Group: Share 6. 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 |

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Part C – List of Workgroups with Default Schedule

| WORKGROUP | SCHEDULE_ID | WORKGROUP | SCHEDULE_ID | WORKGROUP | SCHEDULE_ID | WORKGROUP | SCHEDULE_ID |
|-------------|-------------|--------------|-------------|------------|-----------------|------------|-------------|
| 01ESTDAPPN | FS400S801B | 06ESTDGEN | FS375S01C | 09ESTDGEN | FS400S801B | 1199PCONG | ZERO_HOURS |
| 01ESTDGEN | FS400S801B | 06ESTDMHA | FS400S801B | 09ESTDNFL | FS400S801B | 1199PST40 | ZERO_HOURS |
| 01PSTDAPPN | ZERO_HOURS | 06PCOMHAAP | ZERO_HOURS | 09PCONAPPN | ZERO_HOURS | 1199PST40A | ZERO_HOURS |
| 01PSTDGEN | ZERO_HOURS | 06PCONAPN8 | ZERO_HOURS | 09PCONGEN | ZERO_HOURS | 1199PST75 | ZERO_HOURS |
| 02ECO2DOC | FS400S801B | 06PCONAPPN | ZERO_HOURS | 09PSTDAPPN | ZERO_HOURS | 1199PST75A | ZERO_HOURS |
| 02ECO2DOCA | FS400S801B | 06PCONGEN | ZERO_HOURS | 09PSTDGEN | ZERO_HOURS | 1199PSTD8 | ZERO_HOURS |
| 02ECONDOC | FS400S801B | 06PCONMHA | ZERO_HOURS | 100TLEXMPT | ZERO_HOURS | 1199PSTD8A | ZERO_HOURS |
| 02ECONDPS | FS400S801B | 06PSMHAAP | ZERO_HOURS | 1199EC720A | 3600`00`0101A | 1199PSTDAN | ZERO_HOURS |
| 02ESTDAPPN | FS400S801B | 06PSTDAPN8 | ZERO_HOURS | 1199EC72MA | 3600`00`0101A | 1199PSTDG | ZERO_HOURS |
| 02ESTDGEN | FS400S801B | 06PSTDAPPN | ZERO_HOURS | 1199EC775 | 3875H00HHH0101A | 1199PSTN8A | ZERO_HOURS |
| 02ESTDUOCA | FS400S801B | 06PSTD DOT | ZERO_HOURS | 1199EC775A | 3875H00HHH0101A | 12ECONDCF | FS400S801B |
| 02PCONDPS | ZERO_HOURS | 06PSTDGEN | ZERO_HOURS | 1199ECNN8A | FS400S801B | 12ESTDAPPN | FS400S801B |
| 02PCONDPSA | ZERO_HOURS | 06PSTD MHA | ZERO_HOURS | 1199ECO40 | FS350S701D | 12ESTDDCF | FS400S801B |
| 02PSTDAPPN | ZERO_HOURS | 06PSTDUCT | ZERO_HOURS | 1199ECO40A | FS350S701D | 12ESTDGEN | FS400S801B |
| 02PSTDGEN | ZERO_HOURS | 06PSTDUCTA | ZERO_HOURS | 1199ECO75 | FS375S01C | 12PCONDCF | ZERO_HOURS |
| 03ESTDAPPN | FS400S801B | 07ECONAPPN | FS400S801B | 1199ECO75A | FS375S01C | 12PSTDAPPN | ZERO_HOURS |
| 03ESTDGEN | FS400S801B | 07ECONCSU | FS400S801B | 1199ECO7MA | FS350S701D | 12PSTD DCF | ZERO_HOURS |
| 03ESTDUOCA | FS400S801B | 07ECONCSUA | FS400S801B | 1199ECO8AP | FS400S801B | 12PSTDGEN | ZERO_HOURS |
| 03PSTDAPPN | ZERO_HOURS | 07ECONGEN | FS400S801B | 1199ECO8MA | FS400S801B | 13ESTDAPPN | FS350S701D |
| 03PSTDGEN | ZERO_HOURS | 07ESTDAPPN | FS400S801B | 1199ECON7A | FS350S701D | 13ESTDGEN | FS350S701D |
| 04ESTDAPPN | FS400S801B | 07ESTDCSU | FS400S801B | 1199ECON8 | FS400S801B | 13PSTDAPPN | ZERO_HOURS |
| 04ESTDCRDA | FS400S801B | 07ESTDCSUA | FS400S801B | 1199ECONAN | FS350S701D | 13PSTDGEN | ZERO_HOURS |
| 04ESTDGEN | FS400S801B | 07ESTDGEN | FS400S801B | 1199ECONG | FS350S701D | 14ESTDAPPN | FS350S701D |
| 04PSAPTA | ZERO_HOURS | 07PCONAPPN | ZERO_HOURS | 1199ES720A | 3600`00`0101A | 14ESTDGEN | FS350S701D |
| 04PSERVWKA | ZERO_HOURS | 07PCONCSU | ZERO_HOURS | 1199ES72MA | 3600`00`0101A | 14ESTVAPPN | FS350S701D |
| 04PSERVWKR | ZERO_HOURS | 07PCONCSUA | ZERO_HOURS | 1199ES775A | 3875H00HHH0101A | 14ESTVGEN | FS350S701D |
| 04PSTAPDEP | ZERO_HOURS | 07PCONGEN | ZERO_HOURS | 1199EST40 | FS350S701D | 14PSTDAPPN | ZERO_HOURS |
| 04PSTDAPPN | ZERO_HOURS | 07PSTDAPPN | ZERO_HOURS | 1199EST40A | FS350S701D | 14PSTDGEN | ZERO_HOURS |
| 04PSTDGEN | ZERO_HOURS | 07PSTD CSU | ZERO_HOURS | 1199EST75 | FS375S01C | 14PSTVAPPN | ZERO_HOURS |
| 04PSTDNHLA | ZERO_HOURS | 07PSTD CSUA | ZERO_HOURS | 1199EST75A | FS375S01C | 14PSTVGEN | ZERO_HOURS |
| 04PSTDNHOL | ZERO_HOURS | 07PSTDGEN | ZERO_HOURS | 1199EST7MA | FS350S701D | 15ESTD40 | FS400S801B |
| 04PSTDSPCA | ZERO_HOURS | 08ECODOCNM | FS362S01C | 1199EST8MA | FS400S801B | 15ESTD40AP | FS400S801B |
| 04PSTDSTUA | ZERO_HOURS | 08ECONDOC | FS362S01C | 1199ESTD8 | FS400S801B | 15ESTDAPPN | FS350S701D |
| 04PSTDUCSF | ZERO_HOURS | 08ECONDOCA | FS362S01C | 1199ESTD8A | FS400S801B | 15ESTDGEN | FS350S701D |
| 04PSTDUCW | ZERO_HOURS | 08ESDOCNMA | FS362S01C | 1199ESTDAN | FS350S701D | 15PSTD40 | ZERO_HOURS |
| 04PSTDUCWA | ZERO_HOURS | 08ESTDBOP | FS400S801B | 1199ESTDG | FS350S701D | 15PSTD40AP | ZERO_HOURS |
| 04PSTSPDA | ZERO_HOURS | 08ESTDBOPA | FS400S801B | 1199ESTN8 | FS400S801B | 15PSTDAPPN | ZERO_HOURS |
| 05ESTEDPS | FS400S801B | 08ESTDDOC | FS362S01C | 1199ESTN8A | FS400S801B | 15PSTDGEN | ZERO_HOURS |
| 05PSTD DPS | ZERO_HOURS | 08ESTDDOCA | FS362S01C | 1199PCMAAP | ZERO_HOURS | 15PSTDOT1 | ZERO_HOURS |
| 05PSTD DPSA | ZERO_HOURS | 08ESTDOCNM | FS362S01C | 1199PCMHA | ZERO_HOURS | 15PSTDOT2 | ZERO_HOURS |
| 06ECOMHAAP | FS400S801B | 08PCODOCNM | ZERO_HOURS | 1199PCNN8A | ZERO_HOURS | 15PSTDOT3 | ZERO_HOURS |
| 06ECONAPN8 | FS400S801B | 08PCONDOC | ZERO_HOURS | 1199PCO40 | ZERO_HOURS | 15PSTDOT4 | ZERO_HOURS |
| 06ECONAPPN | FS375S01C | 08PSTD DDOC | ZERO_HOURS | 1199PCO40A | ZERO_HOURS | 15PSTDOT5 | ZERO_HOURS |
| 06ECONGEN | FS375S01C | 08PSTD DOCNM | ZERO_HOURS | 1199PCO75 | ZERO_HOURS | 15PSTDOT6 | ZERO_HOURS |
| 06ECONMHA | FS400S801B | 09ECONAPPN | FS400S801B | 1199PCO75A | ZERO_HOURS | 15PSTDOT7 | ZERO_HOURS |
| 06ESMHAAP | FS400S801B | 09ECONGEN | FS400S801B | 1199PCO8AP | ZERO_HOURS | 15PSTDOT8 | ZERO_HOURS |
| 06ESTDAPN8 | FS400S801B | 09ECONNFL | FS400S801B | 1199PCON8 | ZERO_HOURS | 15PSTDOT9 | ZERO_HOURS |
| 06ESTDAPPN | FS375S01C | 09ESTDAPPN | FS400S801B | 1199PCONAN | ZERO_HOURS | 16ESTDAPPN | FS400S801B |

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| WORKGROUP | SCHEDULE_ID | WORKGROUP | SCHEDULE_ID | WORKGROUP | SCHEDULE_ID | WORKGROUP | SCHEDULE_ID |
|------------|-------------|------------|-------------|------------|-------------|-------------|-------------|
| 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 | 73PSTDPPDS | ZERO_HOURS |
| 17ESTDSDE | FS350S701D | 300ESSMR8 | FS400S801B | 60PSTDCOS | ZERO_HOURS | 73PSTDPPSA | ZERO_HOURS |
| 17PSTDAPPN | ZERO_HOURS | 301ESSMR7 | FS350S701D | 62EINN1AP | FS400S801B | 74ESTDDCJ | FS350S701D |
| 17PSTDSD | ZERO_HOURS | 302ESSMR75 | FS375S01C | 62EINN4AP | FS350S701D | 75ESTDPDS | FS400S801B |
| 18ESTDAPPN | FS350S701D | 303ESSMR75 | FS362S01C | 62ESTDINN1 | FS400S801B | 75ESTDPDSA | FS400S801B |
| 18ESTDSDE | FS350S701D | 42ESTDPDS | FS400S801B | 62ESTDINN2 | FS375S01C | 75PSTDPPDS | ZERO_HOURS |
| 18PSTDAPPN | ZERO_HOURS | 42ESTDPDSA | FS400S801B | 62ESTDINN3 | FS362S01C | 75PSTDPPSA | ZERO_HOURS |
| 18PSTDSD | ZERO_HOURS | 42PSTDPPDS | ZERO_HOURS | 62PINN1AP | ZERO_HOURS | 76ESTDPDS | FS350S701D |
| 19ESTCCCA | FS350S701D | 42PSTDPPSA | 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 | 43PSTDPPDS | ZERO_HOURS | 62PSTDINN3 | ZERO_HOURS | 77PSTDAPAA | ZERO_HOURS |
| 200ESWC8 | FS400S801B | 43PSTDPPSA | ZERO_HOURS | 63ESTDAPPN | FS400S801B | 78ESTCCCA | FS350S701D |
| 201ESWC750 | FS375S01C | 46ESTDCCC | FS350S701D | 63ESTDGEN | FS400S801B | 79PSTDPPSA | ZERO_HOURS |
| 202ESWC725 | FS362S01C | 46PSTCCCA | ZERO_HOURS | 63PSTDAPPN | ZERO_HOURS | 82ECPA1AP | FS400S801B |
| 203ESWC7 | FS350S701D | 46PSTDCCC | ZERO_HOURS | 63PSTDGEN | ZERO_HOURS | 82ESTDCPA1 | FS400S801B |
| 20ESTCCCA | FS400S801B | 46STCCCA | FS350S701D | 64ESTCLCA | FS400S801B | 82PCPA1AP | ZERO_HOURS |
| 20ESTDCCC | FS400S801B | 47ESTAPPN | FS400S801B | 66PSTDESB | ZERO_HOURS | 82PSTD CPA1 | ZERO_HOURS |
| 20PSTCCCA | ZERO_HOURS | 47ESTDCOS | FS400S801B | 67ECONDOC | FS400S801B | NONRESALN1 | ZERO_HOURS |
| 20PSTDCCC | ZERO_HOURS | 47PSTD COS | ZERO_HOURS | 67ECONDOCA | FS400S801B | NONRESALN2 | ZERO_HOURS |
| 21ESTCSUA | FS350S701D | 50ESTCCCA | FS400S801B | 67ESDOCNMA | FS400S801B | NONRESALN3 | ZERO_HOURS |
| 21ESTDCSU | FS350S701D | 50ESTCSUA | FS400S801B | 67ESTDDOC | FS400S801B | NONRESALN4 | ZERO_HOURS |
| 21PSTCSUA | ZERO_HOURS | 50ESTDCCC | FS400S801B | 67ESTDDOCA | FS400S801B | NONRESALN5 | ZERO_HOURS |
| 21PSTD CSU | 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 | 67PSTD DOC | ZERO_HOURS | NONRSALN1A | ZERO_HOURS |
| 23ESTDCSU | FS400S801B | 50PSTDCCC | ZERO_HOURS | 68ECONDPS | FS400S801B | NONRSALN6A | ZERO_HOURS |
| 23PSTCSUA | ZERO_HOURS | 50PSTD CSU | ZERO_HOURS | 68PCONDPS | ZERO_HOURS | NRAUCDPS | ZERO_HOURS |
| 23PSTD CSU | 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 | 56PSTD CDA | ZERO_HOURS | 72ESTDPTU | FS375S01C | | |
| 22PSTD CSU | ZERO_HOURS | 57ESTDDCJ | FS375S01C | 72ESTDPTUA | FS375S01C | | |
| 26PSTCCCA | ZERO_HOURS | 57PSTD DCJ | ZERO_HOURS | 72PSTDPPDS | ZERO_HOURS | | |
| 26PSTDCCC | ZERO_HOURS | 59ESTDDHE | FS400S801B | 72PSTDPPSA | ZERO_HOURS | | |
| 27ESTDDHE | FS400S801B | 59ESTDDHEA | FS400S801B | 72PSTDPTU | ZERO_HOURS | | |