

## Entering or editing my employee's schedule in eTime (For Timecard Approvers)

### What you need to know:

- Schedules in eTime are for Non-Exempt Employees only.
- The "Time Period" field defaults to "CURRENT SCHEDULE PERIOD". (This is always a 1 week snap-shot of the current week, regardless of where you are in pay period).
- You cannot go back to a previous pay period while using Schedule Editor.
- When making a schedule change, your "Time Period" choice should always be "Next Schedule Period."
  1. From the "Scheduling Tab", click on "Schedule Editor."
  2. In the "Show" field, choose: "All Home."
  3. In the "Time Period" field, choose "Next Schedule Period."
  4. Select the employee(s) whose schedule is changing.
    - Please note: If you are putting in or editing a schedule that will impact more than one employee, you can select them by Actions – Select All for everyone or by holding CTRL while clicking on individual names.

## How to Use "Insert Pattern" from the Pattern Editor Screen

### What you need to know:

- "Insert Pattern" is used for employees who work the same schedule on each of their work days. (e.g. 9-5 Monday – Friday).
  - There are pre-existing schedule in eTime. You can select a pre-existing schedule template from the Insert Pattern menu. The choices in this menu are sorted by the total weekly number of hours. Read description if necessary to be sure pattern applies.
  - If the schedule you are looking for is not available, contact payroll.
1. Under the Shift dropdown, select "add Pattern."
  2. Enter "Work Start Date" as the first Saturday from today's date.
  3. "Pattern Start Date" should always be the same as "Work Start Date."
  4. Click "Forever" unless you have a rotating schedule situation where the person(s) schedule changes—otherwise choose "End Date."
  5. Click "Override Other Patterns" in order to erase any old schedules.
  6. "Recurring" will always default to 1 (week/day) Leave it as 1 week unless in situations where the schedule changes every X amount of weeks or days.
  7. Leave "Items in Rotation" as is appears.
  8. Click "Insert Pattern."
  9. From the Insert Pattern menu, select the applicable pattern. If the pattern you need to enter does not appear in the menu, contact the payroll department. Click "OK."
  10. Click "OK" on the Pattern Editor screen.
  11. A message will appear stating "Selecting override may delete shifts or unavailable days- except for locked days or locked shifts. Are you sure that you want to do this?"
  12. Click yes, and the schedule will be applied.

### How to Use “Insert Shift” from the Pattern Editor Screen

*If the employee works different times of the day throughout a given time period, you would enter their time in individual days by inserting shifts.*

1. Once you select the employee(s), click “Shift” from the menu, then choose “Add Pattern.” The “Pattern Editor Screen” will open.
2. Enter “Work Start Date” as the first Saturday from today’s date.
3. “Pattern Start Date” should always be the same as “Work Start Date.”
4. Click “Forever” unless you have a rotating schedule situation where the person(s) schedule changes—otherwise choose “End Date.”
5. Click “Override Other Patterns” in order to erase any old schedules.
6. “Recurring” will always default to 1 (week/day) Leave it as 1 week unless in situations where the schedule changes every X amount of weeks or days.
7. Leave “Items in Rotation” as is appears.
8. Click the boxes under the days of the week to insert the shift times. To click multiple days, hold CTRL while clicking multiple days.
9. Click “Insert Shift.”
10. From the Insert Shift menu, select the applicable shift. If the shift you need to enter does not appear in the menu, contact the payroll department.
11. Click “OK.”
12. Repeat steps until entire week is complete.
13. Click “OK” on the Pattern Editor screen.
14. A message will appear stating “Selecting override may delete shifts or unavailable days- except for locked days or locked shifts. Are you sure that you want to do this?”
15. Click yes and the schedule will be applied.