

## Changing Shifts

**Overview:** Managers or Timekeepers can temporarily assign or modify employee shifts within individual time sheets to align them with the employee's work schedule.

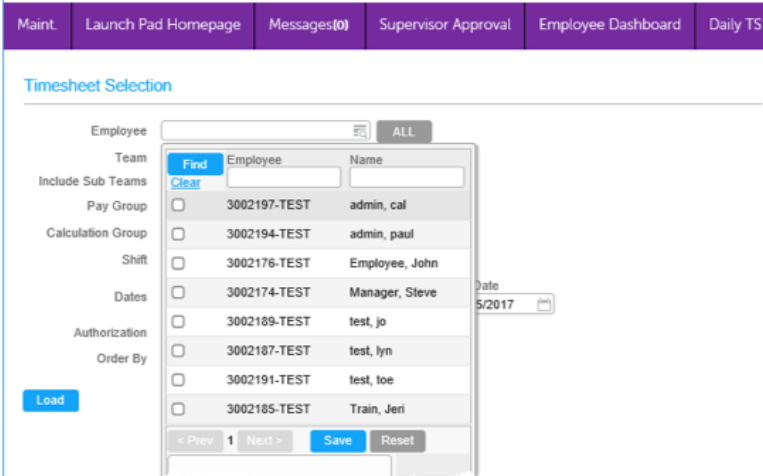
- **Shifts** represent a unit of work that has a defined start and end time. Shifts can be assigned in the time sheet by either the Timekeeper or Manager.
- **Shift Patterns** are comprised of a variety of shifts during a 7-day cycle (or multiples of 7-day cycles). Shift Patterns can only be assigned by the Employee Administrator for employees who have a regular and predictable work schedule.

All regular salaried or hourly, full time and part time employees should have a shift in UltiPro, whether it is assigned individually or through the assignment of a shift pattern. This not only helps guide administrators when entering work hours for hourly staff, but it is also required in order for UltiPro to differentiate between regular work days versus regular days off when processing employee generated time-off requests.

Exceptions: Active Officers do not require shifts as they do not request time off through UltiPro. Casual employees also do not require shifts as their time is entered as it is worked.

## Changing or Assigning a Shift in an Employee Time Sheet

1. From the **Time & Attendance** view, select **Daily TS** from the menu bar, then click the magnifying glass icon from the Employee field to select the employee time sheet to be changed.



Maint. Launch Pad Homepage Messages(0) Supervisor Approval Employee Dashboard Daily TS

Timesheet Selection

Employee  ALL

Team

Include Sub Teams

Pay Group

Calculation Group

Shift

Dates

Authorization

Order By

Load

Find	Employee	Name
<input type="checkbox"/>	3002197-TEST	admin, cal
<input type="checkbox"/>	3002194-TEST	admin, paul
<input type="checkbox"/>	3002176-TEST	Employee, John
<input type="checkbox"/>	3002174-TEST	Manager, Steve
<input type="checkbox"/>	3002189-TEST	test, jo
<input type="checkbox"/>	3002187-TEST	test, lyn
<input type="checkbox"/>	3002191-TEST	test, toe
<input type="checkbox"/>	3002185-TEST	Train, Jeri

Date: 5/2017

< Prev 1 Next > Save Reset

- Use the **Dates** field to select the period in which the change is to occur then click **Load** to open the employee's time sheet.

Maint. Launch Pad Homepage Messages(0) Supervisor Approval Em

### Timesheet Selection

Employee:  ALL

Team:  ALL

Include Sub Teams:

Pay Group:  ALL


Calculation Group:  ALL

Shift:  ALL

Dates: Date Selection: Manual Date Range Start Date: 06/18/2017 End Date: 07/01/2017

Authorization:

Order By:









**Load** 

- In the time sheet view, click the **pencil** icon to the left of the date then select **Shift** from the list (*do not select Shift Pattern*).

### Timesheet

**Load** 08/20/2017

Employee: employee, nicole

	Scheduled	Auth By	Shift	Start
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 				
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	08/20/2017 Sun	AUTO	OFF	
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	08/21/2017 Mon	AUTO	OFF	
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	08/22/2017 Tue 07:30	AUTO	8:30A-4:30P M30	08:30
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 	08/23/2017 Wed	AUTO	OFF	
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 		AUTO	OFF	
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 		AUTO	OFF	
▶ <input type="checkbox"/> <input checked="" type="checkbox"/> 		AUTO	OFF	

Comment

Work Premium

**Shift**

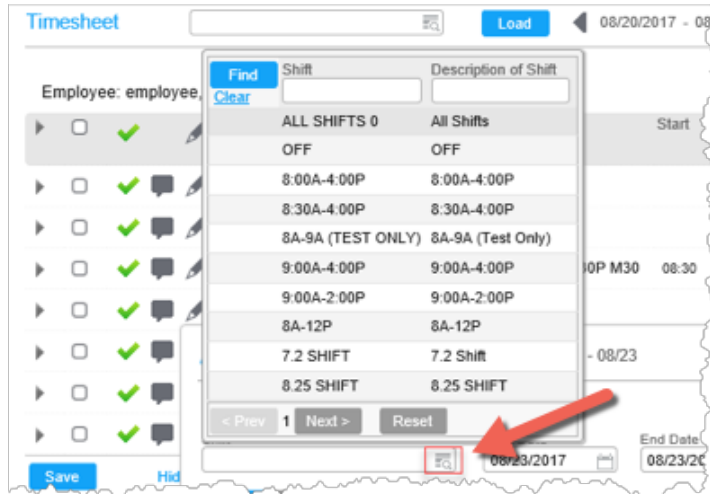
Shift Pattern



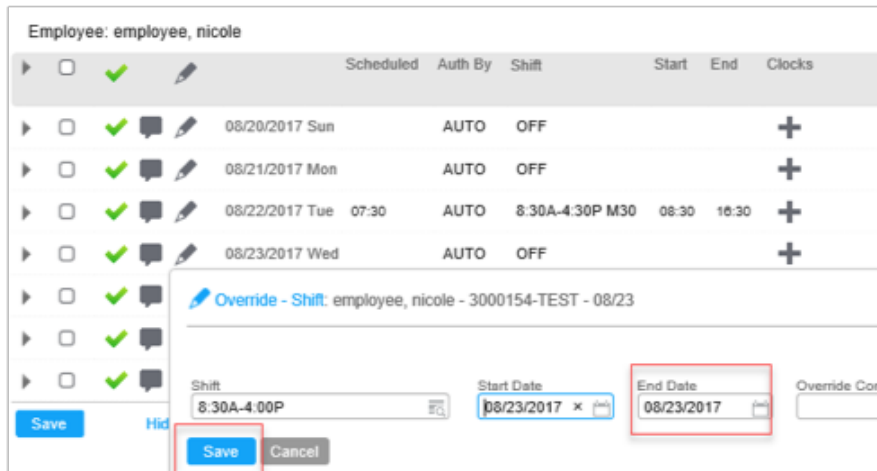
Giving Hope Today



- Click the **magnifying glass** icon to display the list of available shifts. Use the **Next** button to browse through the available shifts or use the **Find** button to narrow the selections then click the appropriate shift. Shift patterns that show *M30* or *M60* in the name include an unpaid meal break in the shift.



- If this shift is to be applied to more than one day, use the **End Date** box to select the end date. Ensure the start and end date span does *not* include scheduled days off. Click **Save**.



- The new shift will now show on the selected day(s) of the employee time sheet.

Scheduled	Auth By	Shift	Start	End	Clocks
08/20/2017 Sun	AUTO	OFF			+
08/21/2017 Mon	AUTO	OFF			+
08/22/2017 Tue 07:30	AUTO	8:30A-4:30P M30	08:30	16:30	+
08/23/2017 Wed 07:30	AUTO	8:30A-4:00P	08:30	18:00	+
08/24/2017 Thu	AUTO	OFF			+