Variable Schedules for Employees in HRMS

If a work schedule is not available in the predefined schedule list, work with the local HR contact to request Central add the schedule to the predefined list. If however, the schedule varies considerably from week to week and the schedule is not easily defined, then the employee and supervisor can use the elapsed timesheet to manage the work schedule.

Navigate to: **MyU > My Time > Submit Timesheet.**

- Employees enter the total work time on the electronic timesheet every day.
- Employees account for their scheduled time via the timesheet.

⚠️ **WARNING: KEEP THE FOLLOWING IN MIND**

- Employees create their schedule by entering all time worked for every day directly on the elapsed timesheet.
- Days not worked would be entered as “0.0.”
- Using the timesheet in this fashion overrides the existing schedules in the system (i.e., work schedule and holiday schedule).
  - If an employee should be paid for the holiday, they should report their hours on the timesheet and select the TRC “Regular Pay.”
  - If an employee actually works the holiday, they should report their hours on the timesheet and select TRC “Holiday Worked.”