










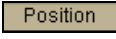

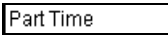




## Change in Work Schedule

1.	Click the <b>Administer Workforce</b> link. 
2.	Click the <b>Administer Workforce (USF)</b> link. 
3.	Click the <b>Use</b> link. 
4.	Click the <b>HR Processing</b> link. 
5.	Enter the appropriate variable in the field. (for example, <b>Last Name</b> ) Click in the <b>Last Name</b> field. 
6.	Enter the desired information into the <b>Last Name</b> field. Enter a valid value, e.g. " <b>SPRINGS</b> ".
7.	Click the <b>Search</b> button. 
8.	Select the appropriate employee. 
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the <b>Add a new row at row 1</b> button. 
10.	Triple-click the <b>Actual Effective Date</b> object.
11.	Enter the <b>Actual Effective Date</b> of the change in the employee's schedule. Enter the desired information into the <b>Actual Effective Date</b> field. Enter a valid value, e.g. " <b>12/15/2003</b> ".
12.	Click in the <b>*Action</b> field. 
13.	In the <b>Action</b> field, enter "DTA." Enter the desired information into the <b>*Action</b> field. Enter a valid value, e.g. " <b>DTA</b> ".
14.	Click in the <b>*Reason Code</b> field. 
15.	Enter the desired information into the <b>*Reason Code</b> field. Enter a valid value, e.g. " <b>CWS</b> ".
16.	Click in the <b>NOA Code</b> field. 
17.	Enter the <b>NOA Code</b> of "781" (Change in Work Schedule). Enter the desired information into the <b>NOA Code</b> field. Enter a valid value, e.g. " <b>781</b> ".

18.	Click in the <b>NOA Ext</b> field. 
19.	Enter the desired information into the <b>NOA Ext</b> field. Enter a valid value, e.g. "0".
20.	Click in the <b>Authority (1)</b> field. 
21.	Enter the desired information into the <b>Authority (1)</b> field. Enter a valid value, e.g. "RAH".
22.	If applicable, enter the <b>Authority (2)</b> . Click in the <b>PAR Request#</b> field. 
23.	Enter the desired information into the <b>PAR Request#</b> field. Enter a valid value, e.g. "000087902".
24.	Click the <b>PAR Remarks</b> link. <a href="#">PAR Remarks</a>
25.	Enter the applicable <b>Remark CD</b> (Code) and tab out of the field to see the text of the remark. Enter the desired information into the <b>Remark CD</b> field. Enter a valid value, e.g. "M20".
26.	Press <b>[Tab]</b> .
27.	Click the <b>Ok</b> button. 
28.	Click the <b>Job</b> tab. 
29.	Select the <b>Position Override</b> checkbox. NOTE: You must select <b>Position Override</b> in order to modify the Position. Click the <b>Position Override</b> option. 
30.	Click the <b>Position</b> tab. 
31.	Click the <b>Work Schedule</b> list. 
32.	Select the appropriate <b>Work Schedule</b> type from the dropdown menu. 
33.	Modify the <b>Standard Hours</b> field to reflect the employee's new schedule. Triple-click the <b>*Standard Hours</b> object.
34.	Enter the desired information into the <b>*Standard Hours</b> field. Enter a valid value, e.g. "30.00".
35.	Click the <b>Data Control</b> tab. 
36.	Change the <b>PAR Status</b> according to your role. Click the <b>Save</b> button. 

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37.	The change in work schedule is saved. <b>End of Procedure.</b>
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