Schedules are identified and assigned in HRMS for employees with set schedules, e.g., Monday – Friday, 8 hours a day = 40 hours each week. Accuracy of the schedule is critical as it is used in multiple system calculations. Employees can view their monthly schedule within an absence request.

- Schedules are used in the calculation of absence requests as well as to calculate overtime and shift differential.
- If supervisors and employees agree to a schedule change, it must be captured in HRMS.
- If revised schedules are not captured in HRMS, inaccurate pay calculations and absence balances will result.
- The majority of part time employees will not have a work schedule assigned in HRMS. Their schedule will display as “0.00.”
- If your monthly schedule is not accurate, see your supervisor or unit time or absence administrator.