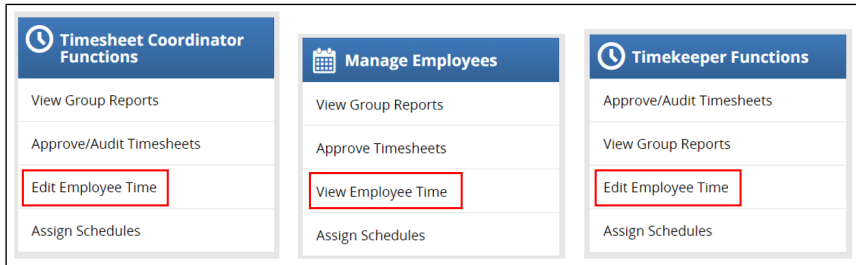


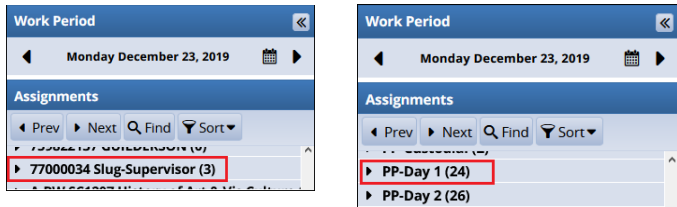
CRUZPAY: ASSIGN SCHEDULE TAB QUICK START GUIDE

START BY LOGGING INTO CRUZPAY FROM THE DASHBOARD:

- To access the schedule tab, click on **Edit** or **View Employee Time** from the **Functions** box on the Dashboard.

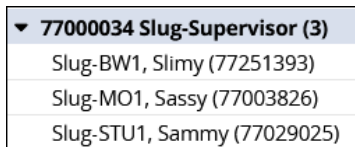


- The **Work Period** window will appear in the left-hand navigation bar with a list of available groups.
 - Supervisor (Manager) groups are listed with manager EID and last name.
 - Timesheet Coordinator (TSC) groups are listed with unit names.



SELECTING THE EMPLOYEE & UPDATING THE SCHEDULE TAB:

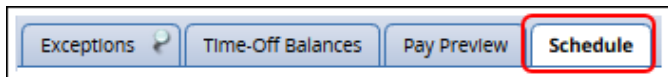
- After you have opened the list of employees you wish to assign or update schedules for, you will choose the employee by clicking their name (far left-hand side).



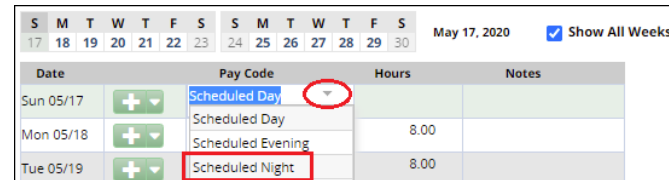
Their timesheet will then open and you can now access the **Schedule Tab**.

UPDATING THE SCHEDULE TAB:

- Select the **Schedule Tab** at the bottom of the timesheet.



- Select from the Pay Code drop down menu by clicking on the arrow. Select the appropriate pay code for the employee schedule.



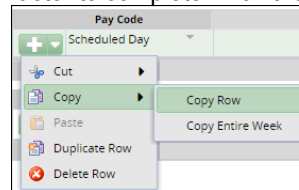
- For each day/date, make any updates using the Day-Eve-Night schedule pay codes appropriately. You can also split the day into multiple shift indicators.
 - Add a row.
 - Choose the schedule pay code.
 - Enter the appropriate number of hours.

NOTE: Schedules should never total more than 40 hours per week.

S	M	T	W	T	F	S	S	M	T	W	T	F	S	Dec 22, 2019 to Dec 28, 2019		Show All Weeks
15	16	17	18	19	20	21	22	23	24	25	26	27	28			
Pay Code		Sun 12/15	Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Totals							
+ Scheduled Night			10.00	10.00	10.00	10.00			40.00							
Totals		0.00	10.00	10.00	10.00	10.00	0.00	0.00	40.00							
Pay Code		Sun 12/22	Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Totals							
+ Scheduled Evening				8.00	8.00	8.00	8.00	8.00	40.00							
Totals		0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00							

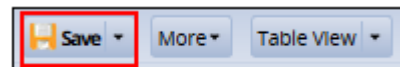
COPY AND PASTE:

- You can copy an entire week and paste it in the next week to make the updates faster to complete. Don't forget to change any days that may be different.

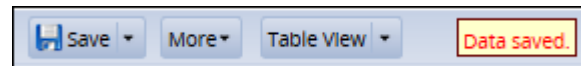


DON'T FORGET TO SAVE YOUR UPDATES!

BEFORE SAVE:



AFTER SAVE:



Once you have completed updating all schedules needing attention click **Home** to return to the Dashboard.