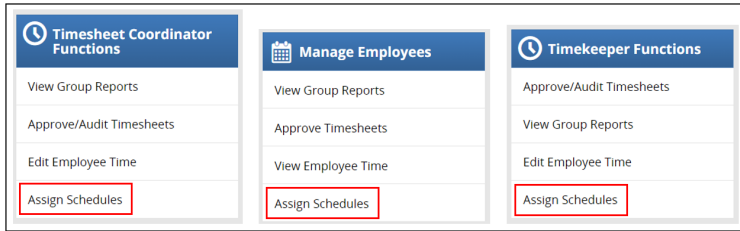


# CRUZPAY: ASSIGN SCHEDULE TEMPLATE QUICK START GUIDE

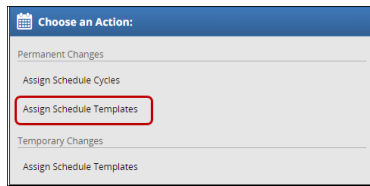
## START BY LOGGING INTO CRUZPAY

### FROM THE DASHBOARD:

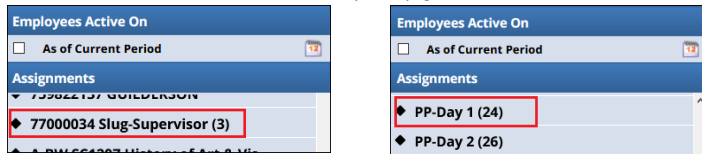
- To open the schedule module, click on **Assign Schedules** from the Functions box on the dashboard.



- The **Choose an Action:** box will open and you will select **Assign Schedule Templates**.



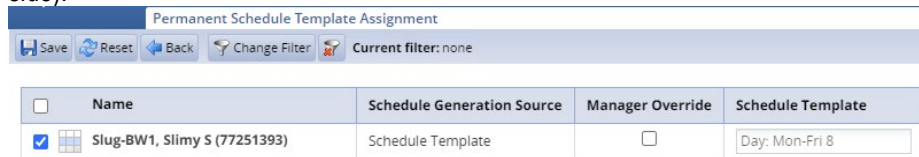
- The **Employees Active On** window will appear in the left-hand navigation bar with a list of the Employee (EE) groups you have access to.
  - Supervisor (Manager) groups are listed with manager EID and last name.
  - Timesheet Coordinator (TSC) groups are listed with unit names



## SELECTING THE EMPLOYEE & UPDATING THE SCHEDULE:

### To open the schedule editing functionality:

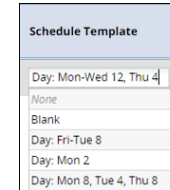
- After you have opened the list of employees you wish to assign or update schedules for, you will choose the employee by clicking the box next to their name (far left-hand side).



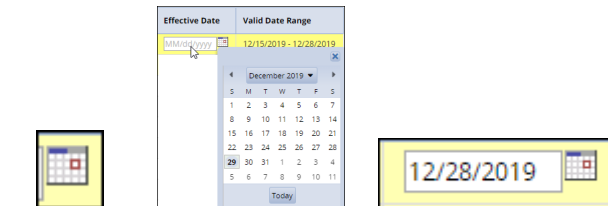
- After you have selected the employee click the **Manager Override** button. To help prevent errors, the line will turn yellow, highlighting the employee you have selected. This serves as a second validation of the employee for whom you want to change the schedule.

<input type="checkbox"/>	Name	Schedule Generation Source	Manager Override	Schedule Template
<input checked="" type="checkbox"/>	Slug-BW1, Slimy S (77251393)	Schedule Template	<input checked="" type="checkbox"/>	Day: Mon-Fri 8
<input type="checkbox"/>	Slug-MO1, Sassy S (77003826)	Schedule Template	<input type="checkbox"/>	Day: Mon-Fri 8
<input type="checkbox"/>	Slug-STU1, Sammy S (20 Slug Mentor)	Schedule Template	<input type="checkbox"/>	Blank

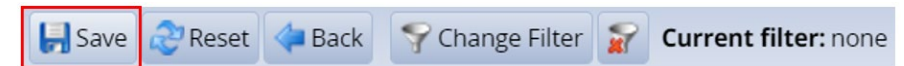
- Use the drop down menu to select the template that matches the employee's schedule. If you can't identify an exact match, please select the closest one.
  - The list is long, so you may need to scroll to find a specific schedule.
  - Please notify your timekeeper if you don't see a schedule template you use regularly so it can be built for you.



- Once you have selected the appropriate template, you will need to apply the **Effective Date**. **NOTE: this must be the last day of the current pay period.**
  - Click the calendar icon to select the current pay period end date.



- When you've selected the appropriate template and effective date be sure to **Save** your changes.



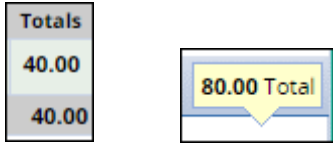
See Page 2 for more information on schedule template updates so they are an exact match.

## CRUZPAY: ASSIGN SCHEDULE TEMPLATE QUICK START GUIDE

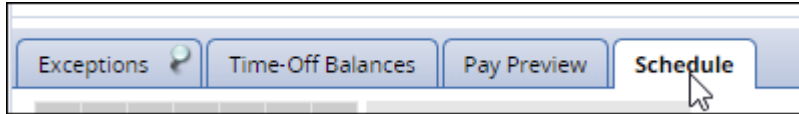
### TO MAKE THE SCHEDULE MATCH EXACTLY ON THE TIMESHEET DAY BY DAY:

Follow the instructions on the **Assign Schedule Tab Quick Start Guide**, which is a companion document to this one.

Schedules must not total more than **40 hours in the workweek** (Sunday – Saturday) and must not total more than **80 hours in the pay period**.



The **Schedule Tab** is available from the timesheet. This is where updates to schedules can be made day by day within the workweek.



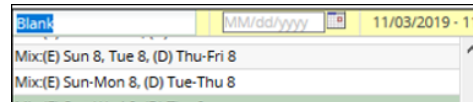
- It is critical to the shift differential and overtime pay rules that the schedule is correct week to week.
- If the employee changes scheduled days ad hoc within the workweek then you will make that change within the **Schedule Tab** on the timesheet.


**General Schedule Timeframes** (CBAs take precedence on timeframes over the general reference below):

SCHEDULE DAY	8:00 am to 5:00 pm
SCHEDULE EVENING	5:00 pm to Midnight
SCHEDULE NIGHT	Midnight to 8:00 am
BLANK	Scheduled days and times vary week to week and are not known in advance
MIXED	Schedule crosses thresholds between Day-Eve-Night. See page 2 on how to enter MIXED schedules

### Example of Template Choices:

WORK WEEK DAY: SUN, MON, TUE, WED, THUR, FRI, SAT	
Description	Schedule Template
Day: Mon 5.5, Tue 5.25, Wed 8, Thu 5.25	DAY_M55_TU525_W8_TH525
Day: Mon-Tue 8	DAY_M_TU_8
Day: Sun-Tue 12, Thu 8	DAY_SU_M_TU_12_TH8
Eve: Mon-Fri 8	EVE_M_TU_W_TH_F_8
Eve: Sun 6, Sat 6.5	EVE_SU6_SA65
Eve: Sun-Mon 8, Wed 8, Fri 8	EVE_SU_M_8_W8_F8
Eve: Sun-Tue 8, Fri 8	EVE_SU_M_TU_8_F8
Mix:(D) Mon 8, (E) Tue-Wed 8, (D) Fri 8	MIX_DAY_M8_EVE_TU_W_8_DAY_F8



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