Supervisor of Non-Exempt Employees (RDP): Making an Out-of-Pattern Schedule Change

Once you have created and assigned a schedule to an employee, you may need to edit it to accommodate short-term changes to his/her schedule (say, 4 or fewer days that are not part of a pattern). For this, you will edit individual shifts.

The following example modifies a schedule for non-exempt employee, Carl Haggerty, to accommodate a two days of short shifts on which he has doctor’s appointments.

1. Log in to CalTime using RDP. (See instructions on how to log in via RDP at http://caltime.berkeley.edu/access.)

2. Click the Scheduling tab, and then click Schedule Editor.

3. If it isn’t visible in the Show field, click the Show field drop-list arrow and choose All Non-Exempt Home.

4. From the Time Period drop list, choose the last option, “Range of Dates”.

Make sure you view a range of dates that displays the time frame in which Carl’s short shifts fall.
5. For this example, the **Start Date** should be 8/17/2014 with an **End Date** of 8/23/2014.

6. Click **OK**.

**Schedule Editor** opens to the range of dates you entered.

7. **Right-click** in the cell for the first day of Carl’s short shift (in this example, 8/18).

8. Click **Edit**.

9. Click **Shift**.
Supervisor of Non-Exempt Employees (RDP):
Making an Out-of-Pattern Schedule Change

10. Make sure the Start and End Dates are 8/18/2014.

11. Select the End Time, and type 1130a.

12. The shift should only Repeat for 1 day.

13. The Type of shift is Regular.

14. Click OK.

15. Click Save to store your changes.

**NOTE:** The words, Schedule Editor, change from orange to black, once the schedule changes have been saved.

The second doctor’s appointment is on Fri 8/22.

16. Right-click in Carl Haggarty’s cell for Fri 8/22.

17. Left-click Edit.
18. Click Shift.

19. Make sure the Start and End Dates are the date for that Friday.

20. Input the Start Time and End Time of the shift.

21. The Type of shift is Regular.

22. Repeat for 1 days.

23. Click OK.

24. Click Save to store your changes.

**NOTE:** The words, Schedule Editor, change from orange to black, once the schedule changes have been saved.
25. Return to **Mon 8/18**, and right-click.

26. Left click on **Add > Pay Code**.

27. Verify the **Effective Date** is the date for that Monday.

28. Select **Sick Leave** **Taken** from the **Pay Code** drop list.

29. Type **4.0** in the **Amount** text box.

30. Set the **Start Time** to **12:30**. *(His shift normally lasts 8.0 hours with a one-hour lunch break. His shift would then resume and continue until 4:30.)*

31. **Repeat for 1 day**.

32. Click **OK**.

**NOTE:** It is not necessary to override any part of the shift, since the shift has been shortened to 7:30a–11:30a.
33. Click Save.

34. Return to Fri 8/22.

35. Repeat Steps 26–33, making sure that in the Pay Code Editor, the Effective Date is 8/22.

The finished result is shown at right:

36. When you are done with Schedule Editor, click on one of the Genies, click Reports, or click Log Off to end your CalTime session.