



Applying a Schedule Change in UChicago Time

Permanent Schedule Changes

Permanent changes to schedules must be adjusted by your department administrator with Super User privileges. If you are a designated Super User, you can select a different schedule for an employee by using the Submit a Permanent Schedule Change function.

To make a permanent schedule change—

1. Start by looking up the schedule number at <http://uchicagotime.uchicago.edu/resources/>
2. Click the List of available schedules link

The document will open in an Excel file.

3. Scan the file and find the schedule you want.
4. Write down the number of the schedule (e.g., 8005).

Note: if the schedule you want is not included in the list, please contact uchicagotimesupport@uchicago.edu and ask them to create a new schedule for you. Send them the days of week, start time, end time, and lunch duration. They will send you back a new schedule number.

5. From UChicago Time, in the Who field, select the employee whose schedule you want to change.
6. In the What field, select **Submit a Permanent Schedule Change**.
7. Click the date on the calendar on which you want the schedule change to start.

The changed schedule will take effect from the selected date forward.

8. Click **Go**.

A form appears in the Work Area:

Submit a Permanent Schedule Change

Roster Change Date: Sun - 03/01/2009

Note: Only start date in the date range selection is used to schedule permanent roster change.

Schedule

Schedule Roster Change
Schedule Temp Roster Change
Remove Roster Change
View Calendar

9. Click the magnifying glass icon next to the **Schedule** field.

A list of schedules appears in the Dashboard:

Schedule

Search

Select	Schedule	Description
<input type="radio"/>	-1	Open Schedule
<input type="radio"/>	1001	Sun, Fri, Sat 3p-11p; Mon 5p-1a
<input type="radio"/>	1002	Sun, Sat 7a-3:30p, 30 lunch
<input type="radio"/>	1003	M-F, 7a-3:30, 30 min lunch
<input type="radio"/>	1004	M-F, 3p-11:30p, 30 min lunch

1 Of 20 << First Page Previous Page
1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

10. Type in the schedule number you looked up and recorded in Step 4 above.
11. Click the **Search** button.
12. Click the option button next to the schedule number.

The number will appear in the Submit a Permanent Schedule Change form.

13. Click the **Schedule Roster Change** button and click **OK**.

The employee's schedule will be changed permanently from the next day forward unless you schedule another change or remove the change you applied.

Temporary Schedule Changes

To assign a temporary schedule for a range of dates—

1. Locate the schedule number you want using the instructions in Step 1 above.
2. In UChicago Time, in the Who field, select the employee whose schedule you want to change.
3. In the What field, select **Submit a Permanent Schedule Change**.
4. On the date selection calendar, click and drag the mouse to select the range of dates for which you want to apply the temporary schedule.

The temporary schedule will only be placed on the selected dates.

5. Click **Go**.
6. Click the magnifying glass icon next to the **Schedule** field.

A list of schedules appears in the Dashboard:

Schedule		
<input type="text"/>	<input type="button" value="Search"/>	
Select	Schedule	Description
<input type="radio"/>	-1	Open Schedule
<input type="radio"/>	1001	Sun, Fri, Sat 3p-11p; Mon 5p-1a
<input type="radio"/>	1002	Sun, Sat 7a-3:30p, 30 lunch
<input type="radio"/>	1003	M-F, 7a-3:30, 30 min lunch
<input type="radio"/>	1004	M-F, 3p-11:30p, 30 min lunch

1 Of 20 << First Page Previous Page 1 2 3 4 5 6 7 8 9

7. Type in the schedule number you looked up in Step 1 above.
8. Click the **Search** button.
9. Click the option button next to the schedule number.
10. Click the **Schedule Temp Roster Change** button and click **OK**.

Removing a Schedule Change

To remove a permanent schedule change—

1. In the Who field, select the employee whose schedule you want to remove.
2. In the What field, select **Submit a Permanent Schedule Change**.
3. On the date selection calendar, click the first date where the schedule change was applied.

If you do not know the date, check the Schedule Calendar for the date when the schedule change first appears. You only need to select the first date

4. Click **Go**.
5. Click the **Remove Roster Change** button and click **OK**.