



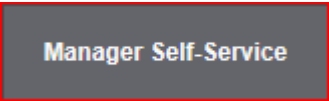
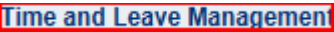
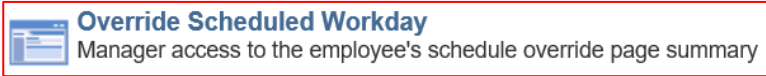

Texas Military Department



Manager Procedure for Overriding Employee Schedules in CAPPs

A state employee's direct or second level supervisor can override the standard work schedule designated in CAPPs for a specific FLSA work week. This should be used for employees who work non-standard shifts and for short-term or temporary deviations to the employee's designated work schedule. This will not permanently change the employee's standard work schedule.

If this process is not done correctly in CAPPs, a system error will occur causing both the employee and supervisor to be locked out of the timesheet. In this case a note will appear on the timesheet indicating that there is an exception. This could potentially affect the timeliness and accuracy of an employee's paycheck if not resolved quickly. Contact State Human Resources at 512-782-5133 to resolve the issue and unlock the timesheet. Consult with the Time & Attendance Officer in State Human Resources for guidance and assistance.

Step	Action
1.	Click the Manager Self-Service button. 
2.	Click the Time and Leave Management link. 
3.	Click the Override Scheduled Workday menu. 
4.	Select the Employee Name from the list of Direct Reports. 

Step	Action																																																	
5.	<p>Enter the number of hours below each day that need to be adjusted. The employee's standard scheduled hours are displayed below the date.</p> <p>In the example below, the employee's standard schedule is 8 hour days, Monday-Friday and the schedule will be overridden to 10 hour days, Tuesday-Friday.</p> <p>Override Scheduled Workday</p> <p>Test Employee Employee ID 79001218860 Human Resources Specialist III Employment Record 0 Actions ▾</p> <p style="text-align: right;">Previous Week Next Week</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="8" style="text-align: left;">Weekly Schedule</th> <th></th> </tr> <tr> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> <th>Total Hours</th> </tr> <tr> <td>05/28/2017</td> <td>05/29/2017</td> <td>05/30/2017</td> <td>05/31/2017</td> <td>06/01/2017</td> <td>06/02/2017</td> <td>06/03/2017</td> <td></td> </tr> </thead> <tbody> <tr> <td>0.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>1</td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="10.00"/></td> <td><input type="text" value="10.00"/></td> <td><input type="text" value="10.00"/></td> <td><input type="text" value="10.00"/></td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td colspan="7"></td> <td style="text-align: right;">40.00</td> </tr> </tbody> </table> <p>E-Sign & Approve Return to Direct Reports</p> <p>Note: You can select Previous Week or Next Week to navigate to other FLSA work weeks.</p>	Weekly Schedule									Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	05/28/2017	05/29/2017	05/30/2017	05/31/2017	06/01/2017	06/02/2017	06/03/2017		0.00	8.00	8.00	8.00	8.00	8.00	0.00		1	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="0.00"/>								40.00
Weekly Schedule																																																		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours																																											
05/28/2017	05/29/2017	05/30/2017	05/31/2017	06/01/2017	06/02/2017	06/03/2017																																												
0.00	8.00	8.00	8.00	8.00	8.00	0.00																																												
1	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="0.00"/>																																											
							40.00																																											
6.	<p>The employee's Total Hours for the FLSA work week should equal 40.00 (if full-time).</p> <p>Note: The approval on this page is for the change in schedule for one specific FLSA work week only. You are not approving hours worked, you are approving hours scheduled.</p> <p>Click the E-Sign & Approve button.</p> <p>E-Sign & Approve</p>																																																	
7.	<p>Click the OK button.</p> <p>OK</p>																																																	
8.	<p>Congratulations! You have successfully temporarily changed the employee's schedule.</p> <p>End of Procedure.</p>																																																	
<p>Note: There is also a link at the bottom of the Manager Timesheet that will take you to the Override Schedule page for an employee.</p>																																																		