

View Work Schedule 1 and 2

SCENARIO: View all work schedules in the Work Schedule 1 and 2 Table.

STEP 1:	Select the menu items in the following order: Set Up HRMS > Foundation Tables > Organization > Work Schedule.
Expected Results:	A search page titled "Work Schedule" (Find an Existing Value) displays.
STEP 2: (Use if you want to view a specific Work schedule):	In the Work Schedule field, Type in the Work Schedule you would like displayed (such as 8MF1). Click on Search.
Expected Results:	The Work Schedule you wish to view displays. Skip the rest of the steps or go to Step 3 if you want to view Work Schedule Table 2.
ALT. STEP 2: (Use if you want to see a list of <u>all</u> Work schedules)	Click on "Search" to display a list of all available Work Schedules.
Expected Results:	Search Results display. Go to ALT. STEP 2 (Continued).
ALT. STEP 2 (Continued)	From the Search Results, Click Once on the Work Schedule row you wish to view.
Expected Results:	The Work Schedule Table displays. Go to Step 3 if you want to view Work Schedule Table 2.
STEP 3 (Optional):	If you wish to view the Work Schedule 2 Table, Click on the Work Schedule 2 Folder Tab at the top of the page or the Work Schedule 2 hyperlink at the bottom of the page.
Expected Results:	The Work Schedule 2 Table Displays.

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