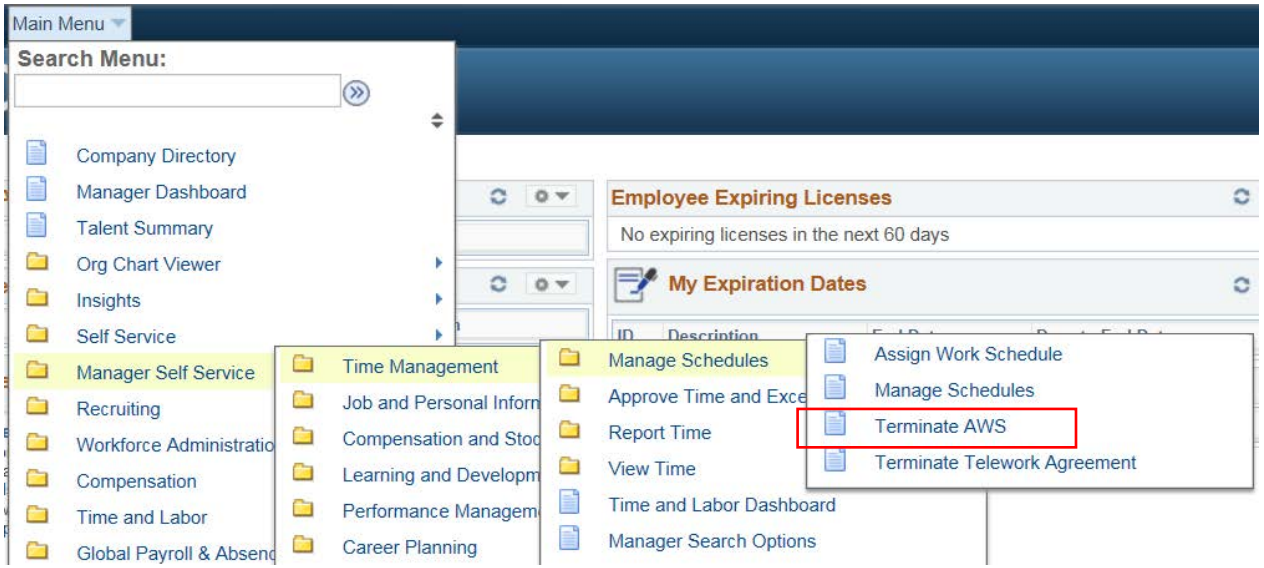


Managers and Administrative Heads can use these breadcrumbs to navigate to terminate and Alternate Work Schedule (AWS).

Main Menu

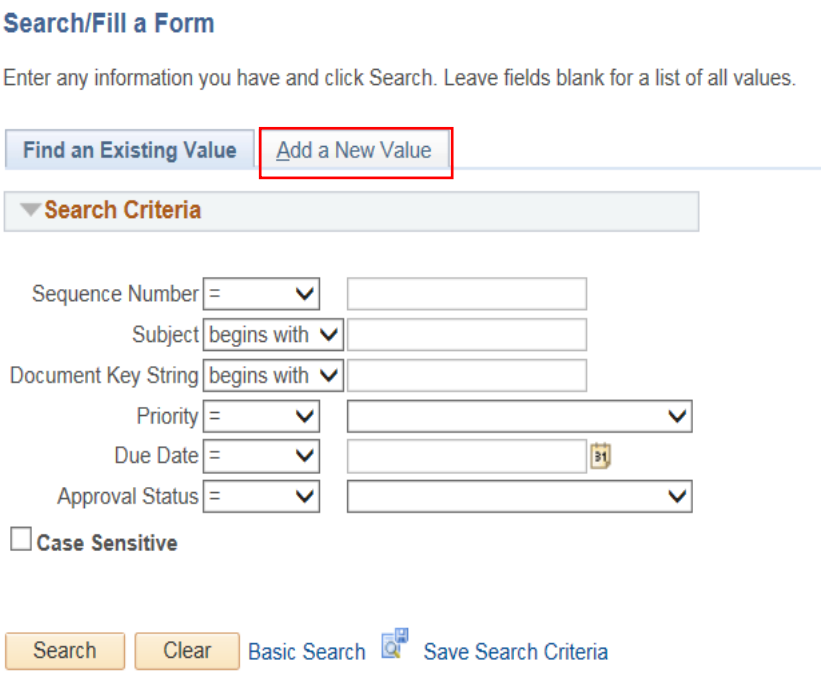
HCM Systems

Manager Self Service

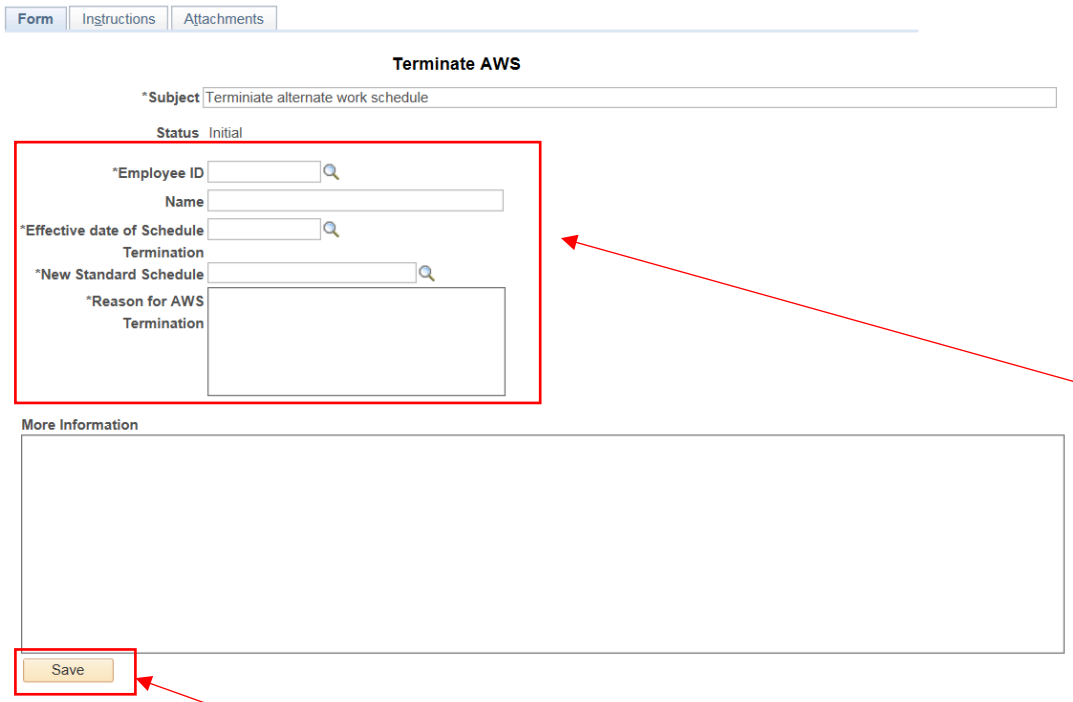
Time Management

Manage Schedules

Terminate AWS



Click on **Add a New Value.**



The Terminate AWS Form will populate on your screen.

1. Enter the **Employee ID** number or select the magnifying glass to look for the number from the list of employees who report to you.

   Tab to the next field and the employee name and subject field will auto populate.

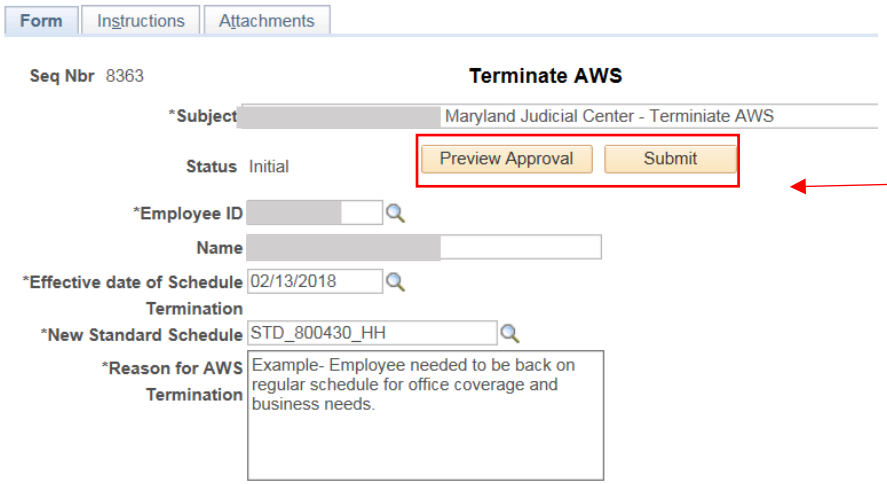
2. Enter the **Effective date of Schedule Termination. Select search glass to retrieve a list of dates to choose from** (**Always a Tuesday, end of Pay Period**).

3. Enter **New Standard Schedule**. Select magnifying glass to select a schedule. Example :(**STD 8, 8:00-4:30 Half HR, M-F**).

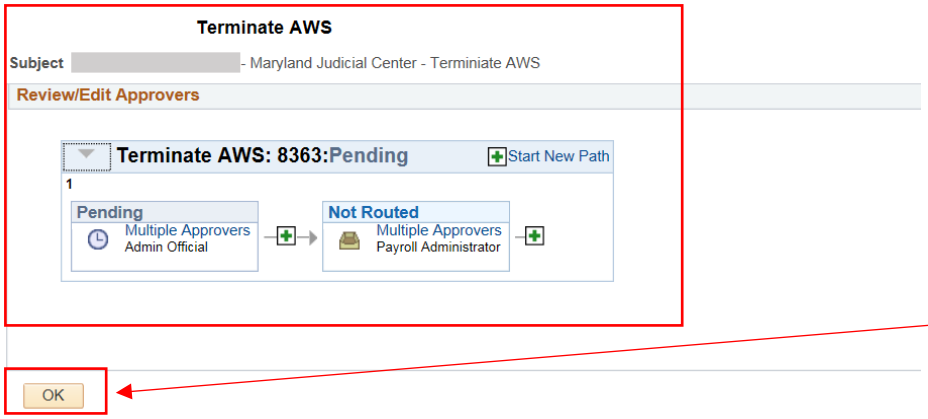
4. Enter **Reason for AWS Termination- Example - employee needed to meet business needs, office coverage, etc.**

5. **More Information** – Enter any other information that may be necessary.

6. Select Save.



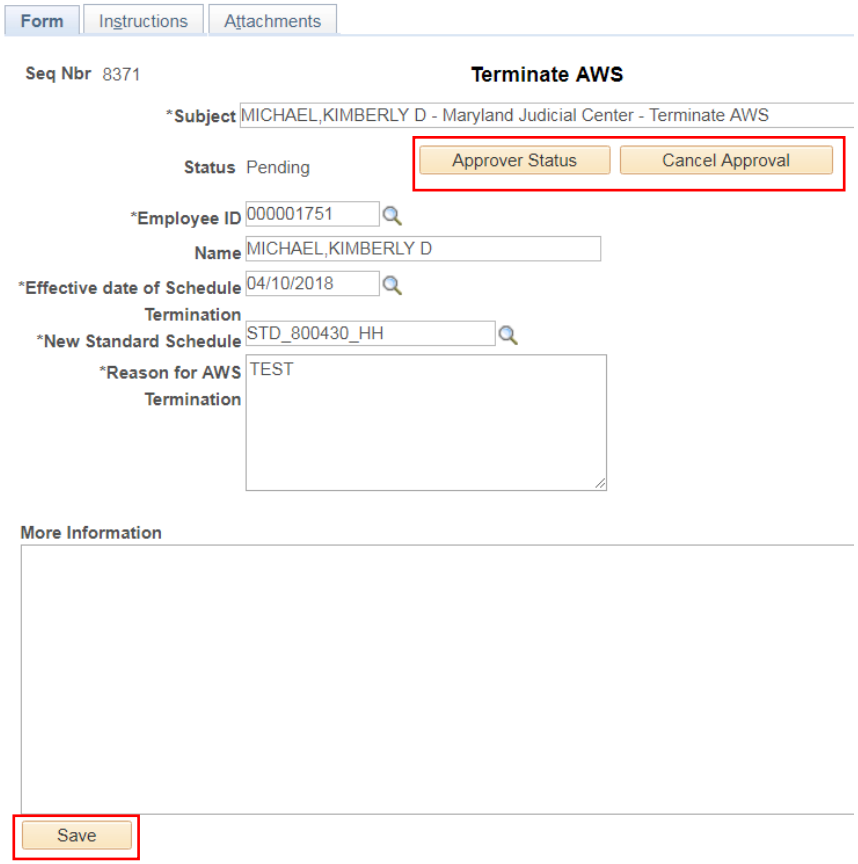
After selecting Save, scroll back to the top of the form to review the information entered on the form and you can either **Preview Approval or Submit.**



Upon successful submission you will see the Pending approval at the bottom of the form.

This will route to the Managers Administrative Head for approval and then final approval by Payroll.

Select **OK** to go back to the form.



This is where you can view **Approver Status or Cancel Approval.**

Select **Save.**

The approval of the Terminate AWS is complete.

Select the **Home** icon at the top of your screen to get back to your Home page.