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

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Sequence Number = [▼] [_____]
Subject [begins with ▼] [_____]
Document Key String [begins with ▼] [_____]
Priority = [▼] [_____ ▼]
Due Date = [▼] [_____] 📅
Approval Status = [▼] [_____ ▼]
☐ Case Sensitive

[Search] [Clear]   Basic Search 🔍   Save Search Criteria

Click on **Add a New Value.**

| Form | Instructions | Attachments |

Terminate AWS

*Subject [Terminiate alternate work schedule]

Status Initial

*Employee ID [_____] 🔍

Name [_____]

*Effective date of Schedule [_____] 🔍
Termination

*New Standard Schedule [_____] 🔍

*Reason for AWS [_____]
Termination

More Information

[_____]

[Save]

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.

Form	Instructions	Attachments

Seq Nbr 8363   **Terminate AWS**

*Subject | Maryland Judicial Center - Terminiate AWS

Status Initial   [Preview Approval]   [Submit]

*Employee ID

Name

*Effective date of Schedule 02/13/2018
Termination

*New Standard Schedule STD_800430_HH

*Reason for AWS Example- Employee needed to be back on
Termination regular schedule for office coverage and
business needs.

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.**

Terminate AWS

Subject | - Maryland Judicial Center - Terminiate AWS

Review/Edit Approvers

▼ **Terminate AWS: 8363:Pending**   ➕Start New Path
1

Pending   **Not Routed**
🕐 Multiple Approvers   →➕→   🖨 Multiple Approvers   →➕
   Admin Official   Payroll Administrator

[OK]

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.
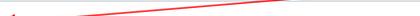
| Form | Instructions | Attachments |

Seq Nbr 8371

Terminate AWS

*Subject MICHAEL,KIMBERLY D - Maryland Judicial Center - Terminate AWS

Status Pending   [Approver Status]   [Cancel Approval]

*Employee ID 000001751

Name MICHAEL,KIMBERLY D

*Effective date of Schedule Termination 04/10/2018

*New Standard Schedule STD_800430_HH

*Reason for AWS Termination TEST

More Information

[Save]

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.