

Assigning Work Schedules In MAGIC Job Aid



Listed below is information and instructions on how to assign work schedules to employees within MAGIC.

Key Terms	
Term	Definition
Work Schedule	Indicates how many workdays per week and hours each workday the employee is expected to work. In SPAHRS, the Work Schedule was referred to as the Report Time Schedule.
Work Week	Indicates the start day and the length of the work cycle for a particular employee. This value identifies consecutive periods of time used to calculate extra hours and overtime. In SPAHRS, the Work Week was referred to as the Work Cycle.
Additional FLSA	The first character represents the FLSA Status, which determines the employee's work cycle. The second character indicates how to process any extra hours worked, such as accrue as comp-time or earn as pay. In SPAHRS, Additional FLSA was referred to as Extra Hours.
Holiday Calendar	Indicates which holidays are applicable for a particular employee (such as, State or Military), in order to correctly calculate the time recorded on a holiday. Until an agency's payroll is moved to MAGIC, this field will be defaulted to "SoMS_Reg_Hol_Cal".
Time Profile	Indicates if an employee is eligible for Leave of Absence (LOA).

Key differences between the work schedule in SPAHRS vs. MAGIC:

1. Schedules in SPAHRS were assigned at the Position-level, but Schedules in EC are assigned at the Employee Level (Job Information).
2. EC is the system of record for assigning Work Schedules. SPAHRS will continue to be system of record for Time Processes, until an agency's payroll is moved to MAGIC.
3. If an employee's schedule needs to be updated please choose the event reason "Work Schedule Change."
 - **If an employee's schedule is not correct in SPAHRS, the schedule DCF8*5 will be loaded in EC. The agency will need to update the employee's schedule in EC. You can run the Employee Job Data report in EC and filter on the schedule DCF8*5 to show a list of employees that need to be updated. You can also contact the MMRS Call Center for a list of employees that need to be updated.**
 - New employees populated via NeoGov, will have a default schedule of "999999999" that must be updated by the HR user.
 - SPAHRS Travel WINs are defaulted with EC schedule **PEM124*7**.
 - For payroll purposes, the schedule in EC will be converted to a SPAHRS schedule when the employee's HR data is sent back to SPAHRS.

The steps below are divided into two categories (1) Use An Existing Employees Work Scheule and (2) Determine an Employee's Work Schedule. Both sections apply to either adding a schedule to a new employee or updating the schedule for an existing employee.

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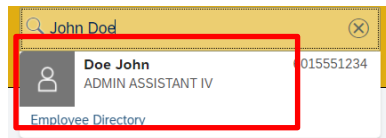


Use an Existing Employees Work Schedule

Follow the steps below to add/update a schedule to an employee that will work the same schedule as another employee that is already setup in the system.

The new/updated employee must use the same Type, FLSA Status, and WC Start Date as the existing employee. If not, use the steps under the Determine an Employee's Work Schedule section.

- 1.) Enter the existing employee's name in the search box then click their name to view their information.



- 2.) Scroll down to the Time Information section. Make note of the employee's Holiday Calendar, Time Profile, and Work Schedule. For this example, the Holiday Calendar is SoMS_Reg_Hol_Cal, the Time Profile is Leave_of_Absence_Profile, and the Work Schedule is FEM18*5.

Time Information			
Holiday Calendar	SOMS Regular Holiday Calendar (SoMS_Reg_Hol_Cal)	Time Profile	LEAVE_OF_ABSENCE_PROFILE (LEAVE_OF_ABSENCE_PROFILE)
Work Schedule	FEM18*5-Exmpt Fixed 8*5 Mon-Fri (FEM18*5) Details		

- 3.) If the new employee has not been hired in the system, enter **Add New Employee** in the search box.

If the employee was hired via NeoGov, enter **Managing Pending Hires** in the search box and select the appropriate employee.

If you are changing the schedule for an existing employee, access the employee's information by searching their name.

- 4.) If a new hire, enter all the relevant information for the employee.

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5.) In the Time Information section, select/update the values that match the existing employee.

Time Information

Holiday Calendar*

No Selection

Work Schedule*

No Selection

[Find a Work Schedule >](#)

Time Profile*

No Selection

6.) Save and Submit the information. Note: Depending on the information added/updated the workflow process maybe started.

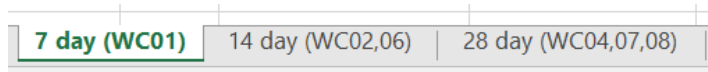
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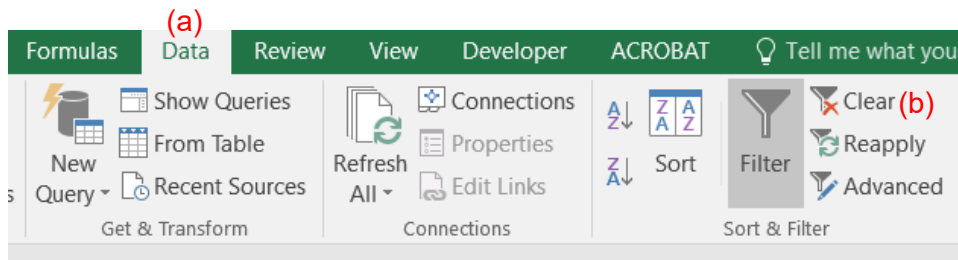
Determine an Employee's Work Schedule

Follow the steps below to determine an employee's work schedule when there is not an existing employee working the same schedule as the new/updated employee.

- 1.) Open the Employee Central Work Schedule Spreadsheet. The spreadsheet can be found on the [DFA/MMRS Human Resource webpage](#). To ensure you have the most recent version, do not save a copy of the spreadsheet to your computer. Access the spreadsheet from the web each time you need to determine a schedule.
- 2.) There are three tabs in the spreadsheet. Each tab represents a workcycle the employee will work.
 - 7 day (WC01)
 - 14 day (WC02,06)
 - 28 day (WC04,07,08)



- 3.) Select the tab that corresponds to the employee's workcycle. For example, if the employee will work a 7 day schedule, click the **7 day (WC01)** tab at the bottom of the spreadsheet.
- 4.) Make sure the spreadsheet is showing all the information:
 - (a) Click **Data** from the top menu
 - (b) Click **Clear** next to Filter



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- 5.) Select the Reporting Type:
 - (a) Click the **drop-down arrow** from the Type column heading
 - (b) Un-select the schedule types that do not apply. You can also click the Select All value to remove all the check marks then click the desired schedule to select it.
 - (c) Click **OK**

An explanation of the reporting types is available in the job aid appendix.

- 6.) Using the same process, select the **FLSA**, **SPAHRs Work Cycle**, and **SPAHRs Schedule**:

An explanation of each of these fields is available in the job aid appendix.

- 7.) If there is only one row displayed use the **EC WS** value as the schedule in MAGIC. Continue with step 8.

A	B	C	D	E	F	G	H	I	J	K	L
Type	FLSA	SPAHRs Work Cycle	SPAHRs Schedule	Reference WC Start Date (ECC)	SPAHRs WC Start Date	Start Day	EC WS	Note			
Positive Reporting	E	01	00	Monday, January 10, 2022		MON	PEM124*7				

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8.) If there are multiple rows displayed, you will need to get the SPAHRS WC Start Date.

- (a) Go to **PA / OT / BA** (Browse Agency Work Cycles) in SPAHRS.
- (b) Using the WK Cyc Code and Work Cycle Description, get the **Start Date** for the desired cycle. For example, 6/1/1998 is the start date for WK Cyc 02 – Compressed 14 day.

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02PH052 02V6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/10/2021
PHPCECTB PHPCECUM Browse Agency Work Cycles 10:07 AM

Actions: (A,D,M,P)
Agency Wk Cyc
*Act Number Code Start Date End Date Work Cycle Description
-----
- 01 SAT 10/02/1999 12/29/2069 Standard 07 day
- 01 FRI 06/05/1998 12/31/2069 Standard 07 day
- 01 WED 01/07/1998 12/31/2069 Standard 07 day
- 01 TUE 12/30/1997 12/31/2069 Standard 07 day
- 01 MON 12/29/1997 12/31/2069 Standard 07 day
- 02 MON 06/01/1998 12/31/2069 Compressed 14 day
*** END OF DATA ***
  
```

9.) Enter the date in the **SPAHRWS WC Start Date** column in the spreadsheet. The **Note** column will show which EC WS to use in MAGIC. For this example, CEM244F2 is the schedule to use in MAGIC.

Type	FLSA	SPAHRWS Work Cycle	SPAHRWS Schedule	Reference WC Start Date (ECC)	SPAHRWS WC Start Date	Start Day	EC WS	Note
Compressed	E	02	02	Monday, January 17, 202	6/1/1998	MON	CEM144F2	Work Cycle Not Compatible
Compressed	E	02	02	Monday, January 10, 202	6/1/1998	MON	CEM244F2	Work Cycle Compatible - May Use This Schedule

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8.) Within MAGIC:

If the new employee has not been hired in the system, enter **Add New Employee** in the search box.

If the employee was hired via NeoGov, enter **Managing Pending Hires** in the search box and select the appropriate employee.

If you are changing the schedule for an existing employee, access the employee's information by searching their name.

9.) If a new hire, enter all the relevant information for the employee.

10.) In the Time Information section, select/update the values for the determined schedule.

A screenshot of the "Time Information" section in the MAGIC system. The section is titled "Time Information" and contains three dropdown menus. The first dropdown menu is labeled "Holiday Calendar*" and has "No Selection" selected. The second dropdown menu is labeled "Work Schedule*" and has "No Selection" selected. Below the second dropdown menu is a link that says "Find a Work Schedule >". The third dropdown menu is labeled "Time Profile*" and has "No Selection" selected.

11.) Save and Submit the information. Note: Depending on the information added the workflow process may be started.

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The information below explains what each character of the MAGIC Workschedule means. For the example, the work schedule PEM124*7 is used.

P	<p>The first character indicates the type of work schedule.</p> <p>P = Positive Reporting Scheudle (24*7) F = Fixed Schedule T = Part Time Schedule C = Compressed Schedule (2 weeks) R = Roating Schedule</p>
E	<p>The FLSA status is the second character.</p> <p>E = Exempt N = Non Exempt F = Fire Fighter H = Hospital P = Law Enforcement S = Highway Patroll</p>
M	<p>The start date of the work schedule is the third character.</p> <p>M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday A = Saturday U = Sunday</p>
1	<p>The fourth character is the start of the work cycle. This character will be used at MAGIC payroll go-live to indicate the reference dates for each work cycle. Until MAGIC payroll, use the Reference Dates in the EC to SPAHRS Work Schedule mapping document.</p>
24*7	<p>The remaining characthers are the expected hours.</p> <p>Fixed/Positive Reporting Schedules = Average Hours Each Day * Average Days Worked Each Week Compressed Schedules = Number of First Week's Hours Part-Time Schedules = "H" + Hours Each Week</p>

- Legislative schedules do not follow the same naming convention:
SPAHRs -> EC
"20" -> "LESPDNT"
"21" -> "LESPDT"
"25" -> "LEHPDNT"
"26" -> "LEHPDT"

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Appendix

Type	
Value	Description
Compressed	Compressed Schedule (2 weeks)
Fixed	Fixed Schedule
Legislator	Legislator
Part Time	Part-Time Schedule
Positive Reporting	Positive Reporting Schedule (24*7)
Rotating Schedule	Rotating Schedule

FLSA	
Value	Description
E	Exempt
F	Fire-Fighter
H	Hospital
N	Non-Exempt
P	Law Enforcement
S	Highway Patrol

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SPAHRs Work Cycle	
Value	Description
01	Standard 07 Day
02	Compressed 14 day
04	Law Enforcement 28 day
06	Hospital 14 day
07	Hwy Patrol/28 day
08	Military Firefighter 28 day

SPAHRs Schedule
You should have read-only access to the SPAHRs Schedules at the following SPAHRs Menu Path: RT / RS / SD.