Manager: Work Schedule

Work Schedules define the days and hours of the week workers are scheduled to. (formerly used the Work Schedule Change Form)

VIEW EMPLOYEE’S WORK SCHEDULE

From the home landing page,

1. Enter the worker's name in the search field

2. Select the related actions button, Time and Leave, and View Schedule for Worker

3. The next screen displays the worker's name and date fields. The date field defaults to today's date and if unchanged will show the worker's existing work schedule. To view the work schedule at a different date, change the date field.

4. Select .

5. The worker’s schedule displays:
ASSIGN EMPLOYEE WORK SCHEDULE

All workers are assigned Work Schedules dependent upon their position.

From the home landing page,

1. Enter **Assign Work Schedule** in search field
2. Enter the worker’s name in the **search** field

6. On the Assign Work Schedule page, complete the following fields:
   - **Worker**: Enter in the name of the worker or select them using the drop-down menus.
   - **Start Date**: enter the date for the schedule to begin.
   - **End Date**: enter the date for the schedule to end, if necessary.

   **Note**: It is recommended to leave the End Date field blank. This will help avoid any overlapping schedules for future correction.

   - **Work Schedule Calendar**: choose from the list of schedules from the drop-down menu. The work schedule will now display for the week.
Manager: Work Schedule

Note: The available work schedules contain three parts to identify the schedule being selected:
- Number of scheduled hours to work daily
- Scheduled work days
- Scheduled off days

Some Examples of Work Schedules:

Example 1

<table>
<thead>
<tr>
<th></th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>8</td>
<td>8</td>
<td>Off</td>
<td>Off</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

Example 2

<table>
<thead>
<tr>
<th></th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Off</td>
<td>Off</td>
<td>14</td>
<td>13</td>
<td>13</td>
<td>Off</td>
<td>off</td>
</tr>
</tbody>
</table>

Example 3

<table>
<thead>
<tr>
<th></th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>10</td>
<td>10</td>
<td>Off</td>
<td>Off</td>
<td>Off</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

7. Select OK.
8. This summary screen displays:

9. Process Successfully Completed: Indicates the process was successfully completed

10. To review the work schedule change, select Details and Processes: Click on the > to view the details associated with the request (Details tab), or to view all of the steps in the workflow (Process tab).

11. Select Done to complete the transaction.

Note: To update multiple workers work schedules at one time, an EIB upload is required (refer to Time Tracking HRIS team to request EIB information).