

# Assigning a Work Schedule

*For Time Approvers who assign schedules*

## Quick Reference Guide

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### Steps for Assigning a Work Schedule:

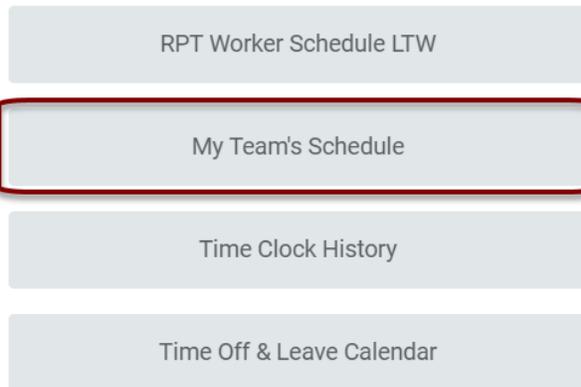
1. Click on the **Team Time** worklet.



Team Time

2. Under the **View** section, click on **My Team's Schedule**.

#### View



3. Enter in the **Date**.

Date \*  

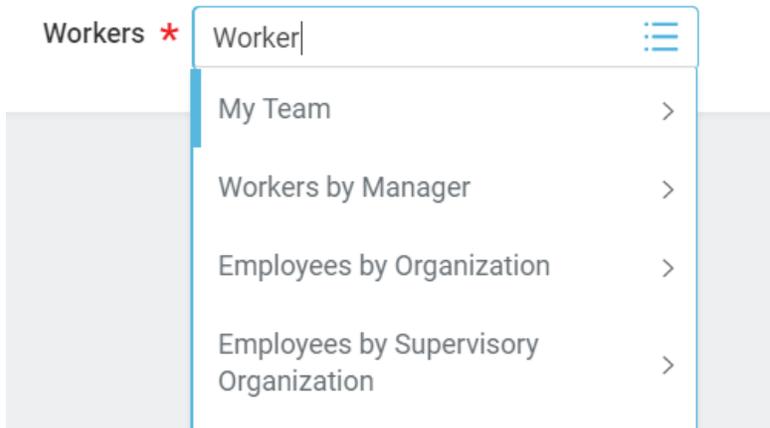
### Keep in mind

- Workers who have a lunch built into their schedule will have their lunch time automatically deducted on the timesheet. For workers without a lunch built into the schedule, you will need to populate separate time blocks for the period before and after their meal.
- It is recommended to leave the End Date field blank. This will help avoid any overlapping schedules for future correction.

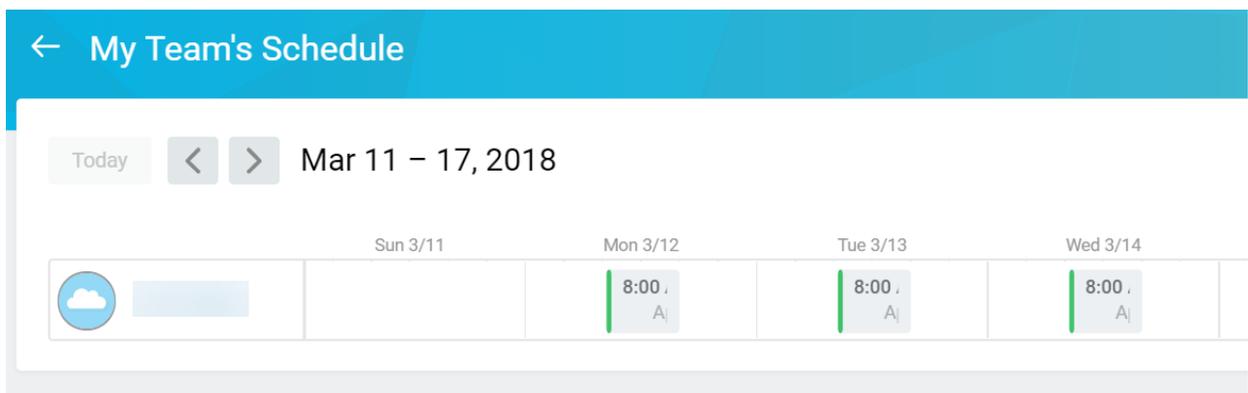
### Information needed

- CNET ID
- Password
- Workday website
- Worker name
- Assigned schedule dates

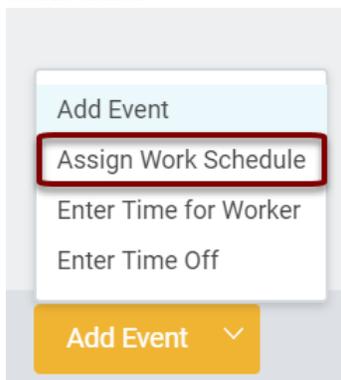
- 4. Fill in the **Worker** field by typing the name of the worker, or choosing the name from the drop down selections.



- 5. The worker's schedule will now appear.



- 6. At the bottom of the screen, click on **Add Event** and choose the option to **Assign Work Schedule**.



7. The **Assign Work Schedule** page will display.

**Assign Work Schedule**

Worker \*

Start Date \* MM / DD / YYYY

End Date MM / DD / YYYY

Work Schedule Calendar \*

Fill in the following fields including:

- **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.

← **My Team's Schedule**

Today < > Mar 11 - 17, 2018

	Sun 3/11	Mon 3/12	Tue 3/13	Wed 3/14
		8:00 , A	8:00 , A	8:00 , A

## Schedule Errors

If a schedule is assigned and overlaps with an existing schedule, a soft error notated in orange will display. While you can still proceed with your process with this type of error, Time Approvers should be aware of these conflicts to make the appropriate adjustments if necessary.

It is recommended to leave the End Date field blank so that workers will not have a blank schedule. This can potentially cause issues with premiums such as working on unscheduled days for applicable union workers.

The screenshot shows the 'Assign Work Schedule' form in Workday. At the top, there is a search bar and a notification bar with '1 Alert' and a 'View All' button. The form fields are as follows:

- Worker:** A dropdown menu with a red asterisk and a close button (X).
- Start Date:** A date field containing '03 / 26 / 2018' with a calendar icon. A red asterisk and an orange warning triangle icon are present. Below the field, an orange alert message reads: 'Alert: Start or End date overlap with existing Work Schedule Assignment.'
- End Date:** A date field containing '03 / 30 / 2018' with a calendar icon.
- Work Schedule Calendar:** A dropdown menu with a red asterisk and a close button (X), showing the selected calendar as 'F-M 11pm-5am, no lunch'.