Create Work Schedule Assignments

Managers can create, edit, and assign employee-specific schedules to direct reports using the Assign Work Schedule task. Please make sure the schedules assigned align with the employee's job profile.

On this job aid:

- Assign a Work Schedule
- View the Schedule for a Worker
- View the Schedule History for a Worker

Assign a Work Schedule

1. Search for and select the **Assign Work Schedule** task.

2. Select the Worker and Start Date for the scheduled assignment.
3. Optionally, select an End Date.
4. Choose if you want to start from an existing schedule or from a blank schedule.

   - ◯ Start from Current Schedule
   - ◯ Start from Blank Schedule
   - ◯ Start from Another Worker's Schedule
   - ◯ Start from Work Schedule Calendar

5. Employee Services already have created standard schedule templates. Under Start from Work Schedule Calendars, select All Work Schedule Calendars.
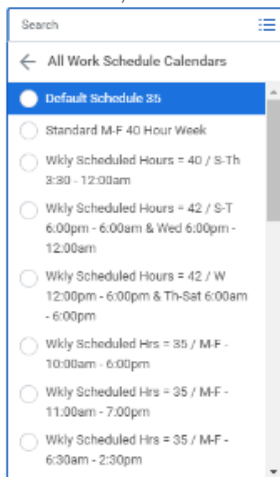
6. Click **OK** to proceed.

7. In the Schedule Patterns grid, you can use the **Add Row** and **Subtract Row** buttons to add or delete weeks from the schedule pattern.

> **Note**
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> Example: If you wanted to give a worker Friday off every other week, you would create a second row on the grid and enter no hours for Friday. The work schedule will alternate between the two schedule rows.

8. In the Order column, use the arrows to move rows up and down within the grid.
9. To define shift start and end times, click the **Pattern Details** button on the right side of the row.

10. Before you begin defining pattern details, you will need to select a Schedule Pattern Type.
    a. If you are defining a simple schedule with only one meal, the default selection of Single Shift and Meal is appropriate.
    b. If you need to define multiple shifts or multiple meals, select Multiple Shifts and Meals.

11. Define the start and end times for shifts and meals each day, or indicate a 24-hour shift by selecting the 24-Hour Shift checkbox.

> **Note**
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> Note: If you selected a Pattern Type of Multiple Shifts and Meals, you can use the Add Row buttons to add additional start and end times per day for shifts and meals.

12. When you are satisfied with your selections, click **Done** and then **OK** to save the schedule.

Process Successfully Completed

View the Schedule for a Worker

To confirm the schedule has been assigned correctly, you can use the View Schedule for Worker task.

1. Search for and select the **View Schedule for Worker** task.

View Schedule for Worker - Report

2. Select the Worker and Date.

3. Click **OK** to proceed.
4. Verify that the worker's schedule displays correctly on the calendar.

View the Schedule History for a Worker

You can use the Schedule History for Worker task to view the history of schedule assignment events.

1. Search for and select the **Schedule History for Worker** task.

Schedule History for Worker - Report

2. Select the Worker.

Worker *

3. Click **OK** to proceed.
4. Review the schedule events in the grid. To see event details, click an event's Related Actions.

← **Schedule History for Worker**

1 item

Start Date	End Date	Event		Status
04/21/2020		Assign Work Schedule:	1 Week 35 Hours on 04/21/2020	Successfully Completed