

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.

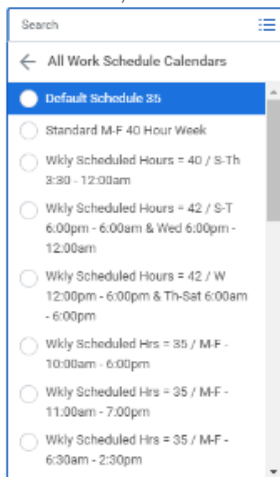


Assign Work Schedule

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.

Assign Work Schedule

Worker: [Name]
 Start Date: 04/21/2020
 End Date: [Date]

Schedule Patterns: 1 item

Order	Day	Start Time	End Time	Weekly Hours	Pattern Details
1	Sunday	10:00 AM - 6:00 PM		35	
2	Monday	10:00 AM - 6:00 PM			
3	Tuesday	10:00 AM - 6:00 PM			
4	Wednesday	10:00 AM - 6:00 PM			
5	Thursday	10:00 AM - 6:00 PM			
6	Friday	10:00 AM - 6:00 PM			
7	Saturday	OFF			

Note

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.

Pattern Details

Pattern Details

Schedule Pattern Type: Single Shift and Meal

7 items

Day of the Week	Start Time	Meal Start	Meal End	End Time	Hours	24-Hour Shift
Sunday					0	<input type="checkbox"/>
Monday	10:00 AM	01:00 PM	02:00 PM	06:00 PM	7	<input type="checkbox"/>
Tuesday	10:00 AM	01:00 PM	02:00 PM	06:00 PM	7	<input type="checkbox"/>
Wednesday	10:00 AM	01:00 PM	02:00 PM	06:00 PM	7	<input type="checkbox"/>
Thursday	10:00 AM	01:00 PM	02:00 PM	06:00 PM	7	<input type="checkbox"/>
Friday	10:00 AM	01:00 PM	02:00 PM	06:00 PM	7	<input type="checkbox"/>
Saturday					0	<input type="checkbox"/>

Done Cancel

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

Schedule Pattern Type

Single Shift and Meal

7 items

Day of the Week	Start Time	End Time
Sunday		

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

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.

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view schedule work

View Schedule for Worker - Report

2. Select the Worker and Date.

View Schedule for Worker

Worker *

Date *

04 / 21 / 2020



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

Today < > April 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	29 8:00 AM - 4:00 PM	30 8:00 AM - 4:00 PM	31 8:00 AM - 4:00 PM	1 8:00 AM - 4:00 PM	2 8:00 AM - 4:00 PM	3 8:00 AM - 4:00 PM
4	5 8:00 AM - 4:00 PM	6 8:00 AM - 4:00 PM	7 8:00 AM - 4:00 PM	8 8:00 AM - 4:00 PM	9 8:00 AM - 4:00 PM	10 8:00 AM - 4:00 PM
11	12 8:00 AM - 4:00 PM	13 8:00 AM - 4:00 PM	14 8:00 AM - 4:00 PM	15 8:00 AM - 4:00 PM	16 8:00 AM - 4:00 PM	17 8:00 AM - 4:00 PM
18	19 8:00 AM - 4:00 PM	20 8:00 AM - 4:00 PM	21 10:00 AM - 6:00 PM Today	22 10:00 AM - 6:00 PM	23 10:00 AM - 6:00 PM	24 10:00 AM - 6:00 PM
25	26 10:00 AM - 6:00 PM	27 10:00 AM - 6:00 PM	28 10:00 AM - 6:00 PM	29 10:00 AM - 6:00 PM	30 10:00 AM - 6:00 PM	1 10:00 AM - 6:00 PM
						2

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