

## Assign a Work Schedule for Shift Eligible Employees

Use this procedure to assign a work schedule for shift eligible employees. In Workday, shift eligible employees work on a 24 hour schedule. Assigning a work schedule for shift workers tells Workday when to start the 24-hour day for the worker.

### Procedure:

1. Search for the employee.

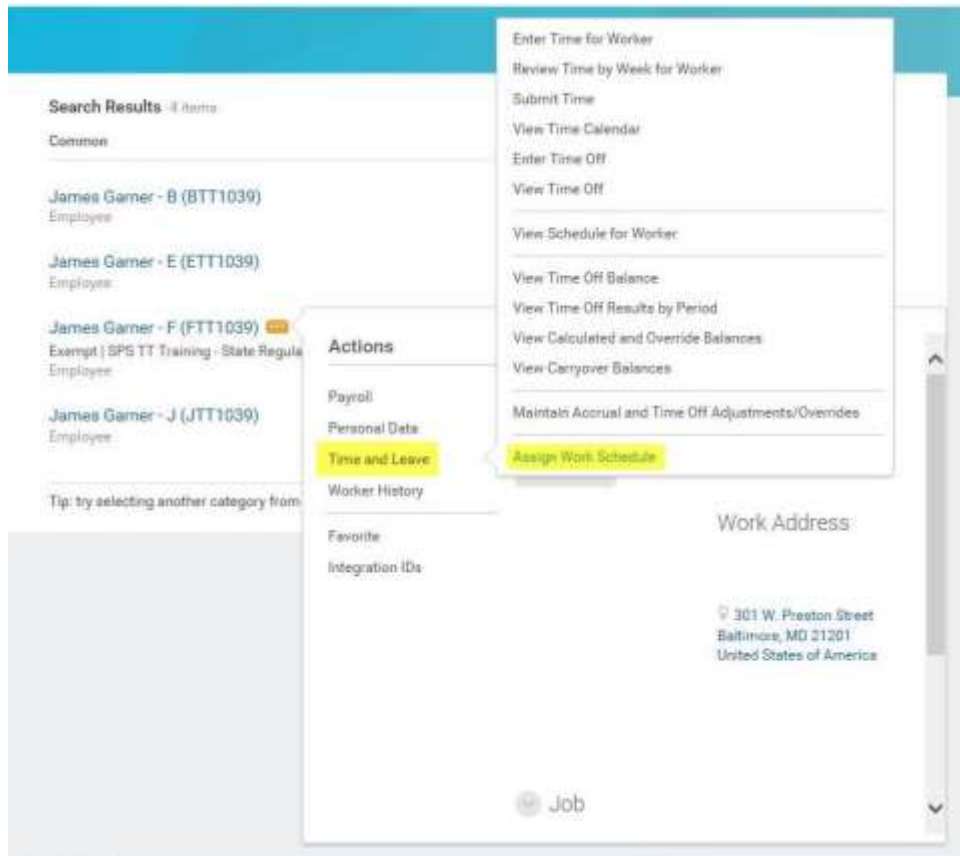


**Tip:** To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview  icon next to the employee's name.

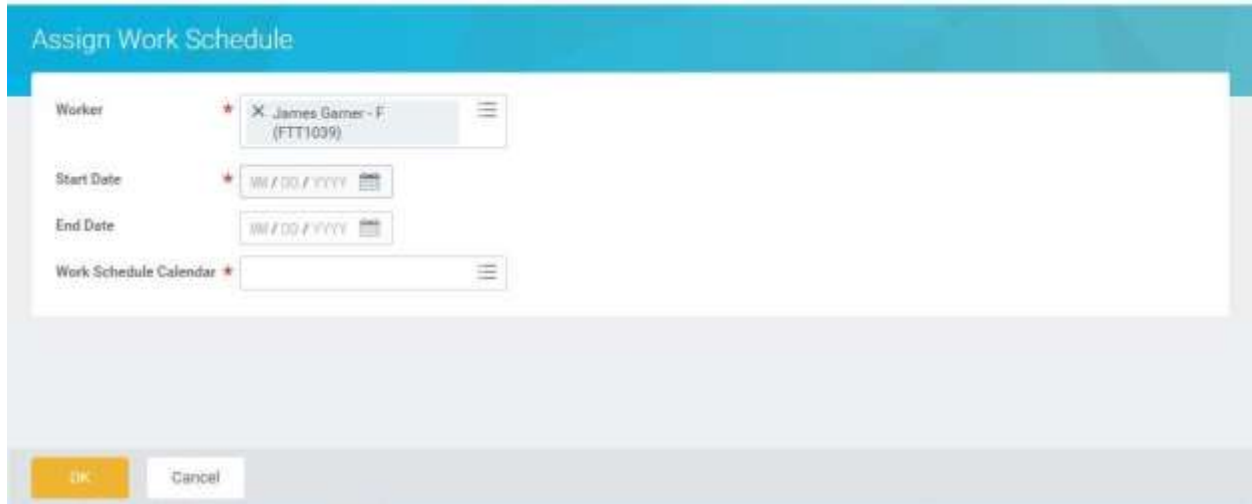
### Search Results



The screenshot displays the Workday interface for searching and managing employees. The search results list includes James Garner - B (BTT1039), James Garner - E (ETT1039), James Garner - F (FTT1039), and James Garner - J (JTT1039). The 'James Garner - F (FTT1039)' entry is selected, and the 'Actions' menu is open. The 'Time and Leave' option is highlighted in the 'Actions' menu, and the 'Assign Work Schedule' hyperlink is highlighted in the dropdown menu. The 'Work Address' is also visible.

3. In the menu, hover over Time and Leave and then click the Assign Work Schedule hyperlink.

### Assign Work Schedule



The screenshot shows the 'Assign Work Schedule' form with the following fields:

- Worker:** A dropdown menu showing 'James Garner - F (FTT1039)' with a close icon and a menu icon.
- Start Date:** A date input field with a calendar icon, showing 'MM/DD/YYYY'.
- End Date:** A date input field with a calendar icon, showing 'MM/DD/YYYY'.
- Work Schedule Calendar:** A dropdown menu with a menu icon.

At the bottom of the form are two buttons: 'OK' (highlighted in orange) and 'Cancel'.

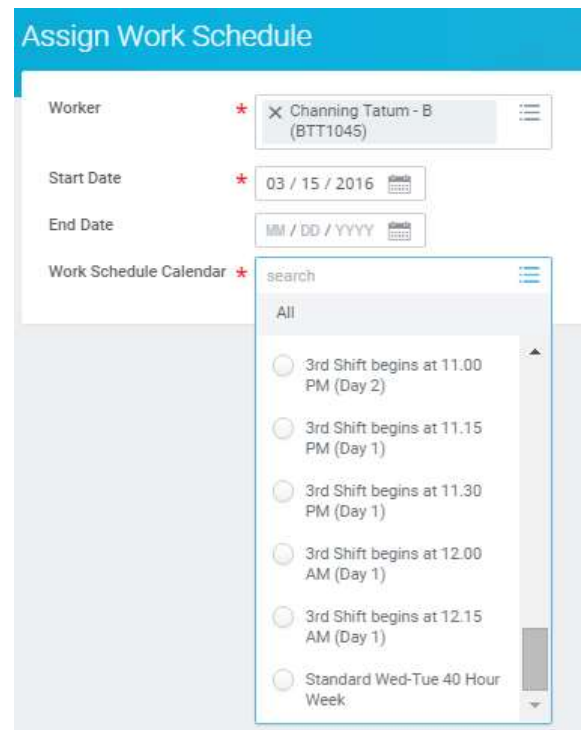
4. On the Assign Work Schedule page, complete the following fields:
  - a. **Start Date:** Enter or select a date for which you want the work schedule to start.
  - b. **End Date:** Enter or select a date for which you want the work schedule to end, if applicable.
  - c. **Work Schedule Calendar:** Use the prompt to select the employee's shift start time.

**NOTE:**

The available shift schedules contain three parts to identify the shift being selected:

- What shift the employee is working (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)
- What time the employee's 24 hour clock starts
- What day the time goes if covering more than one day.
- For example, the work schedule for "3<sup>rd</sup> Shift begins at 10:00PM (Day2)":

3 <sup>rd</sup> Shift	Begins at 10:00PM	(Day 2)
Employee is working third shift	The employee's 24 hour clock starts at 10:00PM	The time should be report on the 2nd day when it the shift starts on one day and finishes on another




The screenshot shows the 'Assign Work Schedule' form with the 'Work Schedule Calendar' dropdown menu open. The menu displays a search bar and a list of options:

- All
- 3rd Shift begins at 11.00 PM (Day 2)
- 3rd Shift begins at 11.15 PM (Day 1)
- 3rd Shift begins at 11.30 PM (Day 1)
- 3rd Shift begins at 12.00 AM (Day 1)
- 3rd Shift begins at 12.15 AM (Day 1)
- Standard Wed-Tue 40 Hour Week

5. Click the **OK**  button.

### Assign Work Schedule



6. The process is successfully complete. Click the Done  button to finish.
7. The System Task is complete.