Assigning a Work Schedule

For Time Approvers who assign schedules

Quick Reference Guide

Steps for Assigning a Work Schedule:

1. Click on the Team Time worklet.

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

3. Enter in the 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.

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.
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.

FOR ASSISTANCE CONTACT:
Shared Services Office: Service Desk
Submit your question here
Call 773-702-5800, M-F 8am – 5pm