

## **Assign Work Schedule**

The following describes the process of approving time for workers. This process is for Managers and Timekeepers.

If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or <u>WCCSupport@montclair.edu</u>).

## Instructions

 From your Workday homepage, use the search bar to search Assign Work Schedule. Select the task that appears.



Search for the worker in the Worker prompt. Enter the start date of the schedule assignment and select the appropriate schedule from the group Facilities D40. Enter an end date only if the assignment is temporary.

Assign Work Schedule					
Worker *	× Edwin Camacho …	:=			
Start Date *	01/01/2023 🛅				
End Date	MM/DD/YYYY				
Work Schedule Calendar *	Search	:=			
Current Week Schedule - E	← Facilities D40				
Current work Schedule 1	Facilities 1:30p-10p	<b>^</b>			
	◯ Facilities 10:30a-7p				
	Facilities 12:30p-9p				
	Facilities 12p-8:30p				
	Facilities 2p-10p				
	Facilities 3p-11p				
	Facilities 4a-12:30p				

 To view the current schedule that the employee is assigned go to the Employee profile, click on Actions > Time and Leave > View Schedule for Worker.

Edwin Camacho			Employee ID 10493385					
Assistant Ho	usekeeping Supervisor I							
(	Actions		Manager Preva Sanasie					
			0 0 0 0 0 0					
8	Provisioning Groups	>	Performance Rating 7 - Successful Enter Time					
Phone	Recruiting	>	View Time Calendar					
	Talent	>	Enter Time Off					
Summa	Time and Leave	> <	Correct Time Off					
Job	Union Membership	>	View Time Off					
Compe	Workday Account	>	View Schedule for Worker					

View Schedule for Worker	
Worker ★ × Edwin Camacho ··· := Date ★ 02/01/2023 =	
OK Cancel	

The view defaults to monthly but you can edit to see daily or weekly.

View Schedule for	w Schedule for Worker Edwin Camacho 🚥											
Today < > Fe	ebruary 2023 $\smallsetminus$											
unday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
	29	30	31	1	2	3	4					
⊙ 4:00 AM - 12:30 PM		⊘ 4:00 AM -	12:30 PM	:30 PM 💮 4:00 AM - 12:3	⊙ 4:00 AM - 12:30 F	PM ⊙ 4:00 AM - 12	:30 PM					
▼	•	v	•	▼	•	~						
	5	6	7	8	9	10	11					
		⊙ 4:00 AM -	12:30 PM	:30 PM	Ø PM	PM ⊘ 4:00 AM - 12	::30 PM					
•	Ŧ	•	Ψ	•	•	Ψ						
	12	13	14	15	16	17	18					
		⊙ 4:00 AM -	12:30 PM	:30 PM	Ø PM	PM	::30 PM					
v	v	-	•	•		~						