



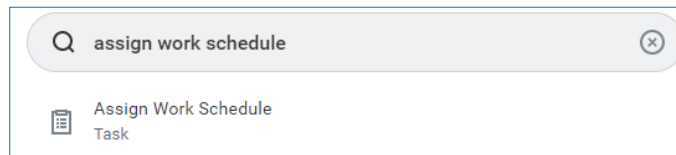
Assign Work Schedule

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

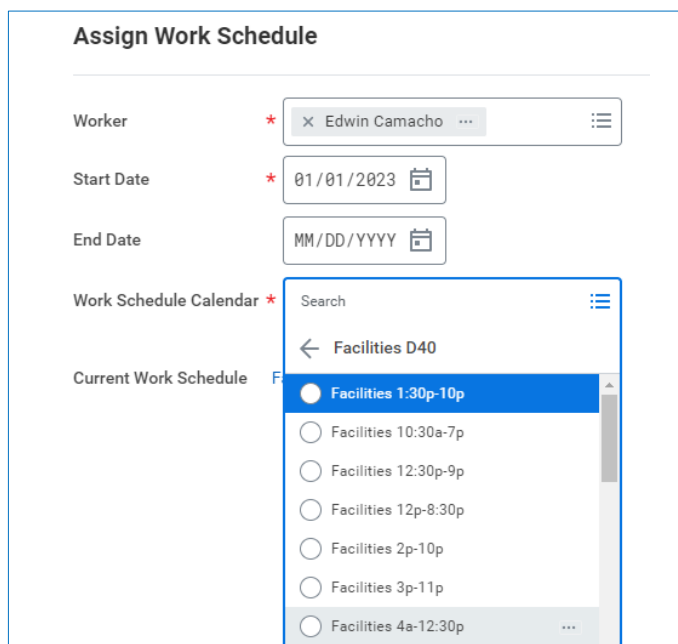
If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Instructions

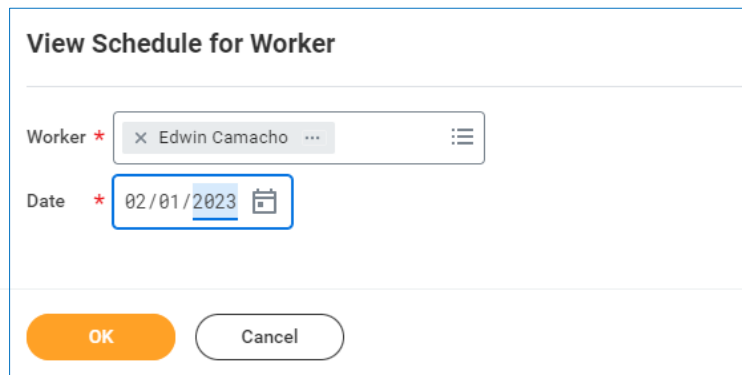
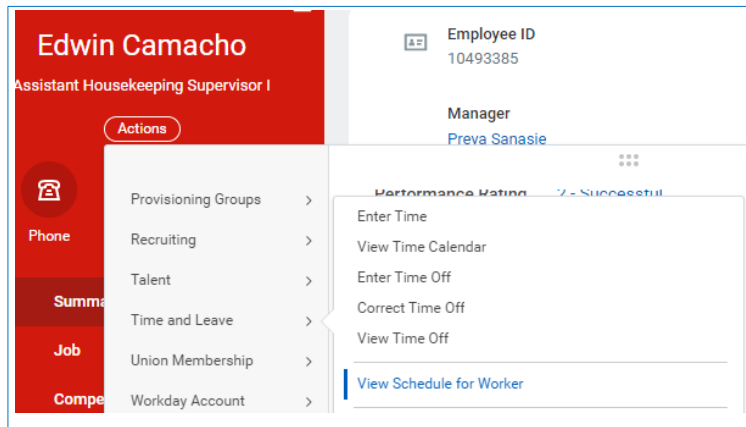
- 1) From your Workday homepage, use the search bar to search Assign Work Schedule. Select the task that appears.



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.



2) 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.



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

