

Timekeepers can create, edit, and assign worker-specific schedules to workers using the Assign Work Schedule task. Managers and Timekeepers have different roles in Workday but shares a common goal. Although their responsibilities work hand in hand they are not to be comingled during this process.

CREATING A WORK SCHEDULE

To begin the Create a Work Schedule process:

1. Type Create Work Schedule Calendar task in the search field.
2. Select the Create Work Schedule from the search results.
3. Type the name of work schedule in the Name field.

The screenshot shows the 'Create Work Schedule Calendar' form. The 'Name' field is highlighted with a blue circle and the number '1'. A dashed blue arrow points from this field to a table on the right.

NAMING CONVENTION FOR - NAMING THE WORK SCHEDULE		
PG001_	M-F_	12-8
Pay Group	Days	Time



Note: When naming a work schedule follow the steps below.

- The naming convention represents the work schedules for all the City of Baltimore employees.
- It is comprised of the pay group and premium calculation as it relates to employees pay.
- Please be mindful that not following the naming convention can cause the employees to be paid incorrectly.

Pay Group	First Time Entry Date	Work Week Start Day
B_033_BiWeekly	12/13/2020	Sunday
B_002_BiWeekly	12/17/2020	Thursday
A_044_BiWeekly_PT	12/19/2020	Saturday
B_012_BiWeekly	12/20/2020	Sunday
A_064_BiWeekly_Fire	12/23/2020	Wednesday
A_003_BiWeekly	12/24/2020	Thursday
A_03A_BiWeekly	12/24/2020	Thursday
A_001_BiWeekly	12/26/2020	Saturday
A_B_022_Weekly	12/28/2020	Monday

4. Click the arrow adjacent to review the **Time Tracking**” section.



Note: The Time Tracking section is automatically defaulted. There are no changes to be made in this section.

- 5. Ensure the work week start day is correct.
- 6. Navigate down to the patterns tab below



Note: Patterns consist of rotating weeks of scheduled days and times, repeating after the last week. A pattern with one week will simply repeat that week continuously. Pattern Start date indicates the calendar date that begins the first week of the pattern.

- 7. Scroll down and enter the pattern start date and click the plus button to add the first week

Patterns Worker Editing Options Schedule Calendar Events

Pattern Start Date

Pattern Start Day (empty)

0 items

	Order	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Hours
No Data									

- 8. Click the “Pattern Details” button to enter scheduled times for the week.

Pattern Start Date

Pattern Start Day Wednesday

1 item

	Order	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Hours	
		OFF	OFF	OFF	OFF	OFF	OFF	OFF	0	Pattern Details

9. Enter the start and end times of the schedule under each day (mealtimes if applicable). Click “Done”.

Day of the Week	Start Time	Meal Start	Meal End	End Time	Hours	24-Hour Shift
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>
Monday	<input type="text" value="09:00 AM"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="05:00 PM"/>	8	<input type="checkbox"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>



Note: Patterns

Additional weeks can be added and re-arranged using the plus, minus, and arrow buttons. Added weeks automatically copy scheduled time from the week above.

	Order	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Hours
<input type="button" value="+"/>									
<input type="button" value="⊕"/> <input type="button" value="⊖"/>	<input type="button" value="▼"/> <input type="button" value="▼"/>	OFF	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	OFF	40
<input type="button" value="⊕"/> <input type="button" value="⊖"/>	<input type="button" value="▲"/> <input type="button" value="▲"/>	OFF	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	OFF	40

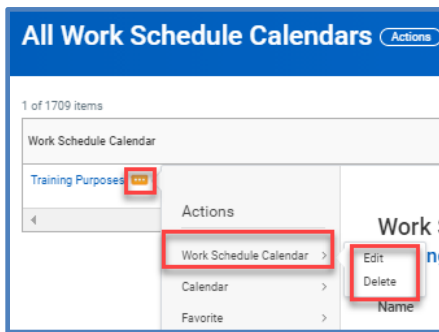
10. Click the plus button to add another week to the pattern (optional)

11. Click “OK” at the bottom to confirm the creation

MODIFYING A WORK SCHEDULE

Timekeepers can edit or delete work schedules by following these steps:

1. Type All Work Schedule Calendars in the Search field.
2. Select the All Work Schedule Calendars report from the drop down list.
3. Locate the work schedule to be edited or deleted.
4. Using your mouse, navigate to the end of the work schedule.
5. Click the Related Action icon that is shown in the illustration below.
6. Point to Work Schedule Calendars.
7. Select Edit to make changes to the work schedule or delete to discard the work schedule.



Note: When using the Edit option, it will take you back to the steps to create a work schedule. Make the necessary changes and click OK. To remove the created work schedule, click the Delete options and follow the prompts.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at Workday.Baltimorecity.gov