


CREATE WORKDAY SCHEDULE: MANAGER ACTION STEPS

This Job Aid is for Team Members whose schedules will be managed within Workday and will not be managed in Humanity. This includes Beryl, Admin, Mission Services and some ROC Team Members.

Steps to Create a Team Member Schedule:


1. Click the **My Team Management** application.
2. Locate the Team Member you want to build a schedule for.
3. Click the **Related Actions**  icon for the Team Member.

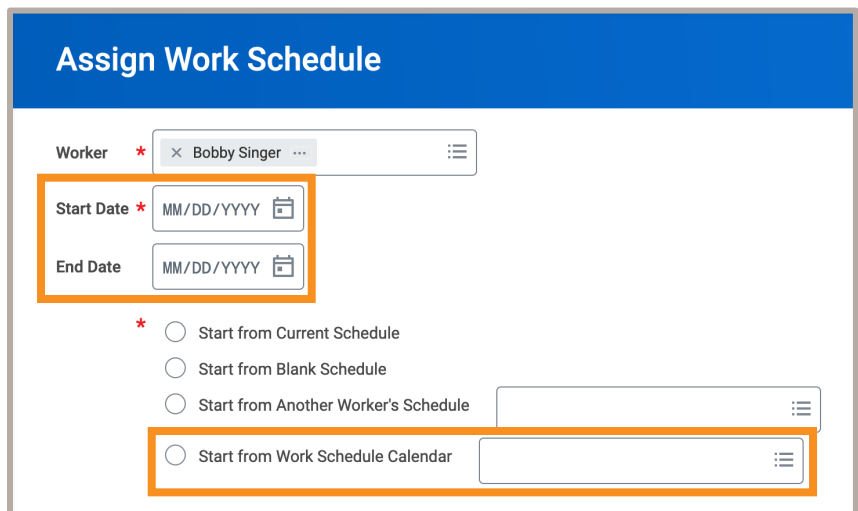
 **Note:** Hover your cursor over the Team Member name, to view the Related Actions icon.

4. Click **Time and Leave**.
5. Click **Assign Work Schedule**.


- a. Schedule Start Date
(effective date of schedule)
- b. Schedule End Date
(leave blank)

6. Select **Start from Work Schedule Calendar** button.

7. Click the **Prompt**  icon.
8. From the list of schedules, select one that best matches your typical work week.




9. If no changes to the selected schedule are required, click **OK**.
10. If changes are needed, click **Schedule Pattern** to make the changes.
 - a. Click **Done** when complete.
 - b. Click **OK**.

 **Note:** No additional approvals are needed when creating a schedule for one of your Team Members.

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Steps to View a Team Member Schedule:

1. Click the **My Team Management** application.
2. Locate the Team Member whose schedule you want to view.
3. Click the **Related Actions**  icon for the Team Member.
4. Click **Time and Leave**.
5. Click **View Schedule for Worker**.
6. Modify date range (optional).
7. Click **OK**.