CREATE WORKDAY SCHEDULE: TEAM MEMBER 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 positions.

To create a schedule in Workday, follow the steps outlined below.

Note: Work Schedule requests require manager approval; It is recommended that Team Members discuss the desired schedule before submitting the request.

Steps to Create Your Schedule:

1. From the Workday Home page, click on your **Profile** icon.
2. From the menu that appears, click **View Profile**.
3. From your Profile page, click the **Actions** icon.
4. Go to **Time and Leave** > **Request Work Schedule**.
5. From the *Request Work Schedule* page, complete the following:
    a. **Start Date.** Enter date schedule goes into effect.
    b. **End Date**. Leave blank.
    c. **Work Schedule Calendar** > **All Work Schedule Calendars**. Select your desired schedule.
6. Click **OK.**

Steps to View Your Schedule:

1. From the Workday Home page, click on your Profile.
2. From the menu that appears, click **View Profile**.
3. From your Profile page, click the **Actions** icon.
4. Click **Time and Leave**.
5. Click **My Schedule**.