

Managers can create, edit, and assign worker-specific schedules to workers using the Assign Work Schedule task. The options available depend on your organization's configuration and business process security policies.

ASSIGN CUSTOM WORK SCHEDULE

To assign a work schedule:


1. Search for and select the **Assign Custom Work Schedule** task.
2. Select the Worker and Start Date for the schedule assignment.
3. Optionally, select an End Date.
4. Choose between an existing schedule or a blank schedule.

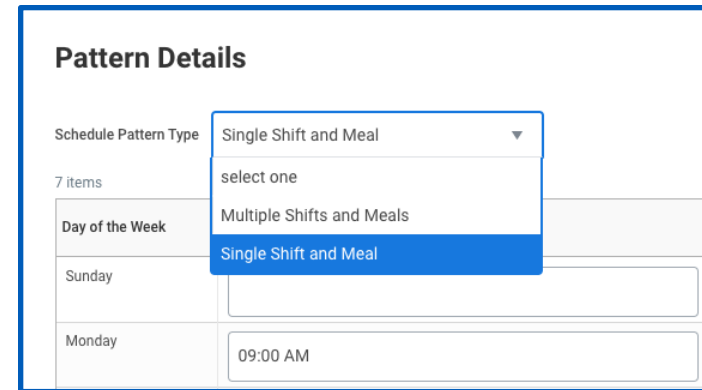
- ☐ Start from Current Schedule
- ☐ Start from Blank Schedule
- ☐ Start from Another Worker's Schedule
- ☐ Start from Work Schedule Calendar

5. Select **OK** to proceed.
6. In the Schedule Patterns grid, you can use the **Add Row** and **Remove Row** icons to add or delete weeks from the schedule pattern.



Example: If you want to give a worker every other Friday off, create a second row on the grid and enter no hours for Friday. The work schedule will alternate between the two schedule rows.

7. In the Order column, use the arrows to move rows up and down within the grid.
8. To define shift start and end times, select the **Pattern Details** button  on the appropriate row.
9. Before you begin defining pattern details, you need to select a Schedule Pattern Type.
 - a. If you are defining a simple schedule with only one meal, the default selection of Single Shift and Meal is appropriate.
 - b. If you need to define multiple shifts or multiple meals, select Multiple Shifts and Meals.



Pattern Details	
Schedule Pattern Type	Single Shift and Meal
7 items	
Day of the Week	
Sunday	
Monday	09:00 AM

10. Define the start and end times for shifts and meals each day or indicate a 24-hour shift by selecting the **24-Hour Shift** checkbox.



Note: If you select a Pattern Type of Multiple Shifts and Meals, you can use the Add Row icons to add additional start and end times per day for shifts and meals.

11. When you are satisfied with your selections, select **Done**, then **OK** to save the schedule.

VIEW A WORKER'S SCHEDULE

To confirm the schedule assigned correctly, you can use the View Schedule for Worker report.

1. Search for and select the **View Schedule for Worker** report.
2. Select the Worker and Date.
3. Select **OK** to proceed.
4. Verify that the worker's schedule displays correctly on the calendar.

VIEW A WORKER'S SCHEDULE HISTORY

You can use the Schedule History for Worker report to view the history of schedule assignment events.

1. Search for and select the **Schedule History for Worker** report.
2. Select the Worker.
3. Select **OK** to proceed.
4. Review the schedule events in the grid. To view event details, select an event's **Related Actions**. 