

Audience: Managers, Timekeepers

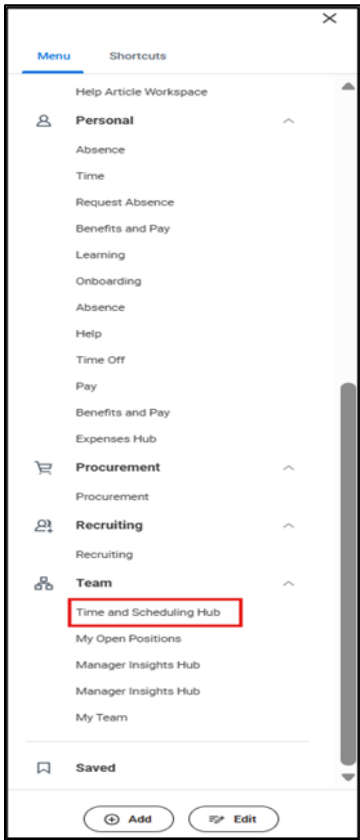
Assign Work Schedule

 This job aid explains how to assign a work schedule for an employee so time entry, validations, and payroll calculations function correctly

Assign Employee Work Schedule	
Workday Role(s)	HR Partner, Time Administrator, Manager, Timekeeper
Steps	Assigns or updates an employee’s Work Schedule in Workday to ensure accurate time entry, validation, and payroll processing.

Start Assign Work Schedule

1. Click the **Menu** icon.
2. Select **Team**.
3. Click **Time and Scheduling Hub**.
4. Click **Assign Work Schedule**.



Assign Work Schedule

Assign Work Schedule – Enter and Review Details

1. Search for and select employee in the **Worker** field.
2. In the **Start Date** field, confirm or enter the effective start date for the new work schedule.
3. (Optional) Enter an **End Date** if the schedule is temporary.
4. In the **Work Schedule Calendar** field:
 - Search for the appropriate work schedule By Group, Uncategorized, or All Work Schedule Calendars.
5. Under **Previous Work Schedule**, review the existing work schedule calendar to understand what is being replaced.
6. Under **Updated Work Schedule**, verify:
 - **Calculated Start Week** value.
7. **Schedule Pattern Weeks** grid details, including:
 - Starting Week selection
 - Daily work/off pattern (Sunday–Saturday)
 - Daily start and end times
 - **Weekly Hours** total.
8. Ensure the correct **Starting Week** checkbox is selected.

Assign Work Schedule

Worker

Start Date

End Date

Work Schedule Calendar

Previous Work Schedule

Updated Work Schedule

Calculated Start Week

Schedule Pattern Weeks

Starting Week

Week Number

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Weekly Hours

Pattern Details

☒

1

OFF

9:00 AM - 5:30 PM

9:00 AM - 5:30 PM

9:00 AM - 5:30 PM

9:00 AM - 5:30 PM

9:00 AM - 5:30 PM

OFF

40

Pattern Details

OK

Cancel

Assign Work Schedule

After Submission – Confirmation

1. A confirmation page displays indicating **Process Successfully Completed**.
2. Verify the **Overall Status** shows **Successfully Completed**.
3. In the **Process History** section:
 - **Assign Work Schedule** shows *Step Completed*.
4. **Approval by Manager** may display as *Not Required*.
5. Click **Done** to exit the process.

MENU

Search

14 210

Work Schedules: Assign Work Schedule: on 02/06/2026

Do Another
[Assign Work Schedule](#)
[Request Work Schedule](#)

Process Successfully Completed

Details and Process

For

Overall Process [Assign Work Schedule:](#) on 02/06/2026

Overall Status **Successfully Completed**

Due Date 02/08/2026

Details **Process**

Process History 2 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Assign Work Schedule	Assign Work Schedule	Step Completed	02/06/2026 02:27:28 PM	02/08/2026		1	
Assign Work Schedule	Approval by Manager	Not Required		02/08/2026		0	

Done